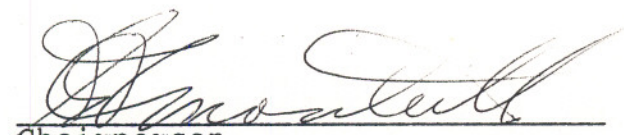


SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: MICROCOMPUTER WITH ACCOUNTING APPLICATIONS
Code No.: ACC 215-4
Program: ACCOUNTING
Semester: THREE
Date: SEPTEMBER, 1988
Author: J.W. MITCHELL

New: _____ Revision: X

APPROVED: 
Chairperson

88-06-09
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) Subsidiary - accounts payable
- accounts receivable
 - b) Financial Calculations - budgets
- financial analysis
- cash flows
- costing
3. Students will demonstrate a working knowledge of the application software taught for the above applications and be able to apply it to practical situations.

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+ | - 90 -100% | |
| A | - 80 - 89% | - outstanding achievement |
| B | - 70 - 79% | - 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 With Version 2.0 for the IBM PC, L. Ingalsbe

3 - 5 1/4" diskettes

COURSE OUTLINE

Unit 1 - Dos Review

- Procedures
- Commands
- Utility Programs

Unit 2 - Subsidiary Ledgers

- Overviews
- Purpose/Benefits - Manual vs Computer
- Menus
- Reports

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