BCIT

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY School of Business

COURSE OUTLINE FOR:	DATE: August 2001 FMGT 3720

Advanced Computer Applications 1

TAUGHT BY: Financial Management

TAUGHT TO: Financial Management

Program: Financial Management
Option: All Sets

Hours/Week:		Total Hours:		Term/Level:	
Lecture:	1	10		3	
Lab:	3	30			
Other:		Total Weeks: 13		Credits: 4	

Instructors:	Russ Curtis, Noel Brennan and Jean Virginillo
Office No. SE6-333, SE6-379	**Phone:**451-6756, 451-6751(Jean)
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Office Hours: AS POSTED	**Intranet:**http://www.blackboard.com/courses/FMGT3720
Course mailbox: fmgtapps@bcit.ca	

Pre-requisites: Successful completion of all Level 2 courses.
Successful completion of this course is prerequisite to FMGT 4710 and FMGT 4750.

Course Description and Goals: A General module that introduces students to Great Plains Dynamics software as used in a small business to mid-range firm.

Required Text & Tools:
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
One Iomega Zip disc or 4 HD diskettes
It is recommended that students have private access to a PC with a modem and an internet connection.

Prior Learning Assessment Method: None

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

Online Quizzes (4)	20%	Mounted on the course site; submitted via email
Homework assignments (6)	20%	From the text; submitted via email
In Class Quizzes (5)	60%	Timed tests; done in lab hours; One throw-out given

Course Learning Outcomes:

Upon successful completion of this subject, students will be able to:

- Install the software on a desktop
- Backup and Restore data files
- Navigate the principle features and functionality of Great Plains Dynamics.
- Perform daily transaction processing in Financial Series (General Ledger and System Manager)
- Perform a bank reconciliation using Great Plains Dynamics (Financial Series)
- Modify User Preferences to include external tasks
- Perform Daily transactions and routines in the Sales Series and Sales Order Processing
- Perform Daily transaction and routines in the Purchasing Series and Purchase Order Processing
- Adjust Perpetual Inventory Records
- Review, modify and print reports
- Export reports to Excel and modify in Excel
- Perform Month-end Procedures
- Perform drill-down procedures from reports back to original transactions
- Correct errors made to both non-posted and posted transactions

Learning and Teaching Approaches:

Students will work with the latest release of Microsoft Great Plains Dynamics software. This software is mounted on the local area network at BCIT and is bundled with the textbook.

- An Intranet site, www.blackboard.com/courses/FMGT3720 has been developed to support the delivery of this module. All students are required to register for this site.
- The site serves to accomplish two objectives: to enhance communication between and among instructors and students, and to eliminate the consumption of paper.
- This Course Outline will be mounted on the site. All quizzes and homework will be collected electronically on the site. All lecture material will be mounted on the site in advance of lectures. Students are expected to review lecture material in advance of attending lectures.
- The site also contains a number of features and hyperlinks that ought to be of interest to Financial Management Students. Students are invited to use all the features available at the site.
- 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.
- Instructors will meet with Set Representatives throughout the term to hear feedback from students regarding course content and delivery.

Plan of Work:

Week	Coverage	Text	Lab Activity	Submissions
09/10	Class/Course Introduction	CH 1	Dynamics Tutorial/Lessons	None
09/17	Working with System Manager	CH 2	Familiarization – all	Online Quiz One
09/24	New Company Setup	CH 6	Practice with Setup Wizard In-class Quiz 1	Online Quiz Two
10/01	Working with RM/SOP	CH 3	Practice – Customer transactions	Jackson Supply Trial Balances
10/08	Working with RM/SOP	CH 3	Practice – Customer transactions In-class Quiz 2	Online Quiz Three
10/15	Midterm examination week		Labs cancelled	None
10/22	Working with RM/SOP	CH 3	Practice – Customer inquiries/reports In-class Quiz 3	Jackson Supply Customer Reports
10/29	Working with PM/POP	CH 3	Practice – Vendor transactions	Online Quiz Four
11/05	Working with PM/POP	CH 3	Practice – Vendor inquiries/reports	Jackson Supply Vendor Reports
11/12	Periodic Procedures	CH 4	Option A In-class Quiz 4	Warren Distributing Financial Statements
11/19	Periodic Procedures	CH 4	Option A concluded	Warren Distributing Reports

Week	Coverage	Text	Lab Activity	Submissions
11/26	Course summary	All	Working with data sets In-class Quiz 5	Office Furniture Plus chart of Accounts
12/03	FMGT 4710 Introduction		None	None

Course Policies

1. All assignments and Online quizzes must be received in the course mailbox on time. The time stamp of each email as seen on FMGTapps.bcit.ca 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 minutes to complete. Five quizzes are scheduled with the lowest of the five grades automatically thrown out. No make-ups are allowed; students who miss classes with an acceptable medical excuse may be given aegrotat standing.

Content of this Course Outline is subject to change by mutual agreement.

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Course Record:

Developed by:_____Russ Curtis_____   Date: September, 2000
                        Instructor

Revised by: _____R.Curtis_____   Date: August, 2001
                        Instructor

Approved by: _____   Date: _____
                        Associate Dean