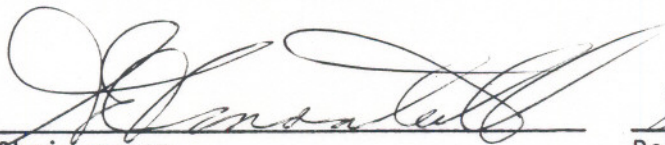SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: Computer Programs and Applications

Code No.: EDP 200 -4

Program: Business

Semester: Winter

Date: January 1988

Author: J. Mitchell

New: X   Revision: _____

APPROVED: _____   88-01-05
          Chairperson   Date

COURSE NAME
COMPUTER PROGRAMS/APPLICATIONS

COURSE NUMBER
EDP 200

OVERALL PHILOSOPHY/GOALS:

1. Introduce the students to the microcomputer and its
    operation.

2. Examine the following major application categories for the
    business microcomputer.

    a) Word Processing - produce letters
                        - produce business reports/schedules

    b) Accounting - General Ledger

    c) Accounting - Inventory Control

3. Students will demonstrate a working knowledge of the
    application software taught for the above applications.

METHOD OF ASSESSMENT:

    Regular term test   2@25   - 50%
    Assignments & Participation   - 50%
    Final Exam*   - 25%

    *Required for those failing/missing one of the regular term
tests provided all assignments are completed on time and student
has attended class regularly

GRADING:

    A+   (90-100)   Consistently Outstanding
    A   (80- 89)   Outstanding Achievement
    B   (70- 79)   Consistently Above Average Achievement
    C   (55- 69)   Satisfactory or Acceptable Achievement
    R   (under 55) Repeat-student must repeat the course

COURSE OUTLINE

Unit 1: Intro to Microcomputer

          -keyboard
          -operation of hardware
          -DOS -Format,Copy,Diskcopy,Dir
          -use with calculator program

Unit 2: Word Pocessing

          -application criteria and concepts
          -introduction - terms
          -main menu -edit,open,delete,print,paginate
          -open documents
          -edit documents - edit mode
                          - moving cursor
                          - setting tabs
                          - insert/delete text
                          - fonts
                          - function keys
          -print documents

       Assignment #1

Unit 3: General Ledger

          -application criteria and concepts
          -introduction -terms
          -System overview
          -System functions -menu -initialization
                                   -data/application selector

          -Master menu -G/L,A/C mtce.
                       -Transaction Batch Mtce.
                       -Account Posting
                       -Reports
                       -Housekeeping
                       -Fetch/Print Financial Statements

          -Company Profile-journals/fiscal periods/sources

          -G/L Accounts-adding/modifying/deleting/viewing
                       -historical/budget

          -Transactions-details/batching/errors/purging

          -Posting-backup/posting/closing

          -Financial Reporting-defn./specs
                              -editor-create/print/edit
                                     -fetch/delete
                              -specs-report/statement/body

       Assignment #2

Introduction   terms
-System overview
-System functions-menu-initialization
                          -data/application selector

-Master Menu

-Operator's use of:
        -Profile maintenance
        -Item maintenance
        -Purchase Data Entry
        -Receipts Data Entry
        -Shipments Data Entry
        -Stock Transfers
        -Reports

Assignment #3