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*School of Business**Program: Financial Management - 2nd year**Date: September, 1998***FMGT 3720****Advanced Microcomputer Applications 1**


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<b>Hours/Week:</b>	4	<b>Total Hours:</b>	48	<b>Term/Level:</b>	3
<b>Lecture:</b>	1	<b>Total Wks:</b>	12	<b>Credits:</b>	4.0
<b>Lab:</b>	3				

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**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 Internet research tools, and to give the students a working knowledge of processing routines in ACCPAC Plus version 6.1 General Ledger & Financial Reporter.

**Evaluation**


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

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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

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## 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.
3. Present data using pivot tables and charting as well as printed reports.
4. Analyze & share data using Goal Seek & Scenario manager, multiple users & workbooks, and linking & embedding.
5. Understand & access the Internet using Netscape.
6. Apply the ten commandments of Internet research.
7. Select different resources for finding resources on-line.
8. Use the various on-line research resources and verify data.
9. Understand the process of creating & maintaining the ACCPAC Plus General Ledger and Financial Reporter computer files including Chart of Accounts.
10. Process transactions using the General Ledger module and produce reports for the Audit Trail.
11. Complete the year-end procedures in the General Ledger.
12. Produce and understand the use of the standard reports in the General Ledger.

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## Text(s) and Equipment

Required:

1. MS-Excel97 Step by Step, Catapult, Microsoft Press
2. ACCAPC PLUS VERSION 6.1 – A User's Guide by Brian Zwicker, Nelson Publishing
3. Official Netscape Guide to Internet Research 2<sup>nd</sup> Edition, Calishain & Nystrom, Coriolis Ventana Publishing, Netscape Press
4. Diskettes for Backup – minimum 3 high density (HD) 1.44MB

# FMGT 3720 COURSE OUTLINE

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## Course Record

Developed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Instructor Name and Dept.

Revised by: \_\_\_\_\_ Date: \_\_\_\_\_  
Instructor Name and Dept.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Associate Dean / Program Head

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## 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. 08	<b>NO LECTURE</b> - Introduction to Microlabs	Appendix A
15	Accomplishing Basic Tasks	1,2,3,4
22	Organizing & Summarizing Your Data	5,6,7
29	Presenting Your Data to Others	8,9,10
Oct. 06	Analyzing & Sharing Your Data	11,12,13
13	Review for Mid-term Exam	
20	<b>MIDTERM WEEK – NO CLASSES</b>	
27	ACCPAC Plus General Ledger Configuration	1,2
Nov. 03	ACCPAC Plus General Ledger Processing	3,4
10	Accessing the Internet	1,2,5
17	Searching On-line Resources	11,15
24	Research resources & Verification	16,17,18
Dec. 01	Final Exam Review	

DATE	LABS	DUE DATE
Sept. 08	Introduction to the microlabs & Netscape review	
15	Review & Practice - Part 1	
22	Review & Practice - Part 2	
29	Review & Practice - Part 3	Oct. 08
Oct. 06	Review & Practice - Part 4	Oct. 15
13	Review	
20	<b>MIDTERM EXAM WEEK</b>	
27	ACCPAC Chapters 1 & 2	Nov. 05
Nov. 03	ACCPAC Chapters 3 & 4	Nov. 12
10	Internet Chapters 1, 2, 5	
17	Internet Chapters 11, 15	
24	Internet Chapters 16, 17, 18	
Dec. 01	Review	

DATE	IN-LAB QUIZZES
Sept. 22	Excel Step by Step Chapters 1 to 4
29	Excel Step by Step Chapters 5 to 7
Nov. 10	ACCPAC Chapters 1 to 4
24	Internet Chapters 1, 2, 5, 11, 12