

Sault College  
of Applied Arts and Technology  
sault ste. marie

Course Outline

INTRODUCTION TO  
DATA PROCESSING

EDP 208-3

HOTEL & RESTAURANT MANAGEMENT

revised           AUGUST 1981

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TEXT: "Computer Programming in BASIC"  
George Tse-Der Chou

REFERENCE TEXT: "Introduction to Computers & Data Processing"  
Shelley and Cashman

OBJECTIVES:

1. To introduce the student to computers and the processing of data on the computer
2. To familiarize the student with a computer program language with application to HRM
3. To give the student sufficient exposure to the computer so they experience its usefulness.

STUDENT EVALUATION:

TESTS	50%
ASSIGNMENTS	40%
PARTICIPATION	<u>10%</u>
	100%

GRADES:

A	80 - 100
B	70 - 79
C	55 - 69
I	40 - 54
R	Under 40

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<u>TOPIC</u>	<u>TOPIC DESCRIPTION</u>	<u>REFERENCE</u>
A1	<u>Introduction to Data Processing</u> - data processing defined - computers - history - system - components - terms commonly used - people & equipment in the industry	TEXT - Chapter 1
A2	<u>Logic and Flowcharting</u> - developing logic for processing data - flowcharting defined - application of flowcharting to data processing	TEXT - Chapter 3
A3	<u>Fundamentals of Computer Programming</u> - computer programming defined - types of statements - introduction to BASIC programming - syntax and rules for BASIC programming language - writing short computer programs	TEXT - Chapter 2
A4	<u>BASIC Programming Language</u> - detailed study of -entering data -output reports -arithmetic expressions -transfer statements - writing application programs for HRM in BASIC	TEXT - Chapters 4,5,6,7
A5	<u>Future of Data Processing &amp; Computers</u>	
B1	<u>Introduction to DEC</u> - components - keyboard - operation	HANDOUT # 1

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<u>TOPIC</u>	<u>TOPIC DESCRIPTION</u>	<u>REFERENCE</u>
B2	<u>Introduction to BASIC</u> - statements - commands - operation on DEC	HANDOUT # 2
B3	<u>Applications #1</u> - use of pre-written application programs	HANDOUT # 3
B4	<u>APPLICATION #2</u> - use of short computer programs developed in A3	
B5	<u>Application #3</u> - use of detailed application programs developed in A4.	