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: SEPTEMBER, 1987
_____

Author: J.W. MITCHELL
_____

New: _____   Revision: ___X_____

APPROVED: _____   _____
          Chairperson   Date

MICROCOMPUTER WITH ACCTING APPLIC.   ACC 215-4
_____   _____
                Course Name   Course Number

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

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 55% - **Repeat** - the student has not achieved the objectives
                                of the course and the course must be repeated

TEXTBOOKS/SUPPLIES:

LOTUS 1-2-3, A Ready Reference Manual, C Garrison, M. McGowen, M. Popyk

5, 5 1/4" diskettes

COURSE OUTLINE

Unit 1   - **Word Processing (Easywriter II)**

- application criteria and concepts
- introduction - terms
- main menu - edit, open, delete, print, paginate, set date, print document, list
- open document
- edit document - edit made
                           - moving cursor
                           - setting tabs
                           - insert/delete text
                           - fonts
                           - function keys
- print document

Unit 2 - **General Ledger**

- application criteria and concepts
- introduction - terms

- System Overview

- 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

- Company Profile - overview
                             - journal titles and source codes
                             - fiscal periods and report dates

- General Ledger Accounts - adding/modifying/deleting
                                       - historical/budget data
                                       - viewing of accounts

- Transactions - transaction details
                        - batching
                        - errors/cancel of batch
                        - purging

- Posting - backing up data
          - posting function
          - closing year and
          - posting previous year

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

- Specifications - report
                 - statement
                 - body

Unit 3 - Spreadsheet (Lotus 1-2-3)

- Purpose

- Lotus - getting started
- application - criteria 4 concepts)
- introduction - terms
- main menu (Lotus) - overview of options
- 123, Printgraph, Translate, Install, View

- main menu - 123 - overview of options
- worksheet, range, copy, move, file, print, graph, data, system, quit
- sub-menus - overview for each main menu option

- worksheet construction - text entry/correction
- intro   - files
                         - copying range
                         - functions
                         - formatting
                         - graphs

- advance - labels/data
          - copying formula
          - moving ranges
          - editing formula
          - creating/labelling charts

- print - worksheet
        - formatting text, graphs

- worksheet as data base
  - setting up
  - sorting
  - searching -criterion
  - extracting records