

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: MICROCOMPUTER WITH ACCOUNTING APPLICATIONS

Code No.: ACC 215-4

Program: ACCOUNTING

Semester: THREE

Date: JUNE 1986

Author: J.W. MITCHELL

New: _____ Revision: X

APPROVED: *J. Mitchell*
Chairperson

June '86
Date

MICROCOMPUTER WITH ACCTING APPLIC.

ACC 215-4

Course Name

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OVERALL PHILOSOPHY/GOALS:

1. Introduce the student to the micro and its operations.
2. Examine the following major application categories for the business microcomputers:
 - a) Word Processing - produce letters
- produce business reports/schedules
 - b) Financial Calculations - budgets
- financial analysis
- cash flows
 - c) General Accounting - general ledger
 - d) Other Areas
3. Students will demonstrate a working knowledge of the application software taught for the above applications.

METHOD OF ASSESSMENT:

- | | |
|-------------------------------|-------|
| - Regular tests (2 @ 25%) | - 50% |
| - Assignments & Participation | - 50% |
| - Final test* | - 25% |

*Required for those failing/missing one of the regular term tests provided all assignments are completed on time and student has regular attendance.

GRADING:

- A - 85-100% - outstanding achievement
B - 70- 84% - consistently above average achievement
C - 55- 69% - satisfactory or acceptable achievement
R - under 54% - **Repeat** - the student has not achieved the objectives of the course and the course must be repeated

TEXTBOOKS/SUPPLIES:

"Canadian Business Guide to Micro Computers", R.G. Parker; Prentice-Hall
5, 5 1/4" diskettes

COURSE OUTLINE

- Unit 1 - Intro to Micro and Its Operation
- Ch. 1, 4-6 - selecting the right microcomputer system
 - Ch. 7 - what is required
 - Ch. 8-9 - review of software/hardware
 - Ch. 10 - introduction to micro operating system (DOS) and operation of micro
- Unit 2 - Word Processing (Easywriter II)
- Ch. 22 - application criteria and concepts
 - introduction - terms
 - Ch. 5 - main menu - edit, open, delete, print, paginate, set date, print document, list
 - Ch. 5 - open document
 - Ch. 7 - edit document
 - edit made
 - moving cursor
 - setting tabs
 - insert/delete text
 - fonts
 - function keys
 - print document
 - sort
 - mail
 - speller
- Unit 3 - Spreadsheet (Lotus 123)
- Ch. 20 - Test
 - Lotus - getting started
 - application criteria 4 concepts]
 - introduction - terms
 - main menu (Lotus) - overview of options
 - 123, Printgraph, Translate, Install, View
 - Ch. 1 - main menu - 123 - overview of options
 - worksheet, range, copy, move, file, print, graph, data, system, quit
 - sub-menus - overview for each main menu options
 - Ch. 2 - worksheet construction - text entry/correction
 - intro
 - files
 - copying range
 - functions
 - formatting
 - graphs

- Ch. 3
 - advance - labels/data
 - copying formula
 - moving ranges
 - editing formula
 - creating/labelling charts
- Ch. 4
 - print - worksheet
 - formatting text, graphs
- Ch. 5
 - worksheet as data base
 - setting up
 - sorting
 - searching - criterion
 - extracting records

Unit 4 - General Ledger

- application criteria and concepts
- introduction - terms
- Ch. 1 - System Overview
- Ch. 2
 - Installation of diskettes
 - System functions - menu - initialization
 - printer selection
 - application selector
 - data selector
 - Master menu - G/L A/C Mtce
 - Transaction Batch Mtce
 - Accounting Posting
 - Reports
 - Housekeeping
 - Print Financial Statements
 - Fetch Report Specifications
- Ch. 4 - Company Profile - overview
 - journal titles and source codes
 - fiscal periods and report dates
- Ch. 5 - General Ledger Accounts - adding/modifying/deleting
 - historical/budget data
 - viewing of accounts
- Ch. 6 - Transactions - transaction details
 - batching
 - errors/cancel of batch
 - purging

- Ch. 7 - Posting - backing up data
 - posting function
 - closing year and
 - posting previous year

- Ch. 8 - Financial Reporting
 - definitions
 - specifications
 - specification editor - create
 - print
 - edit
 - fetch, delete

- Ch. 9 - Specifications - report
 - statement
 - body

- Unit 5 - Other Software Packages - overview
 - introduction