SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: MICROCOMPUTER WITH ACCOUNTING APPLICATIONS
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Code No.:   EDP 225-4
_____

Program: ACCOUNTING
_____

Semester: WINTER
_____

Date: JUNE 1984
_____

Author: J. MITCHELL
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              New: _____   Revision: _____

APPROVED: _____   _____Jun '84_____
          Chairperson   Date

MICROCOMPUTER WITH ACCTING APPLICATIONS   EDP 225-4
_____   _____
            Course Name   Course Number

PHILOSOPHY/GOALS:

1. Introduce the student to the microcomputer and its operation.
2. Examine the following major application categories for business
    micro-computers.

    A) General Accounting
        - general ledger
        - inventory control

    B) Financial Calculation and Modelling
        - financial analysis
        - profit projection
        - cash flow analysis
        - budgeting

    C) Word Processing
        - produce letters
        - produce reports & financial schedules

3. Students will demonstrate a working knowledge of the above
    application using application software.

METHOD OF ASSESSMENT (Grading Method)

- Regular tests (2 @ 30   -   60%
- Assignments/Participation   -   40%
- *Final Test   -   30%

*Required for those failing/missing one of the regular term tests
 provided all assignments completed.

GRADING

'A' - outstanding achievement   85-100%
'B' - consistently above average achievement   70- 84%
'C' - satisfactory or acceptable achievement   55- 69%
'R' - repeat (the student has not achieved the   under 55%
      objectives of the course and the course
      must be repeated

COURSE OUTLINE

1 week	- Introduction	- Hardware - Software - Criteria for Selection
3 weeks	- Visicalc	- Introduction - Operation - Assignment #1, #2
3 weeks	- Wordpro	- Introduction - Operation - Assignment #1, #2 - Test #1
3 weeks	- B.P.I. - General Hedger	- Introduction - Operation - Assignment #1, #2 - Test #2
3 weeks	- B.P.I. - Inventory	- Introduction - Operation - Assignment #1
2 weeks		- Group Projects
1 week		- Final Testing

TEXTBOOKS/SUPPLIES

1. 1983 Canadian Business Guide to Micro-Computers
    - K. Dorricott - Prentice-Hall Canada

2. Word Processing Part 1 - Board of Education
    - City of North York

3. 2 5 1/4" diskettes