

1134

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

COURSE OUTLINE

Course Outline: COMPUTERS IN BUSINESS

Code No.: EDP 116-3

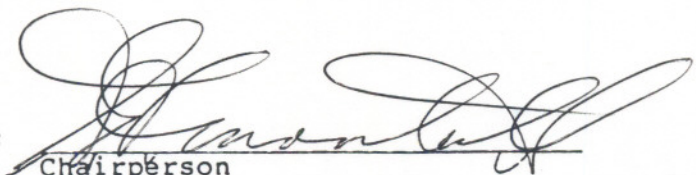
Program: BUSINESS

Semester: WINTER

Date: JANUARY, 1988

Author: JOHN W. MITCHELL

New: _____ Revision:

APPROVED: 
Chairperson

88-01-05
Date

CALENDAR DESCRIPTION

PHILOSOPHY/GOALS:

1. To understand the operation of a microcomputer
2. To understand and use data entry on a microcomputer
3. To understand and be able to use application software programs for accurate data entry on the microcomputer.

METHOD OF ASSESSEMNT (GRADING METHOD):

Regular term tests	2@ 35	70%
Assignments		30%
Final test*		35%

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

GRADING:

A+	95-100	Consistently Outstanding
A	80- 94	Outstanding Achievement
B	70- 79	Consistently Above Average Achievement
C	55- 69	Satisfactory or Acceptable Achievement
R	under 55	Repeat- the student must repeat the course

WEEK

TOPIC

1

- Intro to course
- Basic operations of IBM PC
- Use as a calculator

2-8

- Intro to General Ledger (ACC PAC)
- Review of manual accounting system vs computerized acc. system
- Operator's use of:
 - Source Documents
 - Profile Maintenance
 - Account Maintenance
 - Transaction Batch Maintenance
 - Posting
 - Trial Balance
 - Reports
- Assignment #1
- Test #1

9-15

- Intro to Inventory Control (ACC PAC)
- Review of manual inventory system vs computerized inv. system
- Operator's use of:
 - Profile Maintenance
 - Item Maintenance
 - Purchase Data Entry
 - Receipts Data Entry
 - Shipments Data Entry
 - Stock Transfer
 - Reports
- Assignment #2
- Test #2

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- Final Exam