



OCT 13 1999

School of Business

Program: Financial Management - 2nd year

Date: September, 1999

FMGT 3720**Advanced Microcomputer Applications 1**

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|--------------------|---|---------------------|----|--------------------|-----|
| Hours/Week: | 4 | Total Hours: | 48 | Term/Level: | 3 |
| Lecture: | 1 | Total Wks: | 12 | Credits: | 4.0 |
| Lab: | 3 | | | | |

Prerequisites

First year BCIT Financial Management or equivalent

Course No. is a Prerequisite for

Course No.: FMGT 4710

Course Name : Advanced Microcomputer Applications 2

Instructor(s):

Tom Friedrich

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OFFICE HOURS AS POSTED AT EACH INSTRUCTOR'S OFFICE**Course Goals**

The goals for this course are to enhance the student's problem-solving skills using electronic spreadsheet tools and to give the students a working knowledge of processing routines in ACCPAC Plus version 6.1 General Ledger & Financial Reporter.

Evaluation

| | | |
|----------------------|------------|----------|
| Computer Assignments | 10 | % |
| In-lab quizzes | 30 | % |
| Midterm Exam | 30 | % |
| Final Exam | 30 | % |
| TOTAL | <u>100</u> | <u>%</u> |

This Course Outline may assist you in the future to receive credit for all or part of a course at another post-secondary institution or from a professional program. It is strongly recommended that you keep this Course Outline in a safe place for future reference.

FMGT 3720 COURSE OUTLINE

Course Outcomes and Sub-Outcomes

Upon successful completion of this course, the student should be able to:

1. Create & use electronic spreadsheet templates.
2. Organize & summarize data using lists, filters, sorting, subtotals, and pivot tables.
3. Integrate Excel with other Windows programs and the World Wide Web.
4. Understand the process of creating & maintaining the ACCPAC Plus General Ledger and Financial Reporter computer files including Chart of Accounts.
5. Process transactions using the General Ledger module and produce reports for the Audit Trail.
6. Complete the year-end procedures in the General Ledger.
7. Understand the use of and produce standard and customized reports in the General Ledger.

Text(s) and Equipment

Required:

1. MS-Excel97 New Perspectives Series, Comprehensive Edition by Ageloff, Parsons, Oja, Carey, Course Technology, ITP Nelson Publishing
2. License for Skills Assessment Manager (SAM) to accompany text in #1 above.
3. ACCAPC PLUS VERSION 6.1 – A User's Guide by Brian Zwicker, ITP Nelson Publishing
4. Diskettes for Backup – minimum 3 high density (HD) 1.44MB

FMGT 3720 COURSE OUTLINE

Course Record

Developed by: _____ Date: _____
Instructor Name and Dept.

Revised by: _____ Date: _____
Instructor Name and Dept.

Approved by: _____ Date: _____
Associate Dean / Program Head

Course Notes (Policies and Procedures)

ALL ASSIGNMENTS MUST BE COMPLETED USING THE SAME VERSION OF THE SOFTWARE AS AVAILABLE IN YOUR SCHEDULED MICROLAB. ALL ASSIGNMENTS ARE DUE BY 4:30PM ON THE DUE DATE. LATE ASSIGNMENTS WILL NOT BE ACCEPTED FOR CREDIT UNLESS ACCOMPANIED BY A VALID DOCTOR'S CERTIFICATE OR PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE INSTRUCTOR IN ADVANCE OF THE ASSIGNMENT DUE DATE.

ACTS OF CHEATING, PLAGIARISM AND DISHONESTY ARE NOT TOLERATED; THE DEGREE OF PUNITIVE ACTION MAY RANGE FROM A WRITTEN WARNING TO WITHDRAWAL FROM THE PROGRAM. THESE PENALTIES MAY ALSO BE APPLIED TO STUDENTS WHO KNOWINGLY CONTRIBUTE TO THE ACT OF CHEATING, PLAGIARISM AND/OR DISHONESTY (REFER TO PAGES 1 & 2 OF THE CURRENT CALENDAR). ANY COPIED ASSIGNMENTS WILL RESULT IN A 0% GRADE FOR ALL SUBMISSIONS INVOLVED AND POSSIBLE ADDITIONAL PENALTIES TO THE STUDENTS INVOLVED.

FMGT 3720 COURSE OUTLINE

SCHEDULE

| DATE | LECTURES | CHPT REF. |
|----------|--|-----------|
| Sept. 14 | Introduction-Brief Tutorials and Win 98 Supplement | |
| 21 | Basic Spreadsheets-All Level 1 Tutorials | |
| 28 | Organizing Data-Tutorial #5 | |
| Oct. 05 | Integrating Excel-Tutorial #6 | |
| 12 | Excel Review | |
| 18 | Midterm Exam-Excel | |
| 26 | ACCPAC Plus General Ledger Configuration | 2 |
| Nov. 02 | ACCPAC Plus General Ledger Processing | 3 |
| 09 | ACCPAC Plus General Ledger Periodic Processes | 4 |
| 16 | ACCPAC Plus General Ledger Standard Reports | 2,3,4 |
| 23 | ACCPAC Plus General Ledger Customized Reports | 4, App. G |
| 30 | Final Exam Review-Accpac | |

| DATE | LABS | CHPT REF. |
|----------|--|-----------|
| Sept. 14 | Introduction-Brief Tutorials and Win 98 Supplement | |
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| 23 | ACCPAC Plus General Ledger Customized Reports | 4, App. G |
| 30 | Final Exam Review-Accpac | |

| DATE | IN-LAB ASSIGNMENTS AND QUIZZES |
|----------|--|
| Sept. 21 | Assignment #1-All Level 1 tutorials-Due Date: Sep. 30 |
| 28 | Quiz #1-All Level 1 Tutorials |
| Oct. 05 | Quiz #2-Level 2 Tutorial #5 |
| 12 | Assignment #2-Level 2 Tutorial #6-Due Date: Oct. 15 |
| 26 | Assignment #3-ACCPAC Chapter 2-Due Date: Nov. 02 |
| Nov. 09 | Quiz #3-ACCPAC Chapters 2 & 3 |
| 16 | Quiz #4-ACCPAC Chapters 3 & 4 |
| 23 | Assignment #4-ACCPAC GL Reports and Appendix G-Due Date: Nov. 30 |