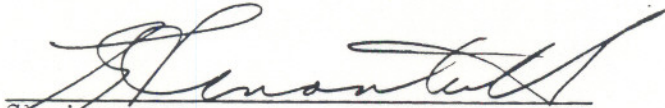


SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: INTRODUCTION TO COMPUTERS
Code No.: EDP 105
Program: OFFICE ADMINISTRATION - EXECUTIVE AND LEGAL
Semester: FOUR
Date: JANUARY, 1987
Author: FRANCES DEW

New: _____ X _____ Revision: _____

APPROVED:  Chairperson 87-01-15 Date

INTRODUCTION TO COMPUTERS

EDP 105

AIMS AND OBJECTIVES

- To introduce the student to computers and what they can do
- To introduce the student to applications of the computer in business
- To give the student hands-on experience with the computer

STUDENT EVALUATION

Term Tests (one hour each) 2 @ 35%	70%
Assignments/Labs	30%

	100%

	OR	
Better Term Test	35%	
Assignments/Labs	30%	
FINAL Test (two hours long)	35%	

	100%	

The final test will cover the semester's work and can be written only if:
-you pass the semester and wish to improve your grade or
-you missed/failed one of the term tests, or have an "I" grade so far and have completed your assignments, labs, etc. satisfactorily.

NOTE: Students who do not attend 75% of lecture classes will not be allowed to write the final examination. Also, a student with a final grade of under 40 will not be allowed to take the final test and must repeat the course.

GRADING

A	80 to 100
B	70 to 79
C	55 to 69
I	40 to 54
R	0 to 39

The course material will be in the form of hand-outs and student notes.

INTRODUCTION TO COMPUTERS

EDP 105

TOPICS TO BE COVERED

Definition of data processing and the data cycle

Manual vs electronic data processing

Example of the use of computers in secretarial industry

Introduction to computers and how they work

The VAX operating system - how it works: DCL commands, files,
password, etc.

Data processing problems - programming concepts such as variables,
input and output

Introduction to BASIC programming language - commands such as
PRINT, READ, INPUT, IF, GOTO

Programs will be written, tested and corrected by the student

Introduction to the EDITOR - enter a BASIC program, modify it and
rerun it

Read a data file

Introduction to MINITAB

Introduction to ELECTRONIC MAIL

Introduction to PHONE