



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: JOHN MITCHELL

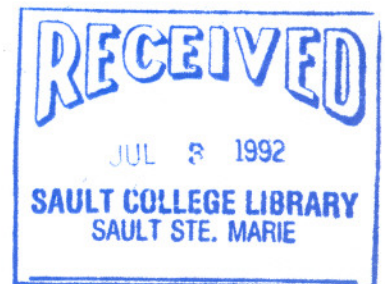
DATE: SEPTEMBER, 1992

PREVIOUS OUTLINE DATED: SEPTEMBER, 1991

New: _____ Revision: X

APPROVED: *John Mitchell*
DEAN, SCHOOL OF BUSINESS &
HOSPITALITY

92-07-03
DATE



MICROCOMPUTERS WITH ACCOUNTING
APPLICATIONS

ACC215-4

COURSE NAME

COURSE CODE

LENGTH OF COURSE: 4 periods per week for one semester

REQUIRED TEXTS: "LOTUS 1-2-3: A Short Course",
by Dennis P. Curtin

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 (2 @ 35%)	70%
Assignments & Participation	30%
*Final Exam	30%

ASSIGNMENT DEADLINES:

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

NOTE: ***Final Exam** -- Available for those failing/missing one of the regular term tests provided **all assignments** are completed on time and student has **regular attendance**. This test will replace the missed or failed test. This test will cover the complete semester's material.

GRADING:

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

MICROCOMPUTERS WITH ACCOUNTING
APPLICATIONS

ACC215-4

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. 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. Differentiate between relative and absolute addressing.
4. Properly enter labels, values, and formulas into cells.

MICROCOMPUTERS WITH ACCOUNTING
APPLICATIONS

ACC215-4

MODULE 3: cont'd

5. Save, retrieve, and print a worksheet.
6. Apply various LOTUS functions to solve problems dealing with present value, depreciation, and amortization.
7. Create various forms of graphs.
8. Create and use macros to simplify worksheet processing.
9. Create a database to store and extract pertinent data.