

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: GRANT DUNLOP

DATE: JANUARY, 1994

PREVIOUS OUTLINE DATED: JANUARY, 1993

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

APPROVED: *Rose Lavinio*  
DEAN, SCHOOL OF BUSINESS &  
HOSPITALITY

93/12/09  
DATE

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**COURSE NAME**

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**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) Accounting - General Ledger
  - b) Accounting - Accounts Receivable/Payable
3. Students will demonstrate a working knowledge of the application software taught for the above applications.

**TEXTBOOK:** "ACCPAC Plus 6.0 for Business", by Pembry-Schaulin  
"Student Exercise Book"

**METHOD OF ASSESSMENT:**

Regular Term Tests (2 @ 35)	70%
Assignments/Participation	30%
Final Exam*	35%

\*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	(60- 69)	Satisfactory or Acceptable Achievement
R	(under 59)	Repeat - Student must repeat the course

COURSE OUTLINE

Unit 1: Introduction to Microcomputer and DOS

- keyboard
- operation of hardware

UNIT 2: 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 - definition/specs
  - editor-create/print/edit
    - fetch/delete
  - specs-report/statement/body

**ASSIGNMENT #1**

REVENUE SYSTEMS/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 #2