

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



COURSE OUTLINE

Course Title: Computer Applications

Code No.: CSA2020 Semester: Three (3)

Program: Computer Systems Support

Author: Dan Kachur

Date: August 2002 Previous Outline Date: Sept 2001

Approved: \_\_\_\_\_  
Dean Date

Total Credits: 4 Prerequisite: CSA1010

Hours/Week 4

**Copyright © 2002 The Sault College of Applied Arts & Technology**  
*Reproduction of this document by any means, in whole or in part, without the prior written permission of Sault College of Applied Arts & Technology is prohibited.*  
*For additional information, please contact Rick Wing, Dean School of Trades & Technology, (705) 759-2554, Ext. 642.*

## **I . COURSE DESCRIPTION :**

Students will learn intermediate and advanced Microsoft Office features, then generate results to the World Wide Web.

The next part of the course introduces students to the basics of accounting. Computerized Accounting packages will be researched, compared and one will be selected for installation and implementation, resulting in practical hands-on learning. Standard accounting principles such as General Ledger, Accounts Payable, Accounts Receivable, Trial Balances, Balance Sheets and Income Statements will be covered.

Point-of-Sale systems will follow the accounting portion. The skills learned in accounting will complement POS. Various POS hardware will be identified. Several POS software packages will be researched resulting in setup, installation and POS transactions.

Students will also learn to generate SQL statements in a database environment to extract data from Accounting and POS systems.

## **II . LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE**

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

### **1 . Implement Intermediate and Advanced Features of Microsoft Office**

#### ***Potential elements of performance:***

- Create and modify VBA macros for Word, Excel, and Access
- Incorporate a database in a Mail Merge
- Create and publish documents and graphs to the world wide web
- Identify and review XML in .html documents
- Learn Office Extensions for Web Servers
- Install and configure Outlook including: Calendaring, Scheduling, and Contact management utilities

***This will constitute approximately 25% of the course's grade.***

2 . Use Computerized Accounting Packages

***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 25% of the course's grade.***

3 . Use Computerized Point-of-Sale Systems

***Potential elements of performance:***

- *Identify the components of a "Point-Of-Sale" System*
- *Install, configure, learn, troubleshoot a point-of-sale system*
- *Research the various point-of-sale systems on the market*
- *Identify strengths and weaknesses with various Point-of-Sale technology*

***This will constitute approximately 25% of the course's grade***

4 . Generate SQL in a database management environment

***Potential elements of performance:***

- Learn SQL and the History
- Contrast Transact VS ANSI SQL
- Review SQL data-types
- Implement Select Statement to retrieve data
- Sort retrieved data
- Implement the WHERE clause to filter data
- Use Wildcards to select data
- Use Conditions and Operators
- Create calculated fields
- Implement Aggregate Functions
- Group Data
- Create Inner and Outer joins to access data from multiple tables
- Generate reports from SQL statements

***This will constitute approximately 25% of the course's grade***

### III . TOPICS TO BE COVERED

- 1 Intermediate and advanced features of Microsoft Office
- 2 Implementation of Computerized Accounting Systems
- 3 Comparison and implementation of Point-of-Sale systems
- 4 SQL in a Database Environment

### IV . REQUIRED STUDENT RESOURCES :

- Handouts from the Instructor for all modules
- Internet connection for Research
- Removable Hard Drive

### V. EVALUATION PROCESS/GRADING SYSTEM:

4 WRITTEN TESTS	(15% each)	60%
TAKE-HOME AND LAB ASSIGNMENTS		40%

(The percentages shown above may vary slightly if circumstances warrant.)

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
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 <i>Policies &amp; Procedures Manual – Deferred Grades and Make-up</i> ).	
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.	

### **ELIGIBILITY FOR X GRADES / UPGRADING OF INCOMPLETES**

When a student's course work is incomplete or final grade is below 60%, there is the possibility of upgrading to a pass when a student meets all of the following criteria:

1. The student's attendance has been satisfactory.
2. An overall average of at least 50% has been achieved.
3. The student has not had a failing grade in all of the theory tests taken.
4. The student has made reasonable efforts to participate in class and complete assignments.

Note: **The opportunity for an X grade is usually reserved for those with extenuating circumstances.** The nature of the upgrading requirements will be determined by the instructor and may involve one or more of the following: completion of existing labs and assignments, completion of additional assignments, re-testing on individual parts of the course or a comprehensive test on the entire course.

### **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.

Computer Applications

Course Name

CSA2020

Course Code

**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.