

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

COURSE OUTLINE

COURSE TITLE: INTRODUCTION TO DATA PROCESSING

CODE NO.: EDP100-5 SEMESTER: ONE

PROGRAM: BUSINESS COMMON

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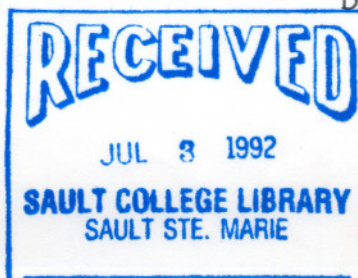
DATE: SEPTEMBER, 1992

PREVIOUS OUTLINE DATED: SEPTEMBER, 1991

New: _____ Revision: X

APPROVED: *[Signature]*
DEAN, SCHOOL OF BUSINESS &
HOSPITALITY

92-07-03
DATE



INTRO TO DATA PROCESSING

EDP100

COURSE NAME

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REQUIRED STUDENT RESOURCES:

- Text - Microcomputer Concepts & Special Applications, by Ernest Colantonio
- A Laboratory Course in DOS, WordPerfect 5.1, Lotus 1-2-3 by Ernest Colantonio
 - Introduction to Structure Microsoft Basic, by Doyle

Disks: 2, 5 1/4" floppy disks (available in most stores)

SPECIAL NOTES:

Assignments received after the due date are subject to a grade of zero unless prior permission from instructor.

For the microcomputing section of this course, students are advised to maintain a backup of all files on disk. Loss of an assignment due to a lost or damaged disk is not an acceptable reason for a late or incomplete assignment.

Students with special needs, such as physical limitations, visual impairments, hearing impairments, or learning disabilities, are encouraged to discuss required accommodations, confidentially, with the instructor.

EVALUATION METHODS:

Tests (4 @ 19%)	-	76%
Assignments: 2 WordPerfect	-	7%
2 Lotus	-	7%
1 DOS	-	2%
2 Programming	-	8%
		<hr/>
		100%

GRADING:

A+	90 and over
A	80 and over
B	70 and over
C	55 and over
R	under 55

PHILOSOPHY/GOALS:

Microcomputers have become standard equipment in schools and businesses. The users of microcomputers can utilize packaged software or write their own applications using a programming language. Since most end-users are not computer programmers, and the majority of students taking this course will not become computer programmers, the course will emphasize a practical approach to learning both computer hardware and software, and how they function together. The student will learn to use an operating system, a wordprocessor, a spreadsheet, and programming principals, as well as gain an understanding of computer concepts.

COURSE OBJECTIVES:

1. distinguish among the different hardware and software components of a computer system, and know different commercial and educational uses of computer systems
2. understand the general functions of an operating system
3. understand word processing concepts
4. understand spreadsheet software concepts
5. understand programming concepts

TOPICS TO BE COVERED:

DISK OPERATING SYSTEM SECTION

TOPIC: DOS

- SUB-TOPICS: - Booting
 - Directory
 - Changing Disk Drives
 - Clearing the Screen
 - Formatting
 - Copying
 - Renaming
 - Erasing
 - Protecting Diskettes
 - Using An Editor
 - Sub-Directories

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TOPICS TO BE COVERED: (cont'd)

- Paths
- Recovering
- File Attributes
- Comparing Files
- Printing
- Reporting Memory
- Re-Directing Output
- Batch Files
- Shell

WORDPROCESSING SECTION:

TOPIC: WORDPERFECT 5.1

- SUB-TOPICS:
- Editing
 - Pull-Down Menus
 - Function Keys
 - Entering Text
 - Moving Cursor
 - Inserting Text
 - Deleting Text
 - Search and Replace
 - Saving a Document
 - Spell Check
 - Blocks
 - Cancelling Commands
 - Formatting
 - Printing
 - Codes
 - Thesaurus
 - Windows
 - Indenting
 - Tabs
 - Flush Right
 - Date
 - Centering
 - Fonts
 - Headers and Footers
 - Text Columns
 - Tables
 - Graphics
 - Macros

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SPREADSHEET SECTION

TOPIC: LOTUS 1-2-3

- SUB-TOPICS:
- Creating a Worksheet
 - Using Menus
 - Saving
 - Printing
 - Moving Around the Worksheet
 - Editing
 - Changing Column Widths
 - Deleting
 - Inserting
 - Copying
 - Formatting
 - Formulas
 - Functions
 - Graphing
 - Database Worksheet

CONCEPTS SECTION

TOPIC: COMPUTER CONCEPTS

- SUB-TOPICS:
- Why Study Computers
 - How Computers are Used
 - A Typical Microcomputer System
 - Types of Microcomputers
 - Standards
 - Other Types of Computers

TOPIC: HARDWARE

- SUB-TOPICS:
- The Microprocessor
 - Primary Storage
 - Secondary Storage
 - Keyboards and Mice
 - Displays
 - Expanding the System
 - Printers
 - Modems
 - Other Peripherals

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TOPIC: SOFTWARE

- SUB-TOPICS:
- Computer Programs
 - Systems Software
 - Programming Languages
 - Application Software
 - User Interfaces

TOPIC: OPERATING SYSTEMS

- SUB-TOPICS:
- What They Do
 - Types
 - Components

TOPIC: COMMUNICATIONS AND NETWORKING

- SUB-TOPICS:
- Hardware
 - Software
 - Parameters
 - Electronic Mail
 - Local Area Networks

TOPIC: GRAPHICS

- SUB-TOPICS:
- Hardware
 - Software
 - Painting
 - Drawing
 - Computer Aided Design

TOPIC: DESKTOP PUBLISHING

- SUB-TOPICS:
- Why Desktop Publishing
 - Applications
 - Components

TOPIC: SOFTWARE SIDELIGHTS

- SUB-TOPICS:
- Integrated Software
 - Windowing
 - DOS Shell
 - Utilities

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TOPIC: FUTURE TRENDS

SUB-TOPICS: - Computers and: Education
Arts
Medicine
Government
Business
Workplace
Law

PROGRAMMING SECTION

TOPIC: BASIC PROGRAMMING LANGUAGE

SUB-TOPICS: - Modes of Operation
- Command Line Format
- Basic Statements
- Basic Functions
- Basic Commands
- Constants, Variables
- Expressions, Operators
- Function Keys
- Editing
- Saving a Program
- Program Design