



DEC 05 1997

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

School of Business**Program: Financial Management - 2nd year****Date: September, 1997****FMGT 3720****Advanced Microcomputer Applications 1**

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	Office No: SE6 - 333	Phone: 451-6756
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OFFICE HOURS AS POSTED AT EACH INSTRUCTOR'S OFFICE**Course Goals**

This course has two goals. The first goal is to enhance the students' problem-solving skills using electronic spreadsheet tools. The second goal is to give the students a working knowledge of daily transaction processing routines using the ACCPAC Plus version 6.1 modules of Accounts Receivable and Accounts Payable.

Evaluation

Computer Assignments	20	%
In-lecture quizzes – 2 @ 5% each	10	%
Midterm Exam	35	%
Final Exam	35	%
TOTAL	100	%

FMGT 3720 COURSE OUTLINE

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.

Course Outcomes and Sub-Outcomes

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

1. Apply problem-solving tools in the creation of solutions to real-life business problems using electronic spreadsheets.
2. Use advanced spreadsheet techniques to create dynamic solutions using universal formulas.
3. Understand the process of creating & maintaining the ACCPAC Plus Accounts Receivable computer files including Customer accounts.
4. Process transactions using the Accounts Receivable module and produce reports for the Audit Trail.
5. Understand the process of period-end and year-end completion in Accounts Receivable.
6. Understand the process of creating & maintaining the ACCPAC Plus Accounts Payable computer files including Vendor accounts.
7. Process transactions including manual & system cheques using the Accounts Payable module and produce reports for the Audit Trail.
8. Understand the process of period-end and year-end completion in Accounts Payable.

Text(s) and Equipment

Required:

1. Running MS-Excel 97 by Dodge, Kinata and Stinson, Microsoft Press
2. ACCAPC PLUS VERSION 6.1 – A User's Guide by Brian Zwicker, Nelson Publishing
3. Diskettes for Backup – minimum 3 high density (HD) 1.44MB

FMGT 3720 COURSE OUTLINE

SCHEDULE

DATE	LECTURES	CHPT REF.
Sept. 02	NO LECTURE	
09	Course Intro, Problem Solving Tools, Required Assignment Format	
16	Universal formula, LOOKUP functions	12
23	Amortization Stub Period, DATE functions	13
30	Adding Declining Balance method	
Oct. 07	Output, Range Checking, STRING functions	12
14	Review for Mid-term Exam	
21	MIDTERM WEEK – NO CLASSES	
28	ACCPAC Plus Accounts Receivable	5&6
Nov. 04	ACCPAC Plus Accounts Receivable	6&7
TBA	ACCPAC Plus Accounts Payable	8&9
18	ACCPAC Plus Accounts Payable	9&10
25	ACCPAC Plus AR & AP Month-end & Year-end Processes	7&10
Dec. 02	Final Exam Review	

DATE	ASSIGNMENTS	ASSN'T #	DUE DATE
Sept. 02	NONE		
09	Required Assignment Format, Amortization Calculator	1	Sept. 17
16	Amortization Calculator, LOOKUP functions	2	24
23	Amortization Stub Period, DATE functions	3	Oct. 01
30	Add Declining Balance method	4	08
Oct. 07	Output, Range Checking, STRING functions	5	15
14	Complete Amortization Calculator		
21	MIDTERM WEEK – NO CLASSES		
28	Batch & post AR invoices, print reports	6	Nov. 05
Nov. 04	Batch & post AR cash receipts, print reports	7	12
11	Batch & post AP invoices, print reports	8	19
18	Batch & post AP payment data, print reports	9	26
25	NONE		
Dec. 02	NONE		

PLEASE NOTE that Nov. 11 is a statutory holiday. There will be no classes. The lecture normally held on this date will be moved forward and details will be provided when confirmed. Optional make-up labs will be available on Wed. Nov. 12 during the 3 hour break.