

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

COURSE OUTLINE

COURSE TITLE: INTRO TO MICROCOMPUTERS AND APPLICATION SOFTWARE

CODE NO.: EDP130 **SEMESTER:** ONE

PROGRAM: DISTANCE EDUCATION

AUTHOR: ROSEMARY LEBLANC

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PREVIOUS OUTLINE DATED: SEPTEMBER, 1992

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APPROVED: *Rose M. Leduc*
DEAN, SCHOOL OF BUSINESS &
HOSPITALITY

93/11/11
DATE

INTRO TO MICROCOMP & APPLIC. SOFTWARE

EDP130

COURSE NAME

COURSE CODE

TIME: 30 hours total

TEXT: Understanding and Using Application Software, by
Steven Ross, Johnathon Bacon, Cody Copeland
(Available in Campus Shop)

SUPPLIES: Three 5 1/4" Floppy Disks

COURSE OVERVIEW:

This course provides the student with an opportunity to develop an understanding of microcomputer hardware and operating system software. The course will focus on developing practical skills by introducing word processing and electronic spreadsheet applications.

PERFORMANCE OBJECTIVES:

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

1. identify hardware and software components of a computer system, and list different uses of computers in business and education
2. understand the functions of a computer's operating system
3. perform basic and intermediate functions of a word processing software program
4. perform basic and intermediate functions of a computerized spreadsheet software program

TOPICS TO BE COVERED:

1. Introduction to Microcomputer Concepts
2. The Operating System
3. Word Processing Using WordPerfect 5.1
4. Spreadsheets Using LOTUS 1-2-3

LEARNING ACTIVITIES:

Microcomputer Concepts:

The student will have the capability to:

1. identify and explain the function of each major component of the IBM (or compatible) personal computer used in the lab
2. define and explain common computer terms
3. name and describe various business, personal and educational uses for microcomputers

The Operating System:

The student will have the capability to:

1. define the function of an operating system
2. demonstrate the use of DOS commands required for efficient operation of the personal computer

Word Processing - WordPerfect 5.1:

The student will have the capability to:

1. describe the benefits of a word procesing package
2. describe and demonstrate the use of word processing features including the following:
 - entering and saving text
 - editing text
 - printing text
 - formatting text
 - using word processing software utilities

**INTRO TO MICROCOMPUTERS AND
APPLICATION SOFTWARE**

EDP130

Spreadsheets - LOTUS 1-2-3

The student will have the capability to:

1. describe the benefit of an electronic spreadsheet package
2. describe and demonstrate spreadsheet features including the following:
 - create a spreadsheet using labels, values and formulas
 - edit, retrieve, and save a spreadsheet
 - print worksheet files
 - display and print graphs

STUDENT EVALUATION:

Mid-Term Test	25%
Final Test	25%
Assignments	50%

GRADING:

A+	90-100%
A	80- 89%
B	70- 79%
C	60- 69%
R	0- 59%

NOTES:

1. This is a hands-on course with minimal lecture time. (Describe Distance Ed format) Assignments can be completed during lab time and tests may include both written and practical computer work.
2. Students are advised to maintain a backup of all files on diskette. Loss of output due to a lost or damaged diskette will not be acceptable for a late or incomplete assignment.
3. All assignments must be completed in order to fulfill course requirements.
4. Assignments will not be accepted after the prescribed due date.