

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

COURSE OUTLINE

Course Outline: COMPUTERS IN BUSINESS

Code No.: EDP 116-3


Program: BUSINESS

Semester: WINTER

Date: JANUARY, 1986

Author: JOHN W. MITCHELL

New: _____ Revision: X

APPROVED: 
Chairperson

Jan 2 1986
Date

CALENDAR DESCRIPTION

COMPUTERS IN BUSINESS

EDP 116-3

Course Name

Course Number

PHILOSOPHY/GOALS:

1. To continue in the "BASIC" Programming Language.
2. To understand and use a Word Processing Software Package.
3. To understand and use data entry.
4. To understand and be able to use application software programs for accurate data entry on the microcomputer.

METHOD OF ASSESSMENT (GRADING METHOD):

Regular tests	1 @ 10	10%
	2 @ 30	60%
Assignments		30%
*Final		30%

* Final test to be written by students failing/missing one or more of the regular term tests provided all assignments have been submitted and student has 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 the course must be repeated.

WEEK

TOPIC

- | | |
|-------|--|
| 1 | <ul style="list-style-type: none">- Intro to course- Basic operation of IBM PC- Use as a calculator |
| 2 | <ul style="list-style-type: none">- "BASIC" language review- Entry of "BASIC" Programs- Proof-reading |
| 3-7 | <ul style="list-style-type: none">- Test #1- Intro to Word Processing (EWII)- Assignment #1
- TEST #2 |
| 8-12 | <ul style="list-style-type: none">- Intro to Data Entry- Preparation of Data Entry/Exit Reports- Assignment #2
- TEST #3 |
| 13-15 | <ul style="list-style-type: none">- Other data entry programs (Time Management, Graphics)- Other data entry devices- Assignment #3 |
| 16 | <ul style="list-style-type: none">- Final Test/Assignments |