

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: BUSINESS APPLICATIONS WITH MICROCOMPUTERS

Code No.: EDP 118-5

Program: SMALL BUSINESS MANAGEMENT


Semester: JUNE - SEPTEMBER, 1986

Date: JUNE, 1986

Author: F. DEW

New: X Revision:

APPROVED:


Chairperson

86-06-18
Date

BUSINESS APPLICATIONS WITH MICROCOMPUTERSEDP118-5

Subject to change, the following is the schedule of matters to be included in the course. They are not necessarily the only areas to be explored, but give the general description of the course.

1. A review of microcomputer systems.
2. A review of EASYWRITER II, a word-processing program.
3. A review of the BASIC programming language skills already learned.
4. A familiarization with various business-oriented computer software, including LOTUS 123.
5. A familiarization with various microcomputers and the software available to them.
6. Investigation of microcomputers on the market.
7. An analysis to assist in determining whether or not a microcomputer is needed or can be afforded in proposed business.

NOTE: The subjects may not necessarily be in the above order.

METHOD OF ASSESSMENT

Regular term tests	3@25%	75%
Presentation & Assignments		25%
Final Test *(cover all semester)		25%

* To be written by student failing/missing one or two of the regular tests, provided student has submitted all assignments and attended classes regularly.

GRADING

A	- (85-100)	outstanding achievement
B	- (70-84)	consistently above average achievement
C	- (55-69)	satisfactory or acceptable achievement in areas subject to assessment
R	- (under 55)	repeat - the student has not achieved the objective of the course and all the course must be repeated

TEXTBOOKS

"The Canadian Business Guide To Microcomputers"

COURSE OVERVIEW

1. Computer Operations
Review of components of a microcomputer system, including
 - 1 - Central Processing Unit
 - 2 - Memory
 - 3 - Input/Output Devices
 - 4 - Software

2. Review of word-processing program EASYWRITER II

3. Computer Programming
Review BASIC programming

4. Computer Applications Programs
Introduction to , and hands-on experience with, programs such
LOTUS 123

5. Microcomputers on the market
Review costs, compatability with other systems, applications
programs available, documentation available

6. Computer Compatability
Analysis of how to determine what microcomputer system(s)
suit proposed businesses