SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: ELEMENTARY COMPUTER

Code No.:   EDP235

Program: HOTEL AND RESTAURANT MANAGEMENT

Semester: III

Date: SEPTEMBER, 1987

Author: JOHN MITCHELL

New: ____X____   Revision: _____

APPROVED: _____   _____
          Chairperson   Date

ELEMENTARY COMPUTER	EDP235
Course Name	Course Number

PHILOSOPHY/GOALS:

The student will understand and be able to demonstrate:

1. The use of information processing in the business environment with specific reference to Hotels and Restaurants.

2. Knowledge of the computer system; its components and operation.

3. Ability to use application packages on a computer system.

4. Comprehension of the impact of computers on everyday life.

METHOD OF ASSESSMENT:

The student will be required to read the textbook. Tests and homework assignments will require knowledge of its contents.

Students are expected to attend classes and to participate actively.

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Tests 2 @ 35%                  -  70%  (no rewrites)
Assignments/Participation -  30%
Final Exam                     -  35%*
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*The final exam is to be written if a student fails or misses one of the regular term tests provided the student has submitted all assignments and has attended classes regularly. The mark on the final exam will replace the failed/missed regular term test mark.

*The final exam may be written if a student wishes to improve one of the regular term test marks provided the other term test and assignment/ participation mark is at least one grade above it.

GRADING:

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"A" - 85 - 100%
"B" - 70 -  84%
"C" - 55 -  69%
"R" - Less than 55%
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TEXTBOOK:

"Principles of Information Processing", by Sponcor

SPECIFIC OBJECTIVES:

- None - Module "A" and Module "B" will run parallel.

MODULE "A"

REFERENCE	TOPIC/OBJECTIVES
Chapter 1	**Basic Concepts of Information Processing:**

After completion of this section the student will be able to:
- explain the evolution of computers and the importance of computers and information processing in today's society
- understand the growth of the computer industry and the computer's impact on business and other areas
- identify the advantages of using computers over using manual procedures
- define data, information, and information processing

Chapter 2   **Introduction to the Computer:**

After completion of this section, the student will be able to:
- explain the difference between software and hardware; between main storage and auxiliary storage; purpose of input/output devices; how computers are directed to do something; and how data is stored in computers
- identify components and functions of a computer system; components and functions of a C.P.U. and the different types of main storage

Chapter 3   **Input/Output Concepts and Devices:**

After completion of this section, the student will be able to:
- understand the purpose of input/output and buffers
- identify the different types of input/output equipment and understand their uses

| **REFERENCE** | **TOPICS/OBJECTIVES** |

Chapter 4

Auxiliary Storage Devices:

After completion of this section, the student
will be able to:
- understand and describe the two main types of
  auxiliary storage and how information is
  stored/accessed

Chapter 5

From Microcomputers to Supercomputers:

After completion of this section, the student
will be able to:
- discuss the classification of computer systems
  and the characteristics of each category
- describe microprocessors and memory chips and
  their uses

Chapter 6

An Introduction to Computer Programming:

After completion of this section, the student
will be able to:
- describe how a program is developed from the
  time it is first conceived until the finished
  product is working on the computer system
- identify the two types of software
- describe different types of programming
  languages

Chapter 8

Advanced System Concepts:

After completion of this section, the student
will be able to:
- describe and define distributed processing,
  time-sharing computer systems, real time
  system, database, operating system, data
  communications, computer networks and
  electronic spreadsheet

REFERENCE	TOPIC/OBJECTIVES

REFERENCE

Chapter 9

TOPIC/OBJECTIVES

System Design, Security and Ethics:

After completion of this section, the student
will be able to:
- understand reasons for system study and steps
  involved in creating an information processing
  system
- understand the importance of information
  processing system security both for hardware
  and software
- identify some of the ethical issues involved
  with using computers

MODULE "B"

REFERENCE	TOPIC/OBJECTIVE

Notes

Operation of Microcomputers and DOS:

After completion of this section, the student
will be able to:
- identify and use the microcomputer hardware
  devices
- understand and use the following DOS commands;
  DIR, FORMAT, COPY and DISKCOPY

Easywriter II

Word Processing:

After completion of this section, the student
will be able to:
- load the software package
- understand and use the word processing software
  package basic operations - basic editing
                                      - printing

LOTUS 1-2-3

Spreadsheet:

After completion of this section, the student
will be able to:
- load the software package
- understand and operate the spreadsheet
  software package - basic operations
                          - basic creation
                          - formula
                          - ranges
                          - printing

ACCPAC
Inventory Control

Inventory Control:

- After completion of this section, the student
  will be able to:
  - load the software
  - identify and operate the menus in the
    inventory control software package

The above is subject to modification