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Course Outline

School of Business
Program: Financial Management
Option:

FMGT 4710
Advanced Computer Applications

Start Date:	January 4, 2005				**End Date:**	May 27, 2005	
Total Hours:	80	**Total Weeks:**	20		**Term/Level:**	4 A/B **Course Credits:** 5.5	
Hours/Week:	4	**Lecture:**	1	**Lab:** 3	**Shop:**	**Seminar:**	**Other:**

Prerequisites		**FMGT 4710 is a Prerequisite for:**	
Course No.	**Course Name**	**Course No.**	**Course Name**
FMGT 3720	Advanced Computer App 1		

ν **Course Description (required)**

Term A
A continuation of the work started in FMGT 3720 and FMGT 2710. The object is to explore the link between basic data entry required in recording accounting transactions and the Accounting Information System needs of an organisation.
The approach will be to describe the basic business activities that are performed and the objectives of a well designed system. Lab activities will look at how these objectives are delivered by the Simply Accounting, QuickBooks and Great Plains software packages. Additionally we will review the import and export of information from the software packages to Microsoft Office applications.
Threats to an efficient and effective performance of these processes will be considered and we look at how the software can be used as part of our control procedures.

Term B
In Term B we will cover Financial Modelling using Excel. Students will use their Excel skills to build spreadsheet based models which are both dynamic and interactive. Students are encouraged to apply these skills to a variety of financial and accounting problems.

ν **Evaluation**

Assignments and Quizzes Term A	60%	Comments: As much as possible students will be expected to
Projects and Quizzes Term B	40%	complete assignments during labs.
TOTAL	100%	

Quizzes may be administered during lecture times.

v Course Learning Outcomes/Competencies

Upon successful completion, the student will be able to:

- Demonstrate database design in Accounting Information Systems
- Use the internet to gather information about accounting packages
- Describe and Flow chart the major business processes – Revenue Cycle, Expenditure Cycle, Payroll Cycle and General Ledger and Reporting System.
- Identify the major objectives of a well designed Accounting Information System
- Verify whether information systems contain appropriate controls
- Export data from Accounting Software applications to MS Office
- Create Mail Merge documents using data from accounting packages
- Create a pivot table to analyse payroll information from accounting packages
- Use Excel to analyse and identify differences in subsidiary ledgers
- Create a .csv file in order to Import data into Simply Accounting
- Create a .IIF file in order to Import data into QuickBooks
- Import Data from an .IIF file into QuickBooks
- Identify opportunities for the use of information systems/technology in organisations
- Identify opportunities for integration
- Use a spreadsheet in computer based modeling
- Design interactive and dynamic spreadsheet models based on common financial and accounting problems.
- Provide managers, clients and colleagues with design models which allow the testing of hypotheses and which allow the user to compare the performance of alternatives under various scenarios and which provide detailed information for the decision making process.
- Analyze and evaluate various opportunities using those models

v Verification

I verify that the content of this course outline is current.

Noel Brennan   Dec 17, 2004

Authoring Instructor	Date

I verify that this course outline has been reviewed.

Ralph Gioia

Program Head/Chief Instructor	Date

I verify that this course outline complies with BCIT policy.

Tim Edwards

Dean/Associate Dean	Date

Note: Should changes be required to the content of this course outline, students will be given reasonable notice.

v Instructor(s)

Noel Brennan	Office Location	SE 6 – 322	Office Phone	451 – 6793
	Office Hours	As Posted	E-mail address	nbrennan@bcit.ca
Robin Day	Office Location	SE 6 – 371	Office Phone	451 – 6759
	Office Hours	As Posted	E-mail address	rday@bcit.ca
Jean Virginillo	Office Location	SE 6 – 379	Office Phone	456 – 8168
	Office Hours	As Posted	E-mail address	jvirginillo@bcit.ca
Tom McDonald	Office Location	SE 6 – 318	Office Phone	432 – 8599
	Office Hours	As Posted	E-mail address	tmcdonald@bcit.ca

v Learning Resources

Required: You should have access to Great Plains Dynamics, Simply Accounting, QuickBooks and Microsoft Office software. (Note that this software is available in the computer labs.)

For Great Plains data we will use the same starter files as were used in FMGT 3720. For Simply Accounting we will use the sample company, Universal Construction, which comes with the software. QuickBooks will also use the sample data company, Mountain Sports Equipment.

Recommended:

There is no required textbook for this course but students may wish to refer to the following texts:
Accounting Information Systems 9th Edition – Romney / Steinbart   ISBN 0-13-090903-3
Accounting Information Systems 9th Edition – Bodnar / Hopwood   ISBN 0-13-008205-8
Introduction to Information Systems 11th Edition – James A. O'Brien   ISBN 0-07-247264-2
Accounting Information Technology, and Business Solutions 2nd Edition – Hollander/Denna /Cherrington ISBN 0-256-21789-0

v Information for Students

Assignments: Late assignments, lab reports or projects will **not** be accepted for marking. Assignments must be done on an individual basis unless otherwise specified by the instructor.

Makeup Tests, Exams or Quizzes: There will be **no** makeup tests, exams or quizzes. If you miss a test, exam or quiz, you will receive zero marks. Exceptions may be made for **documented** medical reasons or extenuating circumstances. In such a case, it is the responsibility of the student to inform the instructor **immediately**.

Ethics: BCIT assumes that all students attending the Institute will follow a high standard of ethics. Incidents of cheating or plagiarism may, therefore, result in a grade of zero for the assignment, quiz, test, exam, or project for all parties involved and/or expulsion from the course.

Attendance: The attendance policy as outlined in the current BCIT Calendar will be enforced. Attendance will be taken at the beginning of each session. Students not present at that time will be recorded as absent.

Illness: A doctor's note is required for any illness causing you to miss assignments, quizzes, tests, projects, or exam. At the discretion of the instructor, you may complete the work missed or have the work prorated.

Attempts: Students must successfully complete a course within a maximum of three attempts at the course. Students with two attempts in a single course will be allowed to repeat the course only upon special written permission from the Associate Dean. Students who have not successfully completed a course within three attempts will not be eligible to graduate from the appropriate program.

Course Outline Changes: The material or schedule specified in this course outline may be changed by the instructor. If changes are required, they will be announced in class.

ν   **Assignment Details**

In general it is intended that as much as possible assignments will be completed in lab. A number of assignments will combine both lab applications and written answers. The written portion must be completed and submitted before the next lecture date. When an assignment (or project) is to be submitted electronically you will use the FMGT 4710 folder on I:\IN.

The following naming convention should be used:
<div align="center">

Set # FirstNameLastName
</div>

Example :
Noel Brennan is in Set A. The assignment should be named as follows:
<div align="center">

ANoelBrennan
</div>

Example 2:
It is a group project submitted by Noel Brennan, Jean Virginillo and Robin Day who are all in Set A. The project should be named as follows:
<div align="center">

ANoelBrennanJeanVirginilloRobinDay
</div>

If you do not follow this naming convention, you will lose 10% of the assignment's worth.

Schedule

This schedule is subject to change at the discretion of the instructor

Week Commencing	Outcome/Material Covered	Reference/ Reading	Lab Activity	Due Date
Jan 4	Introduction		Internet	Jan 14
Jan 10	Revenue Cycle – 1		Mail Merge – in class	Jan 21
Jan 17	Revenue Cycle – 2		Invoicing/ Sales Orders	Jan 28
Jan 24	Expenditure Cycle – 1		Import – in class	Feb 4
Jan 31	Expenditure Cycle – 2		Subsidiary ledgers	Feb 11
Feb 7	Payroll Cycle – 1		Payables / Purchase Orders	Feb 18
Feb 14	Payroll Cycle – 2		Pivot Table	Feb 25
Feb 21	General Ledger and Reporting System		TBA	Mar 4
Feb 28	Review			
Mar 7	Mid Term Exam Week			
Mar 14	Spring Break Week			
Mar 21	Term B – Excel Modelling Intro and Model 1 Design		Details will be included with	
Mar 28	Model 1 Design		the Project	
Apr 4	Model 1 Design			
Apr 11	Model 1 Design			
Apr 18	Model 1 Evaluation			
Apr 25	Model 2 Design		Details will be	
May 2	Model 2 Design		provided with the	
May 9	Model 2 Evaluation		Project	
May 16	Review			
May 23	Final Exam Week			