



Course Outline

A POLYTECHNIC INSTITUTION

School of Business

Program: Financial Management

Option: All Sets

**FMGT 3720**  
**Advanced Computer Applications 1**

**Start Date:** September, 2003

**End Date:** December, 2003

**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**

A general module that introduces students to Microsoft Great Plains Business Solutions Dynamics accounting software as used in small- to mid-range business.

**v Evaluation**

Homework Assignments

(Submitted via sharein)

20%

In-Class Quizzes and Tests

(Timed tests; done in lab hours)

80%

TOTAL

100%

Comments: A high standard of work is expected in this module. All work must be to a professional standard.

**v Course Learning Outcomes/Competencies**

Upon successful completion, the student will be able to:

1. install the software on a desktop.
2. backup and restore data files.
3. navigate the principle features and functionality of Great Plains Dynamics.
4. perform daily transaction processing in Financial Series (General Ledger and System Manager).
5. identify the main business processes and documents in the revenue cycle.
6. perform bank reconciliation using Great Plains Dynamics (Financial Series).
7. modify user preferences.

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

8. modify user preferences to include external tasks.
9. perform daily transactions and routines in the Sales Series and Sales Order Processing.
10. perform daily transactions and routines in the Purchasing Series and Purchase Order Processing.
11. adjust perpetual inventory records.
12. review, modify and print records.
13. export reports to Excel and modify in Excel.
14. perform month-end procedures.
15. perform drill-down procedures from reports back to original transactions.
16. correct errors made to both non-posted and posted transactions.

**v Verification**

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

\_\_\_\_\_  
Russ Curtis / Tom McDonald  
Authoring Instructor/ Modifying 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)**

Noel Brennan	Office Location: SE6-322	Office Phone: 604-451-6793
Tom McDonald	SE6-318	604-432-8599
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		<a href="mailto:Tom_Mcdonald@bcit.ca">Tom_Mcdonald@bcit.ca</a>
		Course E-mail: TBA

**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

An email address

*v Recommended:*

Private access to a PC with internet connection

A USB memory chip

**v Learning and Teaching Approaches**

Students will work with the version 6.0 of Microsoft Great Plains Dynamics software. This software is mounted on the local area network at BCIT and 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.

## 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	Text	Lab Activity	Submissions
Sept. 1	Class/Course Introduction	Ch. 1	Dynamics Tutorial/Lessons	None
Sept. 8	Working with System Manager	Ch. 2	Familiarization – all	
Sept. 15	Intro to Great Plains Dynamics: Recording Transactions	Ch. 3	Jackson Supply Company Transactions	
Sept. 22	Recording Transactions Reconciliation & Maintenance	Ch. 3	Jackson Supply Company Transactions & Other	
Sept. 29	Reconciliation & Maintenance	Ch. 3	Jackson Supply Company Maintenance Activities	
Oct. 6	Transactions, Adjustments & Closing Procedures	Ch. 4	Waren Distributing data Option A	
Oct. 13	<b>Midterm Examination Week</b>		<b>Labs cancelled</b>	None
Oct. 20	Transactions, Adjustments & Closing Procedures	Ch. 4	Waren Distributing data Option A	
Oct. 27	Internal Controls	Ch. 5	TWO Inc.	
Nov. 3	New Company Setup	Ch. 6	Office Furniture Plus data	
Nov. 10	New Company Setup	Ch. 6	Working with data sets	
Nov. 17	Advanced Features	Ch. 7	TWO Inc.	
Nov. 24	Advanced Features	Ch. 7	TWO Inc.	
Dec. 1	<b>Review</b>			
Dec. 8	<b>Final Examinations</b>		<b>Classes cancelled</b>	