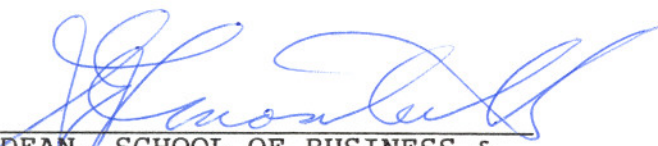


SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: MICROCOMPUTERS WITH ACCOUNTING APPLICATIONS
CODE NO.: ACC215-4 SEMESTER: THREE
PROGRAM: ACCOUNTING
AUTHOR: DENNIS OCHOSKI
DATE: SEPTEMBER, 1990
PREVIOUS OUTLINE DATED: SEPTEMBER, 1988

New: _____ Revision: X

APPROVED: 
DEAN, SCHOOL OF BUSINESS & HOSPITALITY
DATE: 90-08-27

MICROCOMPUTERS WITH ACCOUNTING
APPLICATIONS

ACC215-4

COURSE NAME

COURSE CODE

LENGTH OF COURSE: 4 periods per week for one semester

REQUIRED TEXTS:
1. DOS Verson 3.3
2. LOTUS 1-2-3 Version 2.2 (with Always)

PURPOSE/GOALS:

1. To give the student a general understanding of microcomputer hardware configurations.
2. To give the student a better understanding of DOS (Disk Operating System) and its importance in the use of microcomputers.
3. To teach the student how to use LOTUS 1-2-3 by integrating it with practical situations involving accounting application areas.

STUDENT EVALUATION:

The student's final grade will consist of the following components:

Tests (3 @ 25%)	75%
Assignments	20%
Participation	5%

100%

ASSIGNMENT DEADLINES:

Each assignment must be handed in on **TIME**, otherwise, they are subject to a 10% deduction per day late.

NOTE: There will be no re-writes in this course.

GRADING:

A+	90-100%
A	80- 89%
B	70- 79%
C	60- 69%
R	0- 59%

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MODULE 1:

This module gives a general description of microcomputer hardware components and how these components are physically interfaced.

Objectives: Upon completion of this module, the student will be able to:

1. Identify and describe the purpose of various microcomputer system components.
2. Connect/disconnect various peripheral devices with the main unit.
3. Operate the various physical components of a microcomputer system and solve basic operating problems that may arise.

MODULE 2:

This module gives a more indepth description of DOS and its commands.

Objectives: Upon completion of this module, the student will be able to:

1. Describe an operating system (DOS) and list its major functions.
2. Understand and use various DOS commands to perform common micro-computer tasks.
3. Understand and use subdirectories and paths.

MODULE 3:

This module describes a spreadsheet and how to use it to solve common accounting-related problems.

Objectives: Upon completion of this module, the student will be able to:

1. Define an electronic spreadsheet and describe its uses.
2. Explain cell addressing and the categories of cell contents.
3. Properly enter labels, values, and formulas into cells.
4. Save, retrieve, and print a worksheet.

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MODULE 3: cont'd

5. Create various forms of graphs.
6. Create and use macros to simplify worksheet processing.
7. Create a database to store and extract pertinent data.