BCIT®

A POLYTECHNIC INSTITUTION

School of Business
Program: Financial Management
Option: All Sets

Course Outline

FMGT 3720
Advanced Computer Applications 1

Start Date:	September, 2004		**End Date:**	December, 2004	

Total Hours:	56	**Total Weeks:**	14	**Term/Level:** 3	**Course Credits:** 4		
Hours/Week:	4	**Lecture:**	1	**Lab:** 3	**Shop:**	**Seminar:**	**Other:**

Prerequisites		**FMGT 3720 is a Prerequisite for:**	
Course No.	**Course Name**	**Course No.**	**Course Name**
Successful completion of all Level 2 courses.		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 accounting software packages.
QuickBooks would be used by small business organization whilst a Great Plains would be used in a larger organization. Most of the course will deal with Microsoft Business Solutions - Great Plains.

v Evaluation

Homework Assignments		Comments: A high standard of
(Submitted via sharein)	20%	work is expected in this module. All
In-Class Quizzes and Tests		work must be to a professional
(Timed tests; done in lab hours)	80%	standard.
TOTAL	100%	

v Course Learning Outcomes/Competencies

Upon successful completion, the student will be able to:

1. Backup and restore data files.

2. Navigate the principle features and functionality of Great Plains and QuickBooks.

3. Perform daily transaction processing in Financial Series (General Ledger and System Manager).

4. Identify the main business processes and documents in the revenue cycle.

5. Perform bank reconciliation using Great Plains (Financial Series).

6. Modify user preferences.

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

7. Modify user preferences to include external tasks.

8. Perform daily transactions and routines in the Sales Series and Sales Order Processing.

9. Perform daily transactions and routines in the Purchasing Series and Purchase Order Processing.

10. Adjust perpetual inventory records.

11. Review, modify and print records.

12. Export reports to Excel and modify in Excel.

13. Perform month-end procedures.

14. Perform drill-down procedures from reports back to original transactions.

15. Correct errors made to both non-posted and posted transactions.

16. Import and Export Budget Data

17. Modify and Build Financial Statements in Great Plains using Advanced Financial Analysis.

v Verification

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

Noel Brennan	
Authoring Instructor	Date

I verify that this course outline has been reviewed.

Program Head/Chief Instructor	Date

I verify that this course outline complies with BCIT policy.

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)

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v Learning Resources

Required:

Computerized Accounting Using Great Plains Dynamics. Reference
Computerized Accounting Using Great Plains Dynamics. Instructions & Assignments
    Both texts authored by Arens & Ward. Published by Armond Dalton Publishers, Okemos, MI. Second
    Edition, 2001

A Rewriteable CD Rom for storing your data – CD-RW

v *Recommended:*

Private access to a PC with internet connection

v Learning and Teaching Approaches

Students will work with QuickBooks and version 6.0 of Microsoft Business Solutions - Great Plains. This software is mounted on the local area network at BCIT and Microsoft Business Solutions - Great Plains is bundled with the textbook.

- Lectures will not be taken directly from the text: students are required to master the material and do assignments from the text. 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.
- Quizzes will take place in labs. There will be no make up quizzes. If you are unable to attend your scheduled quiz you may be able to write the quiz with a different set.
- A high standard of ethics is expected – students may collaborate on assignments but you are to submit your own work.

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**.

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.

v **Assignment Details**

Schedule

Week of	Outcome/Material Covered		Lab Activity	Text
Sept. 6	QuickBooks - Introduction		QuickBooks	
Sept. 13	QuickBooks – Reports		QuickBooks	
Sept. 20	Great Plains – Series (Modules)		Great Plains - Familiarization	Ch. 1 & 2
Sept. 27	Great Plains – System Manager		Jackson Supply Company Transactions & Other	Ch. 3
Oct. 4	Great Plains – Posting Transactions		Jackson Supply Company Maintenance Activities	Ch. 3
Oct. 11	Great Plains – General Ledger		Waren Distributing - Option A	Ch. 4
Oct. 18	**Midterm Examination Week**		**Labs cancelled**	
Oct. 25	Great Plains – Financial Statements		Waren Distributing - Option A	Ch. 4
Nov. 1	Great Plains – Internal Controls and Smart List		TWO Inc.	Ch. 5
Nov. 8	Great Plains – Receivables Management		Office Furniture Plus data	Ch. 6
Nov. 15	Great Plains – Payables Management		Working with data sets	Ch. 6
Nov. 22	Great Plains – Fixed Assets Management		TWO Inc.	Ch. 7
Nov. 29				
Dec. 6	**Final Examinations**		**Labs cancelled**	