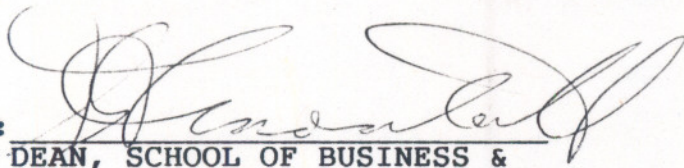, SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: COMPUTER PROGRAMMING AND APPLICATION

CODE NO.: EDP200   **SEMESTER:** TWO

PROGRAM: ACCOUNTING

AUTHOR: JOHN MITCHELL

DATE: JANUARY, 1991

PREVIOUS OUTLINE DATED: JANUARY, 1988

New: _____   Revision: X _____

APPROVED: _____   90-12-10
DEAN, SCHOOL OF BUSINESS &   DATE
HOSPITALITY

COMPUTER PROGRAMMING & APPLIC.	EDP200
COURSE NAME	**COURSE CODE**

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 - Accounts Receivable/Payable

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

METHOD OF ASSESSMENT:

Regular Term Test (2 @ 30)	60%
Assignments/Participation	40%
Final Exam*	30%

*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

COMPUTER PROGRAMMING & APPLIC.   EDP200

COURSE OUTLINE

Unit 1: Introduction to Microcomputer and DOS

- keyboard
- operation of hardware

UNIT 2: Word Processing

- application criteria and concepts
- introduction - terms, template
- edit documents - creating
                 - moving cursor
                 - enhancing text
                 - formatting
                 - spell checker
                 - search and replace
- 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

UNIT 3 (cont'd)

- Posting - backup/posting/closing

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

ASSIGNMENT #2

UNIT 4:   Accounts Payble/Accounts Receivable

- application criteria and concepts
- introduction - terms
- system overview
- Master menu - operation of each menu option

- Operator's use of
  - Accounts maintenance
  - Transaction entry
  - Reports, etc.

ASSIGNMENT #3