

EDP121

COMPUTER CONCEPTS

COURSE CODE

COURSE NAME

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COMPUTER CONCEPTS

COURSE TITLE:

EDP121

CODE NO.:

SEMESTER:

BUSINESS

PROGRAM:

WILLEM DEBRUYNE

AUTHOR:

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PREVIOUS OUTLINE
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APPROVED:

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DATE

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REQUIRED STUDENT RESOURCES:

Texts: COMPUTERS ILLUSTRATED, N. GERTLER

Instructor Notes to be handed out in class. The notes will cover VAX/VMS concepts, E-Mail, and the EDT Editor, VAX BASIC.

SPECIAL NOTES:

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

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

EVALUATION:

3 Tests	Test 1 (Concepts)	20%
	Test 2 (DCL/EDT/E-MAIL)	30%
	Test 3 (Programming)	30%
		80%
2 Assignments @ 10%		20%
		100%

PHILOSOPHY/GOALS:

Most employers do not expect potential employees to be computer experts. However, they do expect them to be prepared to use a computer as a tool to solve business related problems. In a job interview, you will probably be asked: "What do you know about computers?" and "What kind of software/hardware are you familiar with?" Therefore, the more you know about computers the better prepared you will be in your career.

This course will focus on the computer concepts (12 hours), VAX/VMS concepts focusing on E-mail and the EDT editor (10 hours), as well as programming using VAX Basic (12 hours).

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Objectives:

OVERVIEW OF THE COMPUTER:

- define what it means to be computer literate and computer competent
- describe the four main types of computer systems
- explain what a computer system is by focusing on hardware, software, data/information, procedures, people, and connectivity
- briefly describe the four phases of a computer-based information system: input, processing, output, storage
- name the three main parts of a microcomputer system
- distinguish between batch and on-line processing
- describe how data is organized in a computer system
- briefly describe the five generations of computer development
- discuss the difference between general computer users and several types of computer professionals

HARDWARE:

- describe the functions of the four basic hardware components of a computer system
- identify the most widely used input devices
- name the two main parts of the central processing unit and distinguish between random access memory and read-only memory
- describe the difference between primary and secondary storage and name the common secondary storage devices
- describe the basic forms of softcopy and hardcopy output and the types of hardware used to produce them

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COMMUNICATIONS:

- identify the basic characteristics of data transmission
- describe basic communications hardware in general terms
- describe the basic operation and uses of a fax machine
- explain what a communications network is and describe the typical network configurations
- list some of the information services available to personal computer users
- briefly explain what computer viruses are and what can be done about them

PURCHASING A COMPUTER:

- explain what should be considered before purchasing a microcomputer system
- maintain a microcomputer system on a daily basis so that it can be relied on over time

MODULE 2: (VAX/VMS CONCEPTS)

Objectives:

THE VAX:

- describe the hardware configuration associated with the VAX4300
- use username and password to access their accounts
- understand directory and file structures on the VAX
- understand the syntax of DCL commands
- use DCL commands to manage files
- print ASCII files
- use on-line HELP
- understand file specifications, modes, devices, directories, files
- develop command procedures

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THE EDT EDITOR:

- access the EDT editor
- create and save an ASCII file using the editor
- use the function keys to perform a wide range of editing functions
- explore command EDT keypad commands

VAX/VMS MAIL UTILITY:

- send mail messages to other users
- read mail messages from other users
- print mail messages
- forward messages to other users
- manage your mail files
- create and use distribution lists
- edit messages
- extract messages
- manage your folders

MODULE 3: (PROGRAMMING USING VAX BASIC)

- enter a simple program, store it on disk, and load it back into the computer's memory
- edit program statements
- describe the three levels of programming languages
- list the four steps used in problem-solving
- list the three basic logic structures

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- differentiate between numeric and character string constants and give examples of each
- use numeric and character string constants correctly in programs
- explain how variables string constants correctly in programs
- list the rules for naming variables
- assign values to variables
- define the term "keyword"
- correct document programs
- perform arithmetic operations using both constants and variables
- evaluate arithmetic expressions according to the order of operations
- display program output on the screen
- use the help function
- use the INPUT statement to allow data to be entered during program execution
- use the READ and DATA statements to enter data into programs
- explain the advantages and disadvantages of each of these methods of entering data
- write programs so that the output is formatted in a readable way
- use commas, semicolons, and TAB, to format output
- explain how the PRINT USING statement works and use it when appropriate
- define the term "control structures"
- use block IF statements to create decision structures
- explain the difference between single-alternative and double-alternative decision structures
- explain and use relational operators in expressions