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

COURSE OUTLINE

Course Title: **MICROCOMPUTER APPLICATIONS 4**

Code No.:   **CSA202**   **Semester:**   **Three (3)**

Program: **Computer Systems Support**

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Date: **Sept 2000**   **Previous Outline Date:**   **Jan 1999**

Approved: _____   _____
                 Dean   **Date**

Total Credits: **4**   **Prerequisite: CSA201**

Hours/Week   **4**

MICRO COMPUTER APPLICATIONS 4 **CSA202**
COURSE NAME **COURSE CODE**

I . COURSE DESCRIPTION :

Students will learn basic accounting principles then apply them to a computer based financial package. Students will setup and use various accounting modules that relate to current business activities.

Students will also learn to work in a database environment. Students will learn the basic features of SQL and Crystal Reports to create tables, reports and queries.

II . LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE

Upon successful completion of this course, the student will demonstrate the ability to:

1 . Use a Computerized Accounting System

*Potential elements of performance***:**

- Learn the basic accounting principles
- Learn what integration means and how to set up an accounting module
- Learn to set up and run a basic G/L system
- Set up and run a basic A/R system
- Set up and run a basic A/P system
- Generate financial reports

This will constitute approximately 30% of the course's grade.

2 . Understand database concepts

Potential elements of performance:

- Understand the definition of a database
- Discuss the use of database in industry and the internet
- Discuss database structures
- Discuss Tables, Queries, Reports
- Discuss indexing
- Understand Dynamic and Static database
- Discuss keys, linking, relationships
- Review database application packages
- Demonstrate GIS database application

This will constitute approximately 10% of the course's grade

3 .   Demonstrate the use SQL in a database environment

Potential elements of performance:

- Understanding SQL and the History
- Using the Select Statement to retrieve data
- Reviewing SQL datatypes
- Sorting retrieved data
- Using the WHERE clause to filter data
- Using "IN" and "Not" operators
- Using Wildcards to select data
- Using Conditions and Operators
- Creating calculated fields
- Using Aggregate Functions
- Grouping Data
- Create and manipulate tables
- Joining Tables
- Create and use indexes
- Creating reports

This will constitute approximately 30% of the course's grade

4 .   Demonstrate the use of Crystal Reports in a database environment

Potential elements of performance:

- Understand the purpose and history Crystal Reports
- Review the Report Design Window
- Starting new reports
- Working with the Design Tab
- Creating Reports
- Selecting Records
- Sorting Data
- Using Formulas and Calculations
- Summarize and group records

`*This will constitute approximately 30% of the course's grade*

III . <u>TOPICS TO BE COVERED</u>

1   Using a Computerized Accounting System
2   Understanding Database Concepts
3   SQL in a Database Environment
4   Working with Crystal Reports
5

IV . <u>REQUIRED STUDENT RESOURCES</u> :

TEXTBOOKS TO BE USED:

Handouts from Instructor for all modules

V   Evaluation Process/ Grading System.

TESTS	**4 @ 10%**	**40%**
Assignments	**6 @ 10%**	**60%**
	Total	**100%**

The following semester grades will be assigned to students .

Grade	Definition	Grade Point Equivalent
A+	**90 - 100%**	**4.00**
A	**80 - 89%**	**3.75**
B	**70 - 79%**	**3.00**
C	**60 - 69%**	**2.00**
R (Repeat)	**59% or below**	**0.00**
CR (Credit)	**Credit for diploma requirements has been awarded.**	
S	**Satisfactory achievement in field placement or non-graded subject areas.**	
U	**Unsatisfactory achievement in field placement or non-graded subject areas.**	
X	**A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see *Policies & Procedures Manual – Deferred Grades and Make-up*).**	
NR	**Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has not been possible for the faculty member to report grades.**	

VI.   **SPECIAL NOTES:**

Special Needs:
If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

Retention of course outlines:
It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:
Students should refer to the definition of "academic dishonesty" in *Student Rights and Responsibilities*. Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course outline amendments:
The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

VII.   PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VIII.   DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.