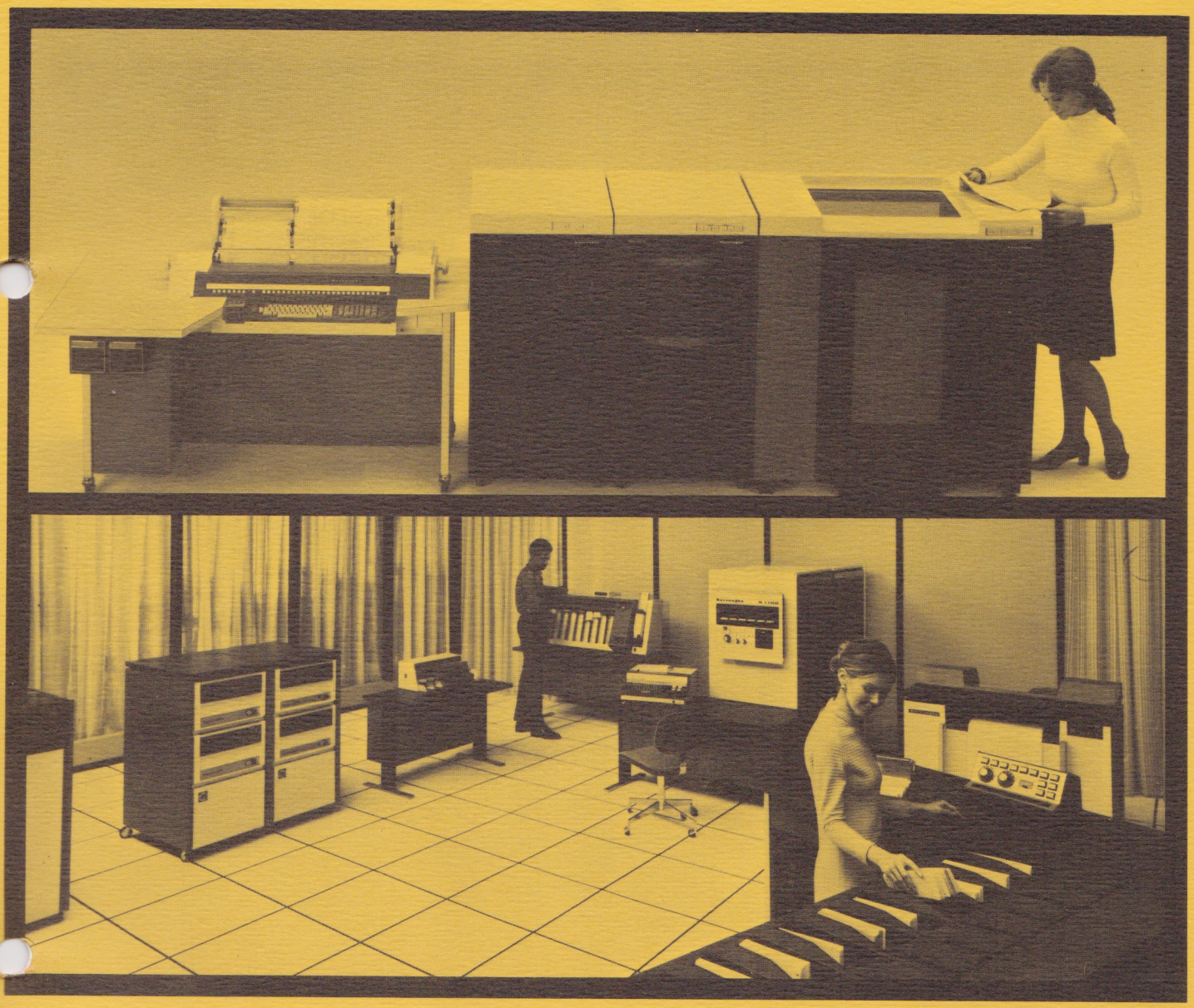
Burroughs
International Group

B 700 AND B 1700 SYSTEMS

Education Planning Guide



The successful use of a Burroughs Information System is based on the capabilities of your personnel. Each individual must have the knowledge and skills to effectively do his assigned job. This requires education planning (sequences of courses designed to satisfy the various job requirements in your installation). The following Education Planning Guide will assist you in your education planning. Ask your Burroughs Marketing Representative for course dates and locations. He will help you plan a specific education program for each of your personnel.

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EDUCATIONAL CURRICULA

Educational Curriculum for B 1700 System Managers

Installation Management

Installing, directing and controlling a computer installation. Offered without charge to users of Burroughs equipment.

two days

B 1700

Educational Curriculum for B 1700 System Analysts and Programmers

Introduction to Computers

Using a computer for business/scientific data processing. Offered without charge to users of Burroughs equipment.

two days

Introduction to Programing

The designing and programing of business data processing applications.

five days

B 1700 Systems—Introduction

An introduction to the B 1700 Systems hardware and system software.

five days

B 1700 Systems—COBOL

Writing and testing of programs written in COBOL.

eight days

B 1700 Systems—RPG

Extensive coding and execution of programs written in RPG.

eight days

Educational Curriculum for B 1700 Operators

Introduction to Computers

Using a computer for business/scientific data processing. Offered without charge to users of Burroughs equipment.

two days

B 1700 Systems—Operator

Skills required to operate the B 1700.

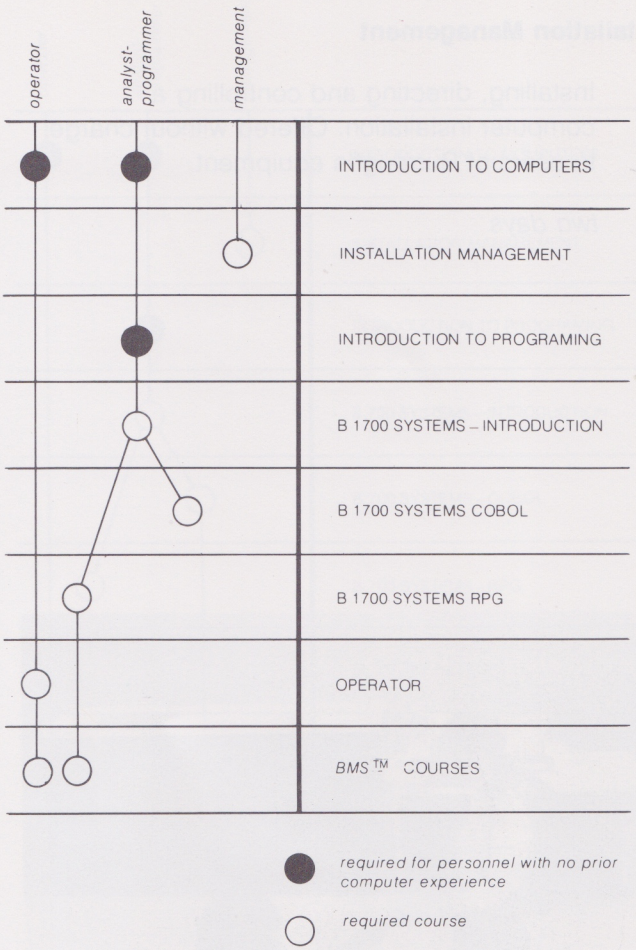
three days

B 1700 Systems—Reader Sorter Operator

Skills required to operate a reader sorter.

one day

Recommended Sequences B 1700



Educational Curriculum for B 700 System Managers

Installation Management

Installing, directing and controlling a computer installation. Offered without charge to users of Burroughs equipment.

two days

B 700

Educational Curriculum for B 700 System Analysts and Programmers

Introduction to Computers

Using a computer for business/scientific data processing. Offered without charge to users of Burroughs equipment.

two days

Introduction to Programing

The designing and programing of business data processing applications.

five days

B 700 Systems—Introduction

An introduction to the B 700 Systems hardware and system software.

five days

B 700 Systems—COBOL

Writing and testing of programs written in COBOL.

eight days

B 700 Systems—RPG

Extensive coding and execution of programs written in RPG.

eight days

Educational Curriculum for B 700 Operators

Introduction to Computers

Using a computer for business/scientific data processing. Offered without charge to users of Burroughs equipment.

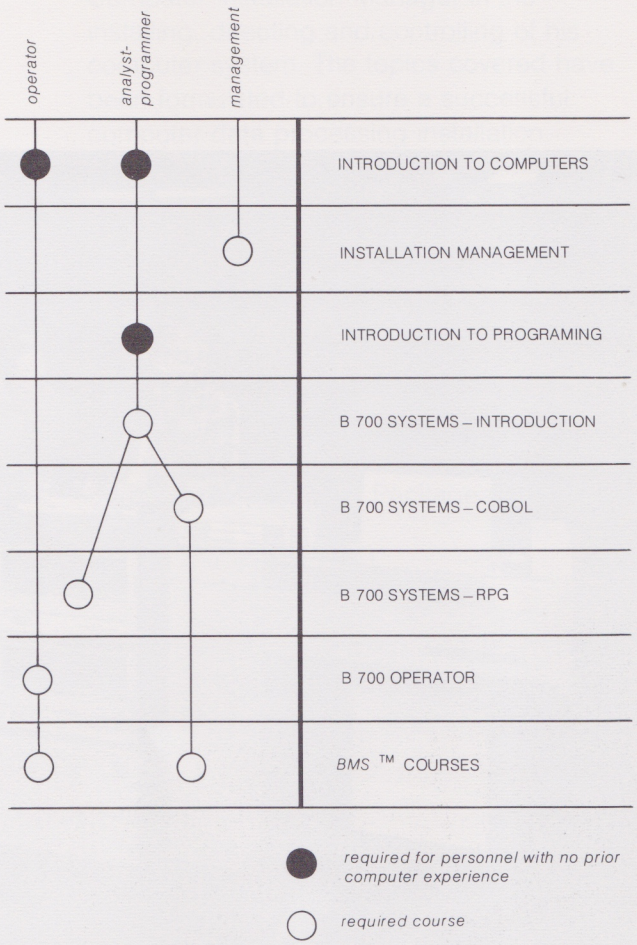
two days

B 700 Systems—Operator

Skills required to operate the B 700.

three days

Recommended Sequences B 700



B 1700

COURSE DESCRIPTIONS

Introduction to Computers

Course Description

Education is the primary requirement in mastering a simple or complex subject, and data processing is no exception. Data processing is a requirement for the everyday operation of any business. The "Introduction to Computer Class" has been designed to introduce the student to the fundamentals of processing data on a computer system. The procedures, requirements and responsibilities needed to implement a business computer system are covered in this class. The subject is presented in terms that will enable the student to make the transition from his present methods of data processing to data processing on a computer system.

Course Topics

Data Processing Methods
Computer Systems Overview
Implementing a Computer System
Computer System Characteristics
Programing with RPG
Programing with COBOL
Installing a Computer
Operating a Computer

Prerequisite

None

Duration

two days

Installation Management

Course Description

The course is designed to assist the Computer Installation Manager in the installing, directing and controlling of his computer system. The topics covered have been formulated to ensure a successful computer data processing installation.

Course Topics

Planning a Computer Installation
Methods of Conversion
System's Control and Scheduling
Responsibilities of Management
Staff Responsibilities
Elements of a System Design
Purpose of Application Packages

Prerequisite

None

Duration

two days

Introduction to Programing

Course Description

In order to obtain the maximum utilization of your computer system, it is important to understand how to implement its capabilities. This course is designed to give the student the necessary knowledge required to begin programing. Input/output devices and their functions in the design of various applications are covered. How to design application programs is also defined, as are the languages required to program the applications.

Course Topics

Methods of Conversion
Disk Features
Access Techniques
Sorting Techniques
Application Design
Storage Requirements
File Protection
Audit Trails and Controls
System Documentation
Application Survey
Input
Output
Processing
Control
Flow Charting
File Backup
RPG Disk Concepts
COBOL Concepts

Prerequisite

The Introduction to Computers Course or equivalent experience.

Duration

five days

B 1700 Systems—Introduction

Course Description

This course introduces the programmer and/or analyst to the concepts, organization and capabilities of the B 1700 family of systems. It will offer discussion of both the hardware and system software characteristics of the systems as well as the interaction between the two. Completion of this course will provide basic preparation for further study of specific programing languages available on these systems.

Course Topics

System Components
B 1700 Hardware Characteristics
Operating System Characteristics
System Generation
Operator Communication
File Handling
Disk Concepts: File Organization
Access Methods
Storage Requirements
Sorting
Management Systems
RPG Considerations
Language Definition: COBOL
RPG
FORTRAN
BASIC
Installation Planning

Prerequisite

The Introduction to Programing Course or equivalent experience.

Duration

five days

B 1700 Systems—COBOL

Course Description

This class is designed to provide a sound working understanding of the *CO*mmon *B*usiness *O*riented *L*anguage concepts and coding conventions as implemented on the B 1700 Systems. The student will have the opportunity to participate in several practical exercises, including coding samples, problem programs and hands-on experience in compiling and check-out procedures. Discussions of standard COBOL as well as Burroughs extensions are provided.

Course Topics

Definition of COBOL terminology
Language scope and purpose
Structure of a COBOL program
Basic constructs
Specialized constructs
Compiling procedure
Operational control
Sorting
Table handling
Device dependent constructs
Subroutine usage

Prerequisites

The Introduction to Programing Course or prior programing experience and B 1700 Systems – Introduction Course.

Duration

eight days

B 1700 Systems—RPG

Course Description

This course covers the RPG language as used with the B 1700 Systems. It is designed to give the student, with programing and hardware introduction, a sound working understanding of RPG terminology, concepts and language. The course includes class examples and individual student exercises to assure that every student has practical RPG experience in coding, testing and program execution.

Course Topics

Introduction to RPG
Basic Terminology
Data Layout Forms
RPG Specification Sheets
Record Identification Codes
Control Levels
Indicators
Punching, Printing and Stacker Selection
Reserved Words
Matching Records
Look Ahead
Tables
Arrays
Subroutines and Advanced Operations
Disk
Programing Exercise to Test Student Comprehension

Prerequisites

The Introduction to Programing Course or prior programing experience and B 1700 Systems – Introduction Course.

Duration

eight days

B 1700 Systems—Operator

Course Description

This course covers the hardware and Burroughs supported system software pertaining to the B 1700 Systems. It is designed to introduce the student, at whatever experience level, to the B 1700 Systems of computers. The course will give the student a sound understanding of the total system. Included are workshop exercises to assure every student of gaining practical experience in using the hardware and system software devices.

Course Topics

- Computer Concepts
- Hardware
  - Input Devices
  - Output Devices
  - Computing Device
- Master Control Program
- Initialization of the System
  - Cold Start
  - Warm Start
- Run Preparation Requirements
  - Program
  - Data
  - Control Cards/Messages
- How the MCP Schedules and Processes a Program
- Scheduling Priorities
- Operator's Equipment Responsibilities

Prerequisite

The Introduction to Computers Course or equivalent experience.

Duration

three days

B 1700 Systems—Reader Sorter Operator

Course Description

This course covers the reader sorter used as an input device to a computer system and as an off-line sorter. The course requires no previous computer experience and is designed to instruct the student in the operations of the reader sorter, both as an on-line device and an off-line device.

Course Topics

- MICR Items
- Reader Sorter Characteristics
- Reader Sorter used on-line
- Reader Sorter used off-line

Prerequisite

B 1700 Systems – Operator Course

Duration

one day

B 700 Systems—Introduction

Course Description

This course introduces the programmer and/or analyst to the concepts, organization and capabilities of the B 700 Systems. Both hardware and system software will be discussed as well as their interaction. Upon the completion of the course, the student will have enough preparation for further study of specific programing languages available for the B 700 Systems.

Course Topics

Systems Concepts
B 700 Hardware Characteristics
System Control Program and System Utilities
Operator Communications
Disk Concepts: File Organization
- Access Methods
- Storage Requirements
- Sorting
- Language Considerations

Program Product Availability and Maintenance
Installation Planning

Prerequisite

The Introduction to Programing Course or equivalent experience.

Duration

five days

B 700 Systems—COBOL

Course Description

The course is designed to provide the student with a competent understanding of the *CO*mmon *B*usiness *O*riented *L*anguage concepts and coding conventions as implemented on the B 700 Systems. Ample opportunity is provided for the student to participate in practical exercises, including coding samples, program compilation and object program check-out procedures.

Course Topics

Definition of COBOL terminology
Language Scope and Purpose
Structure of a COBOL Program
Specialized Constructs
Compiling Procedures
Sorting
I/O Control Techniques

Prerequisites

The Introduction to Programing Course or prior programing experience and the B 700 Systems – Introduction Course.

Duration

eight days

B 700 Systems—RPG

Course Description

This course covers the RPG language as used with the B 700 Systems. It is designed to give the student, with programing and hardware introduction, a sound working understanding of RPG terminology, concepts and language. The course includes class examples and individual student exercises to assure that every student has practical RPG experience in coding, testing and program execution.

Course Topics

Introduction to RPG
Basic Terminology
Data Layout Forms
Record Identification
Control Levels
Indicators
Punching, Printing, and Stacker Selection
Reserved Words
Matching Records
Look Ahead
Tables
Arrays
Subroutines and Advance Operations
Disk
Programing Exercises to Test Student Comprehension

Prerequisites

The Introduction to Programing Course or prior programing experience and the B 700 Systems – Introduction Course.

Duration

eight days

B 700 Systems—Operator

Course Description

The course will provide a thorough understanding of the total system as required for operation. Included are workshops to assure the student of gaining confidence in using the hardware and associated system software. This course is designed to introduce the student, at whatever level of computer operation experience, to the B 700 Systems.

Course Topics

Hardware
- Input Devices
- Output Devices
- Computing Devices

System Control Program and System Utilities
- Programs

Initialization of System
- Cold Start
- Warm Start

Run Preparation Requirements
- Program
- Data
- Forms

Computer Scheduling
Operator Equipment Responsibilities

Prerequisite

Introduction to Computer Course or equivalent experience.

Duration

three days

B 700

BMS™ LIBRARY
B 700 AND B 1700
BUSINESS MANAGEMENT SYSTEMS
COURSE DESCRIPTIONS

Business Management Systems

General Ledger

Course Description

The purpose of this course is to provide a detailed explanation and discussion of the five sections of the General Ledger module:

- Data Edit Programs
- General Ledger Transactions Programs
- Daily Management Operating Report Programs
- Trial Balancing Programs
- Financial Statement Programs

Hands-on lab sessions will be an important part of the course. Completion of this course should enable the student to understand the concept of the General Ledger module and to run it.

Course Topics

- Overall Concept of the General Ledger module
- Overall Concept of each of its five sections
- General discussion of the Master files
- General discussion of generation of input to the module
- Types of files used, and how to control them
- Discussion of each program within the module
  - This will include
    - operator communications;
    - and lab sessions to run the module

Prerequisites

The Introduction to Computers Course and the Introduction to Programing Course or equivalent experience, plus B 700 or B 1700 Systems – Introduction Course.

Duration

three days

Business Management Systems

Accounts Payable

Course Description

The purpose of this course is to provide a detailed explanation and discussion of the five sections of the Accounts Payable module:

- Data Edit Programs
- Check Preparation Programs
- Cash Requirement Reports Programs
- Liability Forecast Reports Programs
- Vendor Analysis Reports Programs

Hands-on lab sessions will be an important part of the course. Completion of the course should enable the student to understand the concept of the Accounts Payable module and to run it.

Course Topics

- Overall Concept of the Accounts Payable module
- Overall Concept of each of its five sections
- General discussion of the Master files
- General discussion of generation of input to the module
- Types of files used, and how to control them
- Discussion of each program within the module
  - This will include
    - operator communications;
    - and lab sessions to run the module

Prerequisites

The Introduction to Computers Course and the Introduction to Programing Course or equivalent experience, plus B 700 or B 1700 Systems – Introduction Course.

Duration

three days

Business Management Systems

Payroll

Course Description

The purpose of this course is to provide a detailed explanation and discussion of the five sections of the Payroll module:

- Data Edit Program
- Payroll Calculation Programs
- Check Writing Programs
- Labor Distribution Report Programs
- Government Report Programs

Hands-on lab sessions will be an important part of the course. Completion of this course should enable the student to understand the concept of the Payroll module and to run it.

Course Topics

- Overall Concept of the Payroll module
- Overall Concept of each of its five sections
- General discussion of the Master files
- General discussion of generation of input to the module
- Types of files used, and how to control them
- Discussion of each program within the module
  - This will include
    - operator communications;
    - and lab sessions to run the module

Prerequisites

The Introduction to Computers Course and the Introduction to Programing Course or equivalent experience, plus B 700 or B 1700 Systems – Introduction Course.

Duration

three days

Business Management Systems

Invoicing, Accounts Receivable, and Inventory Control

Course Description

The purpose of this course is to provide a detailed explanation and discussion of the five sections of the Invoicing, Accounts Receivable and Inventory Control module:

- Data Edit Program
- Invoicing and Account Updating Programs
- Inventory Update and Report Programs
- Sales Management Report Program
- Age Analysis Report Program

Hands-on lab sessions will be an important part of the course. Completion of this course should enable the student to understand the concept of the Invoicing, Accounts Receivable and Inventory Control module and to run it.

Course Topics

- Overall Concept of the Invoicing, Accounts Receivable and Inventory Control module
- Overall Concept of each of its five sections
- General discussion of the Master files
- General discussion of generation of input to the module
- Types of files used, and how to control them
- Discussion of each program within the module
  - This will include
    - operator communications;
    - and lab sessions to run the module

Prerequisites

The Introduction to Computers Course and the Introduction to Programing Course or equivalent experience, plus B 700 or B 1700 Systems – Introduction Course.

Duration

five days

B 1700 BANK MANAGEMENT SYSTEM COURSE DESCRIPTIONS

B 1700 Bank Management System

Proof and Transit

Course Description

The purpose of this course is to provide a detailed explanation and discussion of the four sections of the Proof and Transit module:

- MICR Entry
- Balancing and Proving of MICR Transactions
- Cash Letter Preparation
- On Us Processing

Course Topics

- Overall Concept of the Proof and Transit module
- Overall Concept of each of its four sections
- General discussion of the input to the module
- Discussion of each program within the module
  - This will include
    - operator communications;
    - and lab sessions to run the module

Prerequisites

The Introduction to Computers Course and the Introduction to Programing Course or equivalent experience, plus B 1700 Systems – Introduction Course and B 1700 Systems – Reader Sorter Operator Course.

Duration

two days

B 1700 Bank Management System

Demand Deposit Accounting

Course Description

The purpose of this course is to provide a detailed explanation and discussion of the nine sections of the Demand Deposit Accounting module:

- Data Edit Programs
- Account Maintenance and New Account Processing
- Editing and Reentry of Monetary Transactions
- Stop-Hold-List Post Editing and Processing
- Transaction Processing and Account Updating
- Customer and Bank Management Reporting
- Statement Preparation
- Conversion Procedures
- Balancing and Audit

Course Topics

- Overall Concept of the Demand Deposit Accounting module
- Overall Concept of each of its nine sections
- General discussion of the input to the module
- Discussion of each program within the module
  - This will include
    - operator communications;
    - and lab sessions to run the module

Prerequisites

The Introduction to Computers Course and the Introduction to Programing Course or equivalent experience, plus B 1700 Systems – Introduction Course.

Duration

three days

B 1700
Bank Management System

Savings Accounting

Course Description

The purpose of this course is to provide a detailed explanation and discussion of the ten sections of the Savings Accounting module:

- Data Edit Programs
- Account Maintenance and New Account Processing
- Entry and Editing Monetary Transactions
- Interest Calculation
- Transaction Processing and Account Updating
- Bank Management Reporting
- Interest Posting and Statement Preparation
- 1099 Preparation and Year-End Reporting
- Balancing and Auditing
- Conversion Procedures

Course Topics

- Overall Concept of the Savings Accounting module
- Overall Concept of each of its ten sections
- General discussion of the input to the module
- Discussion of each program within the module
- Generation of Master files
- Initial installation of the module
- This will include
  - operator communications;
  - and lab sessions to run the module

Prerequisites

The Introduction to Computers Course and the Introduction to Programing Course or equivalent experience, plus B 1700 Systems – Introduction Course and B 1700 Systems – RPG Course.

Duration

three days

B 1700
Bank Management System

Certificate of Deposit Accounting

Course Description

The purpose of this course is to provide a detailed explanation and discussion of the five sections of the Certificate of Deposit Accounting module:

- Data Edit Programs
- Account Maintenance and New Account Processing
- Account Updating
- Interest Payment
- 1099 and Other Reporting

Course Topics

- Overall Concept of the Certificate of Deposit Accounting module
- Overall Concept of each of the five sections
- General discussion of the input to the module
- Initial installation of the module
- This will include
  - operator communications;
  - and lab sessions to run the module

Prerequisites

The Introduction to Computers Course and the Introduction to Programing Course or equivalent experience, plus B 1700 Systems – Introduction Course and B 1700 Systems – RPG Course.

Duration

one day

B 1700
Bank Management
System

Installment Loan Accounting

Course Description

The purpose of this course is to provide a detailed explanation and discussion of the eight sections of the Installment Loan Accounting module:

- Data Edit Programs
- Account Maintenance and New Account Processing
- Entry and Editing of Monetary Transactions
- Calculation of Earnings and Rebatable Charges
- Transaction Processing and Account Updating
- Customer and Bank Management Reporting
- Balancing and Audit
- Conversion Procedures

Course Topics

- Overall Concept of the Installment Loan Accounting module
- Overall Concept of each of its eight sections
- General discussion of the input to the module
  - This will include
    - operator communications;
    - and lab sessions to run the module

Prerequisites

The Introduction to Computers Course and the Introduction to Programing Course or equivalent experience, plus B 1700 Systems – Introduction Course.

Duration

three days

B 1700
Bank Management
System

General Ledger Accounting

Course Description

The purpose of this course is to provide a detailed explanation and discussion of the seven sections of the General Ledger Accounting module:

- Data Edit Program
- Account Maintenance and New Account Processing
- Entry and Editing of General Ledger Transactions
- Posting Preparation and Account Updating
- Daily Statement Preparation
- Monthly Statement Preparation
- Conversion Procedures

Course Topics

- Overall Concept of the General Ledger Accounting module
- Overall Concept of each of its seven sections
- General discussion of the input to the module
  - This will include
    - operator communications;
    - and lab sessions to run the module

Prerequisites

The Introduction to Computers Course and the Introduction to Programing Course or equivalent experience, plus B 1700 Systems – Introduction Course.

Duration

two days

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B 1700
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BMS ™ WORKSHOP

Course Description

The purpose of the *BMS* ™ Workshop is to help prepare Burroughs customers for their installation of B 700 Systems, B 1700 Systems and/or *BMS* ™ Program Products. Equipment and technical guidance will be provided at the Workshop by Burroughs. Workshop time should be used for simulating actual everyday computer operations. It is suggested that some files be prepared and update runs be tested using copies of real data.

Course Topics

Suggested Workshop Activities
- Customer Modification of *BMS* ™ Program Products
- Building Files
- Running Update Programs
- Running Report Programs
- Running Maintenance Programs

Workshop time can also be used for testing customer-written programs.

Prerequisites

Workshop attendees should have completed the B 700 or B 1700 curriculum, or have equivalent experience.

Duration and Place

The time and place for the *BMS* ™ Workshop is scheduled by each Burroughs Subsidiary. For Workshop schedule information, contact your Burroughs Representative.

Course prices are subject to the terms and conditions as stated in Burroughs B 700 and B 1700 Systems Education Schedule. Course charges are also governed by Burroughs Program Product Specifications and by Burroughs Program Products License.

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