SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: COMPUTERS IN BUSINESS

Code No.:   COM 111-3

Program: BUSINESS

Semester: WINTER

Date: JANUARY, 1989

Author: JOHN W. MITCHELL

New: _____   Revision: ___X___

APPROVED: _____   89-01-05
                    Chairperson   Date

COMPUTERS IN BUSINESS

Course Name

COM 111-3

Course Number

CALENDAR DESCRIPTION

PHILOSOPHY/GOALS:

1. To understand the operation of a microcomputer

2. To understand and use data entry on a microcomputer

3. To understand and be able to use application software programs for accurate data entry on the microcomputer.

METHOD OF ASSESSMENT (GRADING METHOD):

Regular term tests	2 @ 25	50
Assignments		50
Final test*		25

*Final test to be written by students failing/missing one of the regular term tests provided all assignments have been submitted and the student has attended classes regularly. This final test mark is to replace the failed/missed term test.

GRADING:

A+	95-100	Consistently Outstanding
A	80-94	Outstanding Achievement
B	70-79	Consistently Above Average Achievement
C	55-69	Satisfactory or Acceptable Achievement
R	under 55	Repeat-the student must repeat the course

PREREQUISITE

ACC 100/ACC 106
EDP 100/EDP 110

COMPUTERS IN BUSINESS   COM 111-3
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COURSE OUTLINE

UNIT	TOPIC
1	- Intro to course - Basic operations of IBM PC
2	- Intro to ACC PAC - Accounts Payable - Review of Manual Accounts Payable System vs Computerized Accounts Payable System - Operators use of - Vendors - Invoices - Payments - etc.
3	- Intro to General Ledger (ACC PAC) - Review of manual accounting system vs computerized accounting system - Operator's use of: - Source Documents - Profile Maintenance - Account Maintenance - Transaction Batch Maintenance - Posting - Trial Balance - Reports - Assignment #1 - Test #1
4	- Intro to Inventory Control (ACC PAC) - Review of manual inventory system vs computerized inventory system - Operator's use of: - Profile Maintenance - Item Maintenance - Purchase Data Entry - Receipts Data Entry - Shipments Data Entry - Stock Transfer - Reports - Assignment #2 - Test #2
	- Final Exam