



Course Outline

A POLYTECHNIC INSTITUTION

School of Business

Program: Financial Management

Option:

FMGT 4710
Advanced Computer Applications

Start Date: January 5, 2004

End Date: May 28, 2004

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
	Successful Completion of FMGT 3720

Course No.	Course Name
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v 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. We will look at how these objectives are delivered by the Simply Accounting, QuickBooks and Great Plains software packages.

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.

Additionally we will review the import and export information from the software packages to Microsoft Office applications.

Term B

In Term B we will cover Financial Modelling using Excel.
Detailed course will be provided after the Mid Term Exams.

v Detailed Course Description (optional)

v Evaluation

Assignments	60%	Comments: It is expected that the assignments will be completed during labs.
Quizzes / Projects	40%	
TOTAL	100%	

v Course Learning Outcomes/Competencies

Upon successful completion, the student will be able to:

Recognise 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
Check 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 Version 9
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

v Verification

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

Noel Brennan

Dec 19, 2003

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 -377 Office Hrs.: As posted	Office Phone: 604 451 6793 E-mail Address: nbrennan@bcit.ca
Tom McDonald	Office Location: Se 6 -318 Office Hrs.: As posted	Office Phone: 604 432 8599 E-mail Address: tmcdonal@bcit.ca

v Learning Resources

Required:

You should have access to Great Plains Dynamics, Simply Accounting Version 9.0, Quickbooks Pro Edition 2003 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

Accounting Information Technology, and Business Solutions 2nd Edition – Hollander /Denna / Cherrington ISBN 0-256-21789-0

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 **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.

v Assignment Details

When assignments and projects are to be submitted electronically you will use the FMGT4710AccountingStudents folder on I:\IN.

The following naming convention should be used:

Set # FirstNameLastName

Example 1:

Noel Brennan is in Set A. The assignment should be named as follows:

ANoelBrennan

Example 2:

It is a group project submitted by Noel Brennan, Tom McDonald and Robin Day who are all in Set A. The project should be named as follows:

ANoelBrennanTomMcDonaldRobinDay

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

Schedule

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
Jan 5	Introduction		Internet	Jan 15
Jan 12	Revenue Cycle – Flow Chart		Mail Merge – in class	Jan 22
Jan 19	Revenue Cycle – Threats and Controls		Import – in class	Jan 29
Jan 26	Expenditure Cycle – Flow Chart		Subsidiary ledgers	Feb 5
Feb 2	Expenditure Cycle – Threats and Controls		Quiz	Feb 12
Feb 9	Payroll Cycle – 1		Payables / Purchase Orders	Feb 19
Feb 16	Payroll Cycle – 2		Pivot Table	Feb 26
Feb 23	General Ledger and Reporting System		Finance Assignment	Mar 4
Mar 1	Review			
Mar 8	Mid Term Exam Week			
Mar 15	Spring Break Week			
Mar 22	Term B – Excel Modelling Details will be announced			