

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: MICROCOMPUTER APPLICATION SOFTWARE  
(INTERMED)

---

CODE NO.: EDP089 SEMESTER: TWO

---

PROGRAM: GENERAL ARTS AND SCIENCE

---

AUTHOR: DOROTHY MACNEILL

---

DATE: JANUARY, 1994

---

PREVIOUS OUTLINE: JANUARY, 1992

---

NEW \_\_\_\_\_ REVISION

APPROVED:

*Rose M. Lewis*

---

DEAN, SCHOOL OF BUSINESS AND HOSPITALITY

DATE:

*94/05/13*

---

## MICROCOMPUTER APPLICATION SOFTWARE - EDP089

TOTAL CREDIT HOURS: 3 hours/week

PREREQUISITE: EDP109 - Intro to Microcomputers and Application Software

### I. PHILOSOPHY/GOALS

This course provides the student with an opportunity to develop a deeper understanding of the concepts introduced in EDP109. Students will reinforce existing skills and develop additional skills in utilizing operating system and application software. Utilizing spreadsheet software to solve practical problems will be emphasized.

### II. STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course, the student will be able to:

1. Utilized operating system commands to manage files on disks including the use of subdirectories.
2. Operate a word processing package at a skilled level including the merging of text and graphics and other "desktop publishing" features.
3. Operate a spreadsheet package at a skilled level.

### III. TOPICS TO BE COVERED:

1. Review/Refresher of prerequisite skills (exercises)
2. Operating System Skills (practice exercise)
3. Advanced word processing features (practice exercises)
4. Advanced spreadsheet features (practice exercises)

### IV. LEARNING ACTIVITIES:

Each topic will consist of one or more "tutorials" which will serve to introduce students to new features. Students will be guided through these "tutorials" and will then be expected to complete one or more assignments utilizing the new features. On a test, students will be expected to be able to use all features covered and to be able to answer questions concerning them. Each topic in the text contains sample questions. Test questions will be similar in content.

**V. EVALUATIONS METHODS**

Tests (2 @ 30%)	60%
Exercises/Assignments	40%
	<hr/>
	100%

**TESTS:**

1. Wordperfect Microprocessing Trends/Terminology
2. Lotus - DOS

**GRADING:**

A+	90 - 100%
A	80 - 89%
B	70 - 79%
C	60 - 69%
R	Repeat - under 60%

**VI. REQUIRED STUDENT RESOURCES:**

Text: "Star Series - WordPerfect 5.1 and LOTUS 1-2-3", by Boyd and Fraser  
Publishing Company  
"The Software Tool Kit - DOS 5.0", by Tim Duffy, Wadsworth  
Publishing Company  
  
Diskettes (format to be determined)

**VII. SPECIAL NOTES:**

Students are expected to attend class regularly, participate in class discussion and keep up-to-date on all class activities.

Late assignments are subject to a grade of zero unless the student has prior permission to hand it in a later time. All assignments must be completed in order to meet course requirements.

Test will be written at agreed times. Students will receive a mark of zero if they miss a scheduled test, unless a pre-arranged agreement between the student and instructor has been reached to write the test at a different time.

Students are advised to maintain a backup of all files on disk. Loss of an assignment due to a lost or damaged disk is not an acceptable reason for a late or incomplete assignment.

Students with special needs, such as physical limitations, visual impairments, hearing impairments, or learning disabilities, are encouraged to discuss required accommodations, confidentiality, with the instructor.

The instructor reserves the right to modify the course as he deems necessary to meet the needs of students.

\* Please see attachment.

EDP089

INTEGRATED VOCATIONAL TRAINING - MODIFIED CURRICULUM

**METHOD OF ASSESSMENT**

- A. Tests will be written in the Learning Assistance Centre with the assistance from an Integrative Educational Assistant.
- B. The Integrative Educational Assistant may:
  - 1. Paraphrase the test question without revealing any key words or definitions.
  - 2. Test length may be reduced depending on test style i.e. match to sample definitions, fewer choices in multiple choice.
  - 3. Time allowed to complete test may be increased.

**PREPARATION AND PARTICIPATION**

- 1. An Integrative Educational Assistant will be available to assist the instructor with modifications and evaluation.
- 2. Students will receive support outside of the classroom (i.e. tutoring, assistance with assignments, preparation for tests and quizzes).

March 11, 1994  
Doc. #413