

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: **MICROCOMPUTER APPLICATION SOFTWARE**

Course No.: **EDP104**

Program: **General Arts & Science**

Semester: **Two**

Author(s): **Willem de Bruyne**

Date: **January 1998**

Previous

Outline Dated: **May 1997**

APPROVED:

Dean

Joseph C. Powell

Date

Jan 5/98

TOTAL CREDITS: 3

PREREQUISITES: EDP122

LENGTH OF COURSE: 3 HOURS PER WEEK

I. COURSE DESCRIPTION:

The course is designed to enhance and expand on the content taught in the Introduction to Computers course (EDP122). The topics covered in the introductory course were as follows: Introduction to e-mail, Windows, MS-Word, DOS and the Internet. This course, Microcomputer Application Software will progress to more advanced features of this software as well as being introduced to new software which will include, Excel spreadsheets, and MS-Powerpoint presentation software. One of the main goals of this course is to give the students a solid understanding of application integration. Upon completing this course students should be comfortable producing a detailed report that can encompass within the main word processing document, snippets of e-mail, or the entire snapshot of the e-mail screen with the message displayed; capture graphic images and text from various Internet sources such as the WWW, or FTP sites; link a spreadsheet within the document; embed a Powerpoint presentation with the document.

II. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE:

A. Learning Outcomes:

- 1. Review general computer concepts and terminology, disk, directory and file structures.**
- 2. Demonstrate the use of Windows OLE (Object Linking and Embedding) feature using Paintbrush, Clipboard, Calculator, Calendar.**
- 3. Demonstrate the use of advanced features of e-mail.**
- 4. Demonstrate the use of the Internet to do research (WWW, FTP).**
- 5. Demonstrate the use of the MS-Excel spreadsheet.**
- 6. Produce multi-page documents containing special formats, fonts making use of Word Art and Text Art.**
- 7. Demonstrate the use of MS-PowerPoint**

B. Learning Outcomes with Elements of Performance:

Upon successful completion of this course the student will demonstrate the ability to:

1. Review general computer concepts and terminology, disk, directory and file structures.

Potential elements of performance:

- create, change, and remove directories.
- adopt appropriate file naming conventions for file names and file extensions and recognise files that would be ASCII text files, word processing files, executable files, batch files or system files upon examination of the three character file extension
- recognise various file types
- copy files and moving files
- list files
- switching drives
- rename files
- delete files and directories
- use the on-line help
- understand the file serves and basic network configuration used at the college

2. Demonstrate the use of Windows OLE (Object Linking and Embedding) feature using Paintbrush, Clipboard, Calculator, Calendar.

Potential elements of performance:

- Use the on-line help for Windows using the pull down menu HELP
- Activate the accessories icon and go into paintbrush
- While in paintbrush produce a diagram, paste a graphic image and alter the image
- Make use of the clipboard, and understand what it can contain and how it is managed.
- Use the Toolbox, Line-Width box, and the palette
- Add text to the drawing
- Edit the drawing
- Save the drawing
- Discuss Linking and Embedding, and be able to demonstrate it.
- Discuss the group of accessory programs that come with windows, and their uses.
- Recognise data transfer methods
- Link data between applications

- Embed data into a document
- Schedule appointments with Calendar
- Make calculations with Calculator

3. Demonstrate the use of advanced features of e-mail.

Potential elements of performance:

- Set up network configuration for e-mail, including password
- Set up advanced configuration options
- Use the clipboard to help create messages and files from messages
- Print mail messages making use of the print options
- Select fonts
- Send and receive mail messages, including attachments
- Understand POP3/SMTP mail protocols
- Understanding CC and BCC reply to addressing support
- Understand how to automatically keep copies of outgoing mail
- Understanding Message encryption
- Use the editor and speller in creating messages
- Understanding Delivery and proof of reading confirmation support.
- Create Distribution lists.
- Understanding of Folder organisation.

4. Demonstrate the use of the Internet to research topics using INTERNET Tools.

Elements of the performance:

- Know what the INTERNET is and how it works.
- Demonstrate an understanding of the Internet architecture, the protocols, and addressing.
- Subscribe to listservs, news groups.
- Understand and utilize a variety of Internet tools such as, WWW, FTP, GOPHER, and TELNET.
- Perform a variety of searches using some popular search engines.
- Understand the WWW client/server arrangement, and the HTML format of information.
- Define bookmarks, and manage their organization
- Copy images and text from web sites.
- Examine some popular FTP sites and download files.

5. Demonstrate the use of the MS-Excel spreadsheet.

Elements of the performance:

- Enter text, values, dates & times
- Selecting ranges
- Use menus, toolbar.
- Save your worksheet
- Editing the worksheet
- Perform simple calculations
- Formatting cell information
- Make use of simple functions
- Sorting data
- Adding and deleting records
- Plotting charts
- Work with multiple worksheets
- Create a simple Macro

6. Produce multi-page documents containing special formats, fonts making use of Word Art and Text Art.

Potential elements of performance:

- edit the text within the file as to: bold, underline, italics, font type, font size
- edit the document as to format: margins, line spacing, centre, flush right, justification (left, right, centre, full), indent, page numbering
- use the editor provided by the word processing package for producing headers and footers
- use the spell checker, and thesaurus tools provided by the word processing package
- type text that requires superscript and subscript and normal font selections
- insert graphic images into the file. (either graphic documents part of the word processing package or others such as *.bmp, *.gif, *.pic). Move, and re-size the graphic images.
- Zoom in and out the page size.
- print the document (full or current page) using the print control feature provided by the word processing package
- discuss the difference between ASCII text files and word processing files and how to convert files into another format when opening or saving files.
- Enhance the documents appearance using Word/Text Art.
- Format the page to appear as a newspaper layout.

7. Demonstrate the use of MS-PowerPoint.

Potential elements of performance:

- Make use of the AutoContent Wizard
- Understand presentation Do's and Don'ts
- Work with text in Slide View
- Reorganise the presentation in Outline view
- Reorder Slides in Slide Sorter View
- Work with Presentation Text
- Work with Templates, changing fonts, bullets, resizing and positioning objects
- Work with Graph Objects, adding titles, changing colors, adding and formatting Axes
- Creating organizational charts, creating tables.
- Adding Clip Art to slides
- Import graphics from other sources
- Understand how to embed objects

III. Required Student Resources

Check with instructor for textbooks.

At least three 3.5" high density floppy disks

All of the above are available in the Campus Shop. Other reference material is available in the Software Support office and in the Library.

IV. METHOD(S) OF EVALUATION

The grading scheme used as follows:

A+ 90 - 100% Outstanding
A 80 - 89% Excellent
B 70 - 79% Average
C 60 - 69% Satisfactory
R 0 - 59% Repeat
X Incomplete.

Assignments:

5% E-mail
5% Internet
5% Windows OLE
5% Word processing
5% Internet
5% Excel
5% PowerPoint

35%

Tests/Quizzes:

5% E-mail
10% Internet
10% Windows OLE
10% Word processing
10% Internet
10% Excel
10% PowerPoint

65%

processing, a spreadsheet and a PowerPoint presentation. This would then be one assignment worth 15%.

V. SPECIAL NOTES

1. All students should be aware of the Special Needs Office in the college. If you have any special needs such as being visually impaired, hearing disabled, physically disabled, learning disabilities you are encouraged to discuss required accommodations confidentially with the Professor and/or contact the Special Needs Office, Room E1204, Ext. 493, or 717, or 491 so that support services can be arranged for you.
2. Your Professor reserves the right to modify the course as is deemed necessary to meet the needs of students.
3. It is the responsibility of the student to retain all course outlines for possible future use in gaining advanced standing at other post-secondary institution.
4. Plagiarism
Students should refer to the definition of 'academic dishonesty' in the 'Statement of Student Rights and Responsibilities'. Students who engage in 'academic dishonesty' will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor.
5. Substitute course information is available at the Registrar's office.
6. Students must achieve a passing grade in **both** the assignment (35%) and the test (60%) portions of the course.