



**BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY School of Business**

<b>COURSE OUTLINE FOR:</b> <b>Advanced Computer Applications 1</b>	<b>DATE: August 2000</b> <b>FMGT 3720</b>
<b>TAUGHT BY:</b> Financial Management	
<b>TAUGHT TO:</b> Financial Management	
<b>Program:</b> Financial Management <b>Option:</b> All Sets	

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

<b>Instructors:</b>	Russ Curtis, Tom Friedrich and Jean Virginillo
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<b>Office Hours:</b> AS POSTED	Intranet: <a href="http://www.beachview.intranets.com">www.beachview.intranets.com</a>

**Pre-requisites:** Successful completion of all Level 2 courses.

**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.  
 First Edition, 1999  
 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.

This course is pass/fail. In order to pass students must successfully complete 3 of 4 quizzes and 5 of 6 assignments. See Course Policies.

Quizzes (4)	Mounted on Beachview
Homework assignments (6)	From the text

## Course Learning Outcomes:

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

- 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
- Perform Month-end Procedures
- Perform Year-end Closing Procedures
- Perform drill-down procedures from reports back to original transactions
- Setup a new company

## Learning and Teaching Approaches:

Students will work with two versions of Dynamics software: a student version, clipped and bundled with the text and Version 5.5, a full-working version both mounted on BCIT's network and accessible in the labs.

- An Intranet site, [www.beachview.intranets.com](http://www.beachview.intranets.com) 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:**

<b>Week</b>	<b>Coverage</b>	<b>Text</b>	<b>Lab Activity</b>	<b>Submissions</b>
09/12	Class/Course Introduction	CH 1	Dynamics Tutorial/Lessons	
09/19	Working with System Manager	CH 2	Familiarization – all	Quiz One
09/26	New Company Setup	CH 6	Practice with Setup Wizard	Quiz Two
10/03	Working with RM/SOP	CH 3	Practice – Customer transactions	Jackson Supply Trial Balances
10/10	Working with RM/SOP	CH 3	Practice – Customer transactions	Quiz Three

10/16	Midterm exam			
10/24	Working with RM/SOP	CH 3	Practice – Customer transactions	Jackson Supply Customer Reports
10/31	Working with RM/SOP	CH 3	Practice – Customer transactions	Quiz Four
11/07	Working with RM/SOP	CH 3	Practice – Customer transactions	Jackson Supply Trial Balances
11/14	Final Exam			Final Exam
11/21	Review			Review
11/28	Review			Review



### **Course Policies**

1. All assignments and quizzes must be received on the course intranet site by the required date and time. The time stamp of each email as seen on Beachview will be the official time received. Late assignments will not be accepted and will not be eligible for resubmission.
2. Unsuccessful assignments and quizzes must be resubmitted within 7 days for the first and 14 days for the second resubmission. The date and time stamp of the return email from the original submission will be the official start of the resubmission periods. Late resubmissions will not be accepted and will eliminate any other possible resubmission for that assignment or quiz.

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



**Course Record:**

Developed by: Tom Friedrich Date: **September, 1992**  
Instructor

Revised by: R.Curtis Date: **January, 2000**  
Instructor

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Associate Dean