SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline:	INTRODUCTION TO DATA PROCESSING
Code No.:	EDP 105
Program:	FORESTRY/WATER RESOURCES/ PULP & PAPER/GEOLOGY
Semester:	WINTER '87
Date:	JANUARY, 1987
Author:	J. MITCHELL

New: _____ Revision: __X___

APPROVED: _____ $86-12-18$
Chairperson   Date

INTRO TO DATA PROCESSING	EDP 105
Course Name	Course Number

Length of Course: 2 periods per week for one semester.

OBJECTIVES:

1. To introduce the student to data processing.
2. To introduce the student to computers and what they can do.
3. To introduce the student to applications of the computer in their related field.
4. To give the student hands-on experience with the computer.

STUDENT EVALUATION:

Tests (2x40)	- 80%		Term Tests	- 40%
Assignments/Labs	- 15%	OR	Assignments/Labs	- 15%
Class Involvement	- 5%		*Final Test	- 40%
			Class Involvement	- 5%

*The Final Test will cover the semester's work and can be written only if:

1. You pass the semester and wish to improve your grade
2. You missed/failed one of the term tests, or have an "I" grade so far and have completed your assignments and labs satisfactorily.

Grading:
'A' - 80 - 100
'B' - 70 - 79
'C' - 55 - 69
'R' - 0 - 54

NOTE: A student with a grade of under 45 will not be allowed to write the final test and must repeat the course.

WEEK	HOUR	TOPIC
1	1	Intro to course. Assign usernames & passwords.
	1	Definition of Data Processing and the Data Cycle. Manual vs Electronic Data Processing. Use of Computers in Industry.
	2	Intro to Computers. How a Computer works.
2	1	The Operating System and How it Works DCL commands. Files
	2	Sign on to the Computer. Changing your Password. Introductory Lab #1.
3	1	Solving Data Processing Problems. Sample Problems.
	2	Programming Concepts: variables, arithmetic, input/output. Review Lab #1 Introductory Lab #2
4	1	Introduction to the BASIC Language: LET,PRINT Intro to BASIC Commands
	2	Review Lab #2 Introductory Lab #3
5	1 2	Basic Input Statements: READ/DATA More BASIC Commands Review Lab #3 Assignment
6	1 2	Basic Control Statements: IF,GOTO Assignment
7	1 2	Term Test 1 Assignment
8	1 2	Basic Input Statements continued: INPUT Statement Assignment

WEEK	HOUR	TOPIC
9	1 2	Intro to the EDITOR Using the EDITOR to enter a Basic Program Introductory EDITOR Lab
10	1 2	Testing & Debugging Enter, Test, and Debug your assignment
11	1 2	Intro to Application Programs Enter and Use an Application Program
12	1 2	An Application Program – Minitab Use the Minitab Application Program Introductory Minitab Lab
13	1&2	Extended Minitab Applications
14	1 2	Introduction to Electronic Mail Use Electronic Mail Introductory Mail Lab
15	1&2	Term Test 2
16	1&2	Final Test