

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, 1987

Author: JOHN W. MITCHELL

New: \_\_\_\_\_ Revision: X

APPROVED:

  
Chairperson

86-12-18  
Date

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	2 @ 35	70%
Assignments		30%
*Final		30%

\* Final test to be written by students failing/missing one of the regular term tests provided all assignments have been submitted and student has attended classes regularly. This final test mark to replace failed/missed test mark.

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.

COURSE OUTLINE

<u>WEEK</u>	<u>TOPIC</u>
1	<ul style="list-style-type: none"><li>- Intro to course</li><li>- Basic operation of IBM PC</li><li>- Use as a calculator</li></ul>
2	<ul style="list-style-type: none"><li>- Entry of "packaged" Basic Programs</li><li>- Proof reading in data entry</li><li>- <b>Assignment #1</b></li></ul>
3-7	<ul style="list-style-type: none"><li>- Intro to Word Processing (EW11)</li><li>- Preparation of Data Entry Forms</li><li>- <b>Assignment #2</b></li><li>- <u><b>TEST #1</b></u></li></ul>
8-14	<ul style="list-style-type: none"><li>- Intro to Inventory Control (ACC PAC)</li><li>- Operators - Data Entry<ul style="list-style-type: none"><li>- New Items</li><li>- Enter Purchases</li><li>- Enter Receipts</li><li>- Enter Shipments</li><li>- Enter Stock Transfers</li><li>- Other</li></ul></li><li>- <b>Assignment #3</b></li><li>- <u><b>TEST #2</b></u></li></ul>
15	<ul style="list-style-type: none"><li>- Final Exam/Assignments</li></ul>