

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

COURSE OUTLINE

COURSE TITLE: INTRODUCTION TO MICROCOMPUTERS & DATA PROCESSING

CODE NO.: LAS105-3 **SEMESTER** THREE

PROGRAM: LAW AND SECURITY/CORRECTIONAL WORKER

AUTHOR: GRANT DUNLOP

DATE: SEPTEMBER, 1990

**PREVIOUS OUTLINE
DATED:**

New:

Revision:

APPROVED:
DEAN, SCHOOL OF BUSINESS &
HOSPITALITY

DATE

INTRO TO MICROCOMPUTERS AND
DATA PROCESSING

LAS105-3

COURSE NAME

COURSE CODE

TIME: 3 hours/week

TEXT: DOS Notes and WordPerfect 5.1 Notes

SUPPLIES: Two 5 1/4" Diskettes (above text and supplies are available in Campus Shop)

AIMS AND OBJECTIVES:

To provide an opportunity to develop an understanding of micro computer hardware and operating system software.

To provide an opportunity for students to develop practical hands-on skills in using word processing and data base management software relevant to their related fields.

STUDENT EVALUATION:

Tests (2 @ 30%)*	60%
Assignments	40%

100%

*Final test to be written by students failing/missing one of the regular term tests provided all assignments have been submitted and the student has attended classes regularly. The final test mark is to replace the failed/missed term test.

GRADING:

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

NOTES:

1. Tests may include both written and practical on-line material.
2. Assignments received after due date are subject to 20% per day penalty. 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.

**INTRO TO MICRCOMPUTERS AND
DATA PROCESSING**

LAS105

COURSE CONTENT

Computer Hardware

The student will be able to:

1. Identify and describe the features of each major component of the IBM PC computer system used in the lab.
2. Define and explain terms related to diskettes and computers, (i.e. capacity, size, sectors, tracks, file protection, diskette drive).
3. Describe proper handling of diskettes.
4. Operate the hardware and software used in the course.

DOS Concepts (Disk Operating System)

The student will be able to:

1. Define and explain the need for an operating system.
2. Identify and describe the main functions or components of an operating system.
3. Know the uses of DOS commands, including the following:
DIRECTORY FORMAT COPY TYPE
ERASE DISKCOPY LABEL MODE
4. Define and describe technical terms used to describe DOS.

Word Processing - WordPerfect

The student will be able to:

1. Define and describe the benefits of a word processing package.
2. Describe and use word processing features, including the following:
 - entering and saving text
 - editing text
 - printing text
 - using the Thesaurus
 - using the Spell Checker

Data Base Management - DBase111 Plus

The student will be able to:

1. Define and describe the benefits of a data base package,
2. Describe and use data base features, including the following:
 - Define the database structure
 - Input records to a database
 - Append and edit records
 - Print database recordsSort database records