



A POLYTECHNIC INSTITUTION

School of Business
 Program: Financial Management
 Option: All Sets

FMGT 3720
Advanced Computer Applications 1

Start Date: September, 2006	End Date: December, 2006
Total Hours: 60 Total Weeks: 15	Term/Level: 3 Course Credits: 4
Hours/Week: 4 Lecture: 1 Lab: 3	Shop: Seminar: Other:

Prerequisites

Course No. **Course Name**
 Successful completion of all Level 2 courses.

FMGT 3720 is a Prerequisite for:

Course No. **Course Name**
 FMGT 4710 Advanced Computer Applications 2
 FMGT 4750 Financial Information Systems

v Course Description

This is a general module that introduces students to both Intuit's QuickBooks and Microsoft Business Solutions - Great Plains 8.0 accounting software packages.

QuickBooks would be used by small business organization whilst Microsoft Business Solutions - Great Plains would be used in a larger organization which wishes to take advantage of the system integration features which are provided by the software. Additionally larger organizations would want to take advantage of the Internal Control features provided by Microsoft Business Solutions - Great Plains.

Students will have an assignment due each week which should be completed in lab hours.

v Evaluation

Homework Assignments (Submitted via sharein)	25%
Participation	5%
In-Class Quizzes and Tests (Timed tests; done in lab hours)	70%
TOTAL	100%

Comments: The expectation is that assignments will be completed during lab times. A high standard of work is expected in this module. All work must be to a professional standard and it must be your own work.

v Course Learning Outcomes/Competencies

Upon successful completion, the student will be able to:

1. Copy, backup, restore and manage data files in QuickBooks.
2. Navigate the principal features and functionality of QuickBooks.
3. Create a new company together with a Chart of Accounts and opening balances in QuickBooks.
4. Create Vendor and Customer master records and transactions in QuickBooks.

v **Course Learning Outcomes/Competencies (cont'd.)**

5. Understand a Chart of Accounts created in Microsoft Business Solutions - Great Plains. In particular students will understand the difference between posting, fixed allocation, variable allocation and unit accounts.
6. Understand the account structure options and implications of the options available in Great Plains.
7. Create, open and close fiscal periods in Great Plains.
8. Become familiar with the Great Plains interface.
9. Understand the internal control features such as system access, Series Posting setup and reporting controls which are usually configured during system setup. We are using Great Plains in a stand alone environment and we do not have full rights to SQL Server so we are limited in the functions we can perform.
10. Understand the difference between Posting Individual transactions and saving Transactions to a batch and then posting the batch.
11. Set up Inventory Master Records, including pricing methods, valuation and inventory classes
12. Maintain Inventory records, including physical count adjustments.
13. Run Inventory reports.
14. Perform Revenue Cycle activities including Master Record setup, recording transactions and running reports.
15. Perform Expenditure Cycle activities including Master Record setup, recording transactions and running reports.
16. **Optional** – We may cover regular payroll transactions but as this is a US payroll we may omit this section in order to have time for Fixed Assets and creating a budget.
17. Prepare adjusting or correcting entries in the Financial Series. In an integrated system like Great Plains correcting entries can be troublesome.
18. Prepare bank reconciliation, use a period end checklist to monitor account period closing activities and run period end Financial Reports.
19. Modify and Build Financial Statements in Great Plains using Advanced Financial Analysis
20. Correct errors made to both non-posted and posted transactions.
21. Add Fixed Asset records and set up depreciation schedules
22. Export reports to Excel and modify in Excel using Sartlist.
23. Create, import and export Budgets and explore the budget functionality in Great Plains.
24. Recognise Internal Control opportunities throughout Great Plains.

v **Verification**

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

Noel Brennan

Authoring Instructor

Noel Brennan

August 30, 2006

Date

I verify that this course outline has been reviewed.

Ralph Lewis

Program Head/Chief Instructor

Oct 17, 2006

Date

I verify that this course outline complies with BCIT policy.

[Signature]

Dean/Associate Dean

Oct 17/06

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: SE6-322	Office Phone: 604-451-6793
Randy Murie	SE6-322	604-456-8156
Jean Virginillo	SE6-379	604-456-8168
	Office Hrs.: As Posted	E-mail Address: Noel_Brennan@bcit.ca Randy_Murie@bcit.ca Jean_Virginillo@bcit.ca

v **Learning Resources**

Required:

Introduction to Microsoft Great Plains 8.0 Focus on Internal Controls

Text authored by Terri Brunson, Marshall Romney, Paul Steinbart. Published by Pearson/Prentice Hall

The text comes with a Student Version of the software which is valid for 120 days. You may install this software on your home computer but it recommended (required?) that you have Windows XP **Professional**.

However it is not necessary to install the software on your home computer. IN FACT I RECOMMEND THAT YOU JUST USE THE SOFTWARE INSTALLED IN THE LABS.

v *Recommended:*

A Rewriteable CD Rom for storing your data, (a CD-RW) or a USB memory stick with a capacity of at least 256 meg.

Students are encouraged to use the personal storage space provided to them by BCIT and available when you log on to the network.

v **Learning and Teaching Approaches**

Students will work with QuickBooks 2005 and Microsoft Business Solutions - Great Plains Version 8.0. This software is available in all the computer labs in SE 6. In a workplace environment Great Plains would be run in a Client/Server environment and the system administrator, at least, would have access to SQL Server. In the labs we run the software as a stand alone application and we have limited access to SQL.

- Lectures will not be taken directly from the text: students are required to master the material and do assignments both from the text and created by the instructors. Questions about the text material can be brought to labs for answers from instructors. Lectures will expand on text material and offer material not contained in the text.
- It is expected that students will be able to complete the assigned work in the assigned lab hours and participation marks will be awarded to students who complete the assignments in regular lab hours.
- Quizzes will take place in labs. **There will be no make up quizzes.** If you are unable to attend your scheduled quiz you should plan to write the quiz with a different set during that week.
- A high standard of ethics is expected – students may collaborate on assignments but you are to submit your own work.
- Students should expect to submit assignments each week.
- There may be unannounced quizzes during lecture times.

v Information for Students

(Information below can be adapted and supplemented as necessary.)

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 by e-mail **immediately and before the quiz**.

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.

Note:

1. All assignments must be received in the BCIT sharein drive on time. The time stamp of each submission will be the official time received. Late assignments will not be accepted and will not be eligible for resubmission.
2. In-class quizzes will take about 30-60 minutes to complete. There will be a number of in-class quizzes as announced in lecture and on shareout. No make-ups are allowed; students who miss classes with a medical excuse will be given aegrotat standing.
3. There may also be unannounced quizzes during lecture.

v Assignment Details

Tuesday Lecture Group						
Week						Latest*
Starting	Week	Lecture	Lab			Assignment
Monday		Date	Activity		Text	Due Date
4-Sep	1					
11-Sep	2	12-Sep	Qbooks 1	Introduction	No Text	15-Sep
18-Sep	3	19-Sep	Qbooks 2	Purchase Cycle	No Text	22-Sep
25-Sep	4	26-Sep	Qbooks 3	Sales Cycle	No Text	29-Sep
2-Oct	5	3-Oct	Qbooks 4	New Company Set Up	No Text	6-Oct
9-Oct	6	10-Oct	Great Plains 1	Introduction	Chap 1 & 2	13-Oct
16-Oct	7	17-Oct	Great Plains 2	Security and Internal Controls	Chap 3	20-Oct
23-Oct	8	24-Oct	Mid Term Exams			
30-Oct	9	31-Oct	Great Plains 3	Inventory Transactions	Chap 4	10-Nov
6-Nov	10	7-Nov	Great Plains 4	Revenue Cycle	Chap 5	17-Nov
13-Nov	11	14-Nov	Great Plains 5	Expenditure Cycle	Chap 6	24-Nov
20-Nov	12	21-Nov	Great Plains 6	Payroll (Optional)	Chap 7	1-Dec
27-Nov	13	28-Nov	Great Plains 7	Financial Reporting /Bank Recon.	Chap 8	8-Dec
4-Dec	14	5-Dec	No Lecture		No Text	
11-Dec	15	No Lecture	Final Exam week			
* Students are encouraged to complete and submit their by the end of their third lab time.						
Participation marks will be awarded to those students who complete within this time frame.						
Special arrangements may need to be made for students in Set C.						

v Assignment Details

Friday Lecture Group						
Starting	Week	Lecture	Lab			Latest*
Monday		Date	Activity		Text	Assignment Due Date
4-Sep	1	8-Sep	Qbooks 1	Introduction	No Text	15-Sep
11-Sep	2	15-Sep	Qbooks 2	Purchase Cycle	No Text	22-Sep
18-Sep	3	22-Sep	Qbooks 3	Sales Cycle	No Text	29-Sep
25-Sep	4	29-Sep	Qbooks 4	New Company Set Up	No Text	6-Oct
2-Oct	5	6-Oct	Great Plains 1	Introduction	Chap 1 & 2	13-Oct
9-Oct	6	13-Oct	Great Plains 2	Security and Internal Controls	Chap 3	20-Oct
16-Oct	7	20-Oct	No Lecture			
23-Oct	8	Mid Term Exams				
30-Oct	9	3-Nov	Great Plains 3	Inventory Transactions	Chap 4	10-Nov
6-Nov	10	10-Nov	Great Plains 4	Revenue Cycle	Chap 5	17-Nov
13-Nov	11	17-Nov	Great Plains 5	Expenditure Cycle	Chap 6	24-Nov
20-Nov	12	24-Nov	Great Plains 6	Payroll (Optional)	Chap 7	1-Dec
27-Nov	13	1-Dec	Great Plains 7	Financial Reporting /Bank Recon.	Chap 8	8-Dec
4-Dec	14	8-Dec	No Lecture		No Text	
11-Dec	15	Final Exam week				
* Students are encouraged to complete and submit their by the end of their third lab time.						
Participation marks will be awarded to those students who complete within this time frame.						