



A POLYTECHNIC INSTITUTION

School of Business

Program: Financial Management

Option:

FMGT 4750
Financial Information Systems

Start Date:	March 23, 2004	End Date:	May 28, 2004								
Total Hours:	40	Total Weeks:	10	Term/Level:	4 B	Course Credits:	2.5				
Hours/Week:	4	Lecture:	1	Lab:	3	Shop:		Seminar:		Other:	
Prerequisites						FMGT 4750 is a Prerequisite for:					
Course No.	Course Name					Course No.	Course Name				
	Successful Completion of FMGT 3720										

v **Course Description (required)**

This course will introduce the students to ACCPAC Version 5.0 software which is used in small- to mid-range business organisations.

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:

1. Set up the General Ledger, Accounts Receivable and Accounts Payable modules for a corporation
2. Activate the modules for the corporation
3. Record batch transactions for all the above modules

4. Generate recurring batches
5. Post the batches to update the financial information
6. Integrate the Financial and Management information
7. Generate the Financial Reports and Management reports which are used in business.
8. Deal with multicurrency issues when this version of the software does not have the multicurrency module activated.

v Verification

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

Noel Brennan



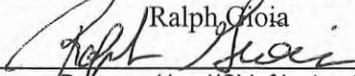
Authoring Instructor

March 12, 2004

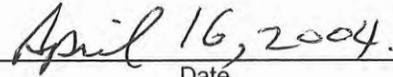
Date

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

v Learning Resources

Required:

Textbook: "Using ACCPAC Advantage Series, Corporate Edition 5.0" by Christine A. Heaney, published by Pearson Education, Canada. ISBN 0-321-12610-6

You will have access to The ACCPAC software in SE 6- 106. This is the only lab on the Burnaby campus with this software.

You will need a CD-RW disk (or equivalent) in order to make backups.

Recommended:

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 FMGT4750 folder on I:\IN.
 The following naming convention should be used:

Set # **FirstNameLastName**

Schedule

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
Mar 23	Introduction	Chapters 1 & 2		
Mar 30	System Manager and General Ledger (1)	} Chapters 3 – 7		
April 6	System Manager and General Ledger (2)			
April 13	Accounts Payable (1)	} Chapters 9 – 14		
April 20	Accounts Payable (2)			
April 27	Accounts Receivable (1)	} Chapters 16 – 21		
May 4	Accounts Receivable (2)			
May 11	Integration and Closing	Chapters 8, 15, 22 & 23		
May 18	Review			
May 25	Final Term Exam Week			