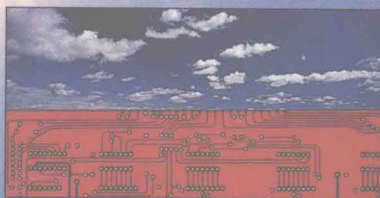


COMPUTERS AND DATA PROCESSING TODAY



with BASIC Second Edition

Steven L. Mandell

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A study guide has been developed to assist you in mastering concepts presented in this text. The study guide reinforces concepts by presenting them in condensed, concise form. Additional illustrations and examples are also included. The study guide is available from your local bookstore under the title *Study Guide to Accompany Computers and Data Processing Today* **Second Edition**, prepared by Steven L. Mandell.

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**THIS BOOK IS DEDICATED TO
ALL OF THE PEOPLE AT
WEST PUBLISHING COMPANY**

COMPUTERS AND DATA PROCESSING TODAY

PREFACE

The revision work associated with this edition has been one of my most enjoyable and rewarding efforts. Feedback from instructors using the text has provided an excellent source of ideas for improvement. Nothing can replace the actual classroom testing of material when attempting to create a new edition. The final result is a new, second edition of a textbook vastly improved in structure and substance.

NEW FEATURES

Readers familiar with the first edition of the text will notice several changes incorporated into the second edition. These changes include the following:

- Three new chapters: Data Structures and File Design; Microcomputers; Application Software.
- New appendix on Numbering Systems
- Computers in Our Lives—short, high-interest, student-oriented applications which open each chapter
- Marginal Definitions
- Concept Summaries
- Computers Illustrated—thematic photo essays dealing with creativity, entertainment, research and technology, human performance and the quality of life
- Restructuring of chapters to provide greater flexibility
- Newly developed software support
- Updated and revised “Highlights”
- Updated and revised “Focus on Microcomputers”

In the last few years, there has been an explosion in the number of students taking beginning courses in computers and data processing. This explosion has resulted in the need for a wide variety of books and teaching materials. The goal of this book is to provide an introductory text that is concise while maintaining clarity and teachable style. I believe that this book continues my philosophy of presenting the educational material in a logical, uncluttered manner while including relevant real-world examples. Additionally, by virtue of its full-color format and extensive use of graphics, I believe this book is one of the most visually appealing introductory computer books yet published. The book remains modular and flexible so that an instructor may reorder the topics according to his or her approach.

The basic pedagogical format found in this book is designed to aid in the clear, straightforward presentation of the material, while including motivational real-world examples. Each chapter begins with "Computers in Our Lives" which describes how computers are used in areas familiar or fascinating to students. Next is a brief introductory section that provides a logical link with the previous material. The chapter outline that follows permits the student to develop a frame of reference for the text material. This outline also provides a useful guide when preparing for exams. At the conclusion of the chapter material, there is a point-by-point summary in sentence form followed by approximately ten review questions.

Two additional features in the pedagogical design warrant special attention, and are also related to the title of this book, *Computers and Data Processing Today*. Several Highlight boxes are included in each chapter that present material of current interest. They are designed to be motivational and entertaining, while at the same time providing current perspectives that enrich the book's content.

Secondly, because of the tremendous proliferation of microcomputers today, it became apparent that adequate attention had to be devoted to their special requirements. This arose both from my own teaching experience as well as from comments received from instructors all around the country. The decision was made to include separate chapters on microcomputers and application software as well as to integrate microcomputer information throughout the book in the "Focus on Microcomputers" section at the end of each chapter. This section integrates microcomputer concepts and applications into the material discussed in that particular chapter. This combination should prove to be valuable for students entering a "micro world."

In addition to the new appendix, "Numbering Systems," we have again included "Career Opportunities," to give students a practical insight into computer-related careers. The importance of good flowcharting techniques can never be underestimated. This was also made clear to me in reviews of the text. Therefore, the flowcharting material presented in the text and in the BASIC/Pascal supplements is augmented through the use of a separate appendix entitled "Program Logic Flowcharts and Decision Logic Tables." Individuals with courses utilizing a computer language laboratory will find this addition provides significant flexibility in teaching program design. Finally, at the end of the text is a comprehensive glossary and a separate index.

In order to provide appropriate materials for the widest variety of teaching situations, there are three versions of this book available—first, a version with a very complete BASIC language supplement with microcomputer implementation; second, a version with a standard Pascal supplement; and finally a language-free version.

SUPPLEMENTARY EDUCATIONAL MATERIAL

The *Study Guide* to accompany this text includes numerous materials for student reinforcement. Each chapter in the *Study Guide* contains the following: Key Terms; a narrative Summary of the chapter; a Structured Learning section; and an extensive set of questions and answers (True/False, Matching, Short

Answers). The format for the student materials supporting the language supplements is slightly different. For each section in the language supplement the *Study Guide* includes Structured Learning, a Worksheet, and Programming Problems.

A complete instructor's resource package has been designed to reduce administrative efforts. In the *Instructor's Manual*, the classroom support includes: Learning Objectives, detailed Outlines, Answers to Review and Discussion Questions, Additional Review and Discussion Questions and an Answer Key to the *Study Guide*. Extensive materials have been included for language versions of this text. For each section in the language supplement, there is an average of four programming problems; each problem in the BASIC supplement is accompanied by a flowchart and a list of any differences for microcomputers.

A Test Bank of over 1,000 multiple choice questions is also included in the *Instructor's Manual*. In addition, the WESTEST or MICROTEST computerized testing service is available from West Publishing Company with these questions in machine-readable form.

There are 100 Transparencies (25 in color) available to qualified adopters. Most of these visuals are unique, and not mere reproductions of artwork found in the text. Additionally, a narrative script of a tour of a modern computer facility augments a set of color slides available to adopters from West Publishing Company.

In keeping with the extraordinary growth of microcomputers and application software, two software packages are available to qualified adopters of this text. The first package consists of an educational version of a word processor, electronic spread sheet, data manager, and graphics package. This software is available for a number of microcomputers providing hands-on experience and guidance with these four popular types of application packages. These instructional packages will acquaint students with the basic concepts of commercial software packages in a simple, easy-to-follow format. The second software package includes five hands-on projects to get the students involved with using simulated home banking, an information network, computerized ticket purchasing, a psychological traits analysis package, and a dental office data base. A *Users Guide and Laboratory Workbook* accompanies both software packages and includes numerous exercises for the four application programs and the five user oriented programs.

Also available is WestTutor™, a computer-assisted instruction package developed from the BASIC Supplement of the textbook. Instructions are provided at the bottom of each screen to direct the student through the tutorial. Instructions are also provided for the instructor.

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Many individuals and companies have been involved in the development of the material for this book. Numerous corporations and government agencies provided the color pictures found in this book in addition to applications material. Many professionals provided the assistance required for completing a text of this magnitude: Sarah Basinger, Laura Bores, Susan Moran, and Robert Szymanski on student material; Allan Johnson on instructor material; Sue Bauman with Pascal and Karen McKee with BASIC; Russell Thompson on software development; Meredith Flynn and Norma Morris on manuscript development; and Shannan Benschoter, Ann Bressler, Linda Cupp, Melissa Landon, and Sally Oates on manuscript preparation. The design of the book is a tribute to the many talents of William Stryker. One final acknowledgment goes to my publisher and valued friend, Clyde Perlee, Jr., for his encouragement and ideas.

Steven L. Mandell

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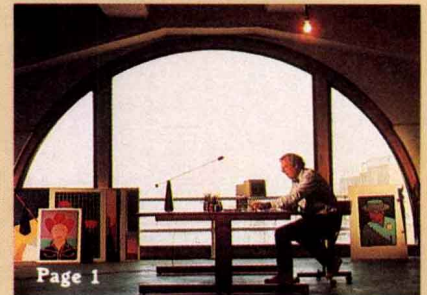
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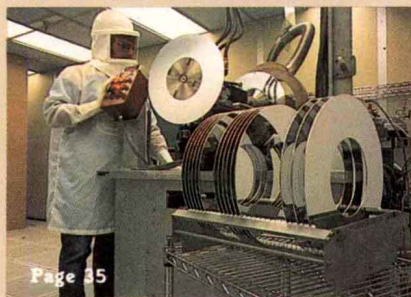
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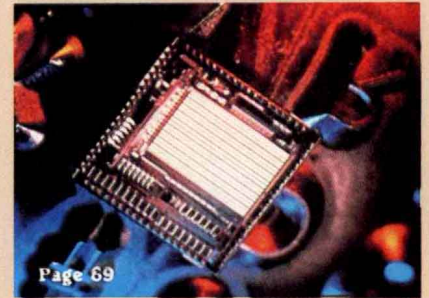
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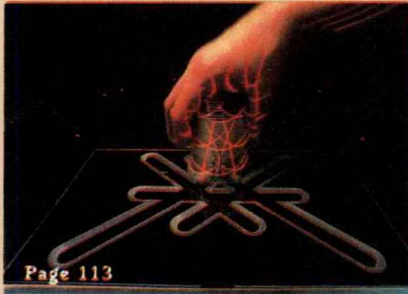
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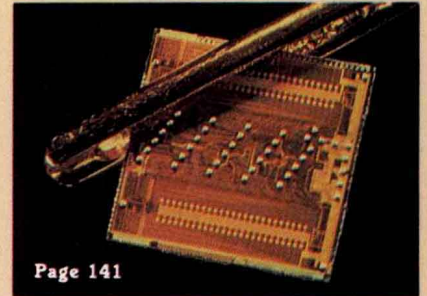
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