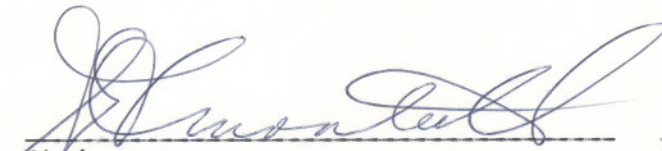SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title:	COMPUTER CONCEPTS
Code No.:	EDP110
Program:	OFFICE PROCEDURES AND RETAIL SALES
Semester:	ONE
Date:	NOVEMBER 1987
Author:	SHELLEY BOUSHEAR

New: X   Revision: _____

APPROVED: _____ 87-11-02
          Chairperson   Date

COMPUTER CONCEPTS	EDP 110
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.

2. Knowledge of the computer system, its components, and operations.

3. Ability to use the Easy Writer II word processing software package.

4. Comprehension of the impact of computers on everyday life and in the modern office.

METHOD OF ASSESSMENT:

The student will be required to attend classes and partici-pate actively. Tests and homework assignments will test the student's knowledge of both theory and hands-on.

Tests	(4)	80%
Assignments		20%
		100%

The timed writing requirement referred to in the SPR100 course outline will be extended to the last day of classes for this semester. Students will be required to attain a typing speed of 25 gross words per minute with a minimum of five errors on an instructor-given timed writing.

There will be three theory tests and one hands-on test for this portion of the course.

GRADING:

A+	-	95 - 100
A	-	85 - 94
B	-	70 - 84
C	-	60 - 69
R	-	BELOW 60

100% completion of assignments is expected. Work which is not submitted by the due date or work handed in incomplete, will result in a loss of 10 marks for each occurrence from

If a student is not able to write a test because of illness, or a legitimate emergency, that student must contact the instructor prior to the test and provide an explanation which is acceptable to the instructor (medical certificates or other appropriate proof may be required). In cases where the student has contacted the instructor, and where the reason is not classified as an emergency i.e. slept in, forgot, etc., the highest achievable grade is a "C". In cases where the student has not contacted the instructor, the student will receive a mark of "0" on that test. THERE WILL BE NO REWRITES OF TESTS.

TEXTBOOKS:

Students are not required to purchase a textbook for this portion of the course. The teacher will be using two texts for the theory portion of the course and these texts are: Principles of Information Processing by Donald D. Spencer and Introduction to Word/Information Processing by Linda Henson, Myrna Sanders and Jennie Mason.

SPECIFIC OBJECTIVES:

The student will be able to:

1. Evolution of Computing Devices and Evolution of the Modern Office
-explain how computers have evolved
-define data, information, and information processing
-identify the purpose of an information system
-identify the benefits of computers to the business user
-describe the "office of the future"
-recognize some modern methods and procedures being used to handle routine office tsks
-discuss the need for offices to change methods of handling information
-explain the Information Age and its implications for the business office
-understand the merger of data processing and word processing and explain the information processing concept
-discuss automated methods of handling traditional office procedures

2. Types of Computers
-discuss the classifications of computer systems and the characteristics that define each category
-distinguish between microcomputers, minicomputers, mainframes, and supercomputers

-discuss the need for larger and faster supercomputers
-artifical intelligence

3.   The Components of a Computer
-identify the components and functions of a computer system
-explain the difference between hardware and software
-identify the components and functions of a central
 processing unit
-explain how computers are directed to do something
-explain how data are stored in computers

4.   Input Methods and Output Methods for Word Processing and
     Data Processing
-understand the purpose of input/output
-define the input phase of information processing
-list the methods of input and state the advantages and
 disadvantages of each method
-discuss the output phase of information processing
-recognize the various types of output equipment found in
 offices today
-define and explain Optical Character Readers

5.   Storage Devices
-discuss media used for permanent storage

6.   Distribution of Informaton
-understand the distribution phase of information processing
-discuss electronic data distribution
-understand computer-based message service and how this
 system is used
-list and discuss several electronic mail options and
 services available
-explain voice mail
-understand teleconferencing and how this technology is used

7.   Careers in Office Occupations
-recognize employment opportunities in office-related
 occupations
-discuss the professional image now associated with office-
 related careers
-resume preparation

While the student will be working on the theory aspects of
computer concepts, the student will also be working on the
following aspects of word processing etc.

1.   Cut and Paste
2.   Paginate
3.   Printing text(s)
4.   Search and Replace
5.   Mail merge
6.   Sort
7.   Spell package

8. The number keyboard and applications for use of the cash
    register

This course outline is subject to change.