

INTRODUCTION TO COMPUTERS AND DATA PROCESSING
HDG 115

TIME; 3 periods per **week** for **1** semester

AIM: This introductory course will be taken by students in semester 2 of the General Arts and Science Program.

This course is intended to provide:

1. A grounding in Data Processing principles and methods such that a student will be better prepared for more advanced courses.
2. An appreciation of Data Processing principles, methods and capabilities for those students who elect to specialize in an area other than Data Processing.
3. Sufficient exposure to Data Processing to enable the student to decide whether his/her interest and/or aptitude lies in this area.

STUDENT EVALUATION:

The students final grade will consist of the following components:

Test (1 x 25 / 1 x 35)	60%
Quizzes (2 x 5)	10%
Assignments	20%
Participation	<u>10%</u>
	100%

1. Any student who fails to achieve a final grade of 55 % will be required to write a make-up test on the entire semester.
2. Failure to complete any assignment on time will result in a mark of zero.
3. Any student who fails to write a quiz will not be afforded the opportunity of making it up.
4. Any student who fails to write a test will have the opportunity of making it up at the end of the semester, providing the student submits, in writing to the instructor, the reason why he/she was not in attendance and the reason is a valid one.

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TOPIC	ft	<u>TOPIC DESCRIPTION</u>
1		<u>An Overview</u> <ul style="list-style-type: none">- data processing defined- need for computers- what computers can do
2		<u>Developments in Data Processing</u> <ul style="list-style-type: none">- early calculating methods- the early computers- reasons for progress- potential of the computer- limitations
3		<u>What is a Computer</u> <ul style="list-style-type: none">- hardware components- input/output peripherals- classifications of computers- system components
4		<u>Storage</u> <ul style="list-style-type: none">- medias and mediums- internal and external storage- capacity
5		<u>Data Verses Information</u> <ul style="list-style-type: none">- sources of data- integrity of data- what is information- forms of information
6		<u>Software</u> <ul style="list-style-type: none">- types of software- purpose of software- sources of software
7		<u>Operating Systems</u> <ul style="list-style-type: none">- purpose of operating system- utilizing the power of the operating system- commands

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<u>TOPIC</u>	<u>ft</u>	<u>TOPIC DESCRIPTION</u>
8		<u>Application Software</u> - purpose of application software - types of application software - utilizing application software - developing application software
9		<u>Documentation</u> - purpose - types of documentation - associated documentation
10		<u>Intro to a Mirco Computer</u> - system components - operating system commands
11		<u>Packaged Software</u> - utilizing - assessing capabilities - documentation - types available
12		<u>Basic Approach to Logic</u> - logical approach to a task - analogy as a reinforcement - developing a set of instructions
13		<u>Introduction to Programming</u> - types of programming languages - statements vs. commands - developing logic - implementing a logical design
14		<u>An Alternative</u> - a glimpse at the VAX11/780 - a comparison to a micro - utilities

** Note **

The topics are not necessarily in the order in which they will be covered.