

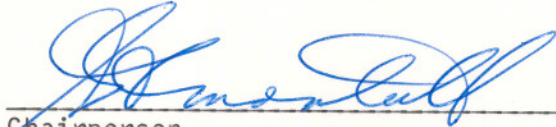
SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: COMPUTERS IN BUSINESS
Code No.: EDP 116-3
Program: BUSINESS
Semester: WINTER
Date: DECEMBER, 1983
Author: JOHN W. MITCHELL

New: _____ Revision: X

APPROVED:


Chairperson

83.12.12
Date

CALENDAR DESCRIPTION

COMPUTERS IN BUSINESS
COURSE NAME

EDP 116-3
COURSE NUMBER

PHILOSOPHY/GOALS:

1. To continue in the "BASIC" Programming Language.
2. To understand and use the EDT Editor on the Vax-11 for data entry and programming.
3. To understand and use the micro-computer for programming and data entry.
4. To understand and be able to use application software program for accurate data entry on both the Vax-11 system and the micro computer.

METHOD OF ASSESSMENT (GRADING METHOD):

Regular tests	3 @ 25	75%
Assignments & participation		25%
Final Test		25%*

* Final test to be written by all students failing/missing one or more of the regular term tests.

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 the course must be repeated.

TEXTBOOK(S):

Vax-Basic - D. Werman
B. Kurshan

Pet/CBM Personal Computer Guide - A. Osborne
C. Donahue

COURSE OUTLINE

<u>Week</u>	<u>Vax</u>	<u>Microcomputer</u>
1	- introduction to Vax. - issue passwords.	- introduction to Pet. - basic operation of microcomputer.
2	- introduction of Editor.	- BASIC language review.
3	- continuation of Editor.	- continuation of BASIC language.
4	- assignment on Editor.	- use of magnetic disk in the micro.
5	- Test #1	- use of micro-computer print.
6	- data entry using small sample BASIC programs.	- data entry using small sample BASIC programs.
7	- introduce accounting data entry system. - overview of purchase orders.	- overview of edit checks for data entry.
8	- data entry for purchase orders on a computerized system.	- data entry for inventory. system on micro-computer.
9	- continuation of purchase order data entry.	- continuation of inventory system.
10	- Test #2	- Test #2
11	- data entry for invoice transactions.	- data entry for payroll.
12	- continuation of data entry for invoices.	- word processing on micro- computer.
13	- data entry for cheque requisitions.	- continuation of word processing.
14	- continuation of data entry for cheque requisitions.	- continuation of word processing.
15	- Test #3	- Test #3
16	- Final assignments.	- Final assignments.
17	- Final Test	- Final Test.