

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



Sault College

**COURSE OUTLINE**

**COURSE TITLE:** Computer Applications  
**CODE NO. :** CSA202 **SEMESTER:** 3  
**PROGRAM:** Computer Systems Support  
**AUTHOR:** Marcel VanLandeghem  
**DATE:** Jan 2006 **PREVIOUS OUTLINE DATED:** Aug 2004  
**APPROVED:**

	_____	_____
	<b>DEAN</b>	<b>DATE</b>
<b>TOTAL CREDITS:</b>	4	
<b>PREREQUISITE(S):</b>	CSA101	
<b>HOURS/WEEK:</b>	4	

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## **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.

Crystal Reports will follow the accounting portion. This portion of the course teach students an industrial software program that will enable them to generate queries and reports from a customized database.

Students will also learn to generate SQL statements in a database environment to extract data from various database formats.

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

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

### **1. Implement Advance Features of Microsoft Office**

#### Potential Elements of the Performance:

- Create and modify VBA macros for Word, Excel
- Create Customized Spreadsheet Templates
- Zip large documents
- Incorporate a database in a Mail Merge
- Create and publish documents to the world wide web
- Identify and review XML in .html documents

## 2. **Use a Computerized Accounting Package**

### Potential Elements of the Performance:

- Learn the basic accounting principles
- Learn what integration means
- 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
- Backup Data

## 3. **Working with Crystal Reports**

### Potential Elements of the Performance:

- Understand Database, Table, Record, Field
- Overview of Crystal Reports Toolbars and Functions
- Interfacing to database and tables
- Layout and functions of the Reports Sections.
- Use the Report Expert to Create and design detailed and summary reports.
- Create Reports using the Custom Design Approach
- Sorting and Grouping Data
- Use Calculated Fields
- Create and Use Formulas
- Parameter Reports
- Setting up user prompts to print reports for specific periods of time
- Calculate Totals and Group Totals.
- Summarizing Data on a report
- Using Drill Down to summarize data
- Create reports using Multiple Tables
- Working with Form Letters and Mailing Labels

4. **Learn SQL in a database environment**

Potential Elements of the 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
- Generate reports from SQL statements

**III. TOPICS:**

1. Implement Advance Features of Microsoft Office
2. Use a Computerized Accounting Package
3. Working with Crystal Reports
4. Learn SQL in a database environment

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

Instructor Handouts  
Internet Resources  
Web Based Instruction Material

**V. EVALUATION PROCESS/GRADING SYSTEM:**

The mark for this course will be arrived at as follows:

2 Written Tests @ 20 %	40%
Lab Assignments	60%
Total	100%

At least 80% attendance required in the labs and lectures.

- Students must complete and pass both the test, assignment and project portion of the course in order to pass the entire course.
- All Assignments must be completed satisfactorily to complete the course.
- Late assignments will not be accepted.
- Makeup Tests are at the discretion of the instructor and will be assigned a maximum grade of 60%.

The following semester grades will be assigned to students:

<b>Grade</b>	<b>Definition</b>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

### **UPGRADING OF INCOMPLETES:**

When a student's course work is incomplete or final grade is below 50% There is the possibility of upgrading to a pass when the student meets all of the following criteria:

- 1 The student 's attendance has been satisfactory.
- 2 An overall average of at least 40% has been achieved by semester's end on tests and practical assignments.
- 3 The student has made reasonable efforts to participate in class and maintain the recommended schedule for assigned activities.

The nature of the upgrading requirements will be determined by the instructor  
And may involve re-testing and/or additional lab assignments.

### **ATTENDANCE:**

Absenteeism will affect the student's ability to succeed in the course. Absences due to medical or other unavoidable circumstances should be discussed with the instructor. The instructor reserves the right to deduct 1% of the final mark for each class missed up to a maximum of 10%. Poor attendance will also affect the upgrading process if a student receives a mark below 50%.

## **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 professor and/or the Special Needs office. Visit Room E1101 or call Extension 703 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.