

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

INTRODUCTION TO MICROCOMPUTERS

Course Outline:

EDP219

Code No.:

COMPUTER PROGRAMMER/BUSINESS GENERAL

Program:

TWO/FOUR

Semester:

JANUARY, 1994

Date:

Previous Outline

Dated:

JANUARY, 1993

Author:

BOB LAILEY

New: _____

Revision: _____ X

APPROVED:

Gene M. Lavin
Dean, Business & Hospitality

Jan. 10/94
Date

INTRODUCTION TO MICROCOMPUTERS

EDP219

Course Name

Course Number

Total Credit Hours: 60

Time: 4 hours/week

Prerequisite: EDP100

PHILOSOPHY/GOALS:

1. To develop an understanding of microcomputer hardware as well as popular Operating System and Application Software products.
2. To develop advanced practical skills in the use of MSDOS Operating System Commands, Word Processing (WordPerfect, Version 5.1), Spreadsheet/Graphic/Data Management Software (Lotus 1-2-3, Version 2.2 with Allways).

STUDENT PERFORMANCE OBJECTIVES:

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

1. Work effectively in a business environment where microcomputers are utilized.
2. Assist other staff in the use and operation of a variety of micro-computer hardware and software.
3. Utilize MSDOS, WordPerfect, and Lotus 1-2-3 to create and utilize practical applications suitable for a business environment.
4. Carry out research regarding the capability and suitability of new microcomputer hardware and software products.

TEXT: "Application Software (Version B)", 3rd edition, by Curtin

Required: 2 or more high density (1.44 meg) 3.5" diskettes

STUDENT EVALUATION:

Final Test	20%
Quizzes (6 @ 10%)	60%
Assignments	20%

GRADING:

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

WARNING:

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.

NOTES:

1. Tests/quizzes/assignments may include both written and practical on-line material.
2. Assignments received after the due date are subject to a grade of zero.
3. Students who are unable to write a or quiz test at the scheduled time must advise the instructor in advance. A written excuse, acceptable to the instructor, may be required. Any student failing to meet these requirements will receive a grade of '0' for the test or quiz.
4. The instructor reserves the right to modify the course as he deems necessary to meet the needs of students.

INTRODUCTION TO MICROCOMPUTERS

EDP219

MODULE 1 - THE MICROCOMPUTER REVOLUTION

- Introduction to the IBM PC
- Predominant types of Application Software
- Historical developments
- Microcomputer hardware components
- Input/Output devices
- Orientation to the Micro Lab

MODULE 2 - MICROCOMPUTER OPERATING SYSTEMS: AN INTRODUCTION

- MSDOS/PCDOS Basic Components
- File Names and File Specifications
- Using Editor Programs (EDLIN and Others)
- DOS Editing Keys
- Microcomputing Operating Systems Reviewed
- MSDOS - Fundamental Commands
 - Additional Commands

MODULE 3 - OPERATING SYSTEMS - MSDOS ADDITIONAL FEATURES

- Disk Directories, Subdirectories, and Paths
- Filters, Piping and Redirection
- Batch Files - Creating Your Own
- AUTOEXEC.BAT
- CONFIG.SYS
- Disk Concepts

MODULE 4 - WORD PROCESSING - INTRODUCTORY CONCEPTS

- Word Processing Vocabulary
- Introduction to Word Perfect, 5.1
 - Entering and Saving Text
 - Editing and Printing Text

MODULE 5 - WORD PROCESSING - ADVANCED CONCEPTS

- WordPerfect 5.1
 - Emphasizing text
 - Correcting errors
 - Screen formatting
 - Text manipulation methods
 - Using the spelling checker and the thesaurus
 - Creating and using form documents
 - Document filing and handling
 - Dual document handling
 - Merge printing
 - Automating with macros

MODULE 6 - WORD PROCESSING - DESKTOP PUBLISHING

- Hardware and Software Components
- Document Design
- Typography
- Design Principles
- WordPerfect, 5.1
 - Line Drawing
 - Newspaper Columns
 - Graphics

MODULE 7 - SPREADSHEETS - INTRODUCTORY CONCEPTS

- Historical Background
- Spreadsheet Applications
- Basic Spreadsheet Terminology
- Creating, Saving and Printing a Spreadsheet
- Elementary Formatting and Data Manipulation

MODULE 8 - SPREADSHEETS - GAINING PROFICIENCY

- Formatting Numeric and Label Entries
- Changing Column Widths
- Moving and Copying
- Range Specification
- Editing
- Relative and Absolute References

SPREADSHEETS - GRAPHICS

- Creating Basic Graphs
- Graph Options
- Naming Graphs
- Saving & Printing Graphs

INTRODUCTION TO MICROCOMPUTERS

EDP219

MODULE 9 - SPREADSHEETS - DATABASE MANAGEMENT

- Create a Database
- Querying and Extracting from a Database using one or more criteria

SPREADSHEETS - MACROS

SPREADSHEETS - USING ADD-INS

- Attaching and Invoking Allways
- Printing with Allways