

**School of Business****Program: Financial Management - 2nd year****Date: September, 1996****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):

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OFFICE HOURS AS POSTED AT EACH INSTRUCTOR'S OFFICE

Course Goals

This course will give the student a working knowledge of daily transaction processing routines using the ACCPAC Plus version 6.1 modules of General Ledger and Financial Reporter, Accounts Receivable and Accounts Payable.

Evaluation

Computer Assignments	50	%
Written Assignments	20	%
Participation in Demo Labs	10	%
Final Examination	20	%
TOTAL	<u>100</u>	<u>%</u>

FMGT 3720 COURSE OUTLINE

This Course Outline may assist you in the future to receive credit for all or part of a course for 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 will be able to:

1. Understand the process of creating & maintaining the General Ledger computer files including the Chart of Accounts.
2. Process transactions using the General Ledger and produce reports for the Audit Trail.
3. Understand the process of period-end and year-end completion in the General Ledger and be able to produce Financial Reports.
4. Understand the process of creating & maintaining the Accounts Receivable computer files including Customer accounts.
5. Process transactions using the Accounts Receivable module and produce reports for the Audit Trail.
6. Understand the process of period-end and year-end completion in Accounts Receivable.
7. Understand the process of creating & maintaining the Accounts Payable computer files including Vendor accounts.
8. Process transactions including manual & system cheques using the Accounts Payable module and produce reports for the Audit Trail.
9. Understand the process of period-end and year-end completion in Accounts Payable.
10. Understand how ACCPAC Plus is used in & fits into an Accounting Information System.

Text(s) and Equipment

Required:

1. ACCPAC PLUS VERSION 6.1 - A User's Guide by Brian Zwicker, Nelson Publishing
2. FMGT 3720 Course Notes
3. Diskettes for file back-up - 3 high density (HD) 1.44 MB

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)

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).

ALL ASSIGNMENTS ARE PROVIDED IN THE COURSE NOTES WHERE THE DUE DATE & FORMAT FOR EACH ASSIGNMENT WILL BE DETAILED. 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.

ALL ASSIGNMENTS MUST BE COMPLETED USING THE APPROPRIATE SOFTWARE AND SUBMITTED AS A PRINTED COPY.

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.
Sep. 03	NO LECTURE	
10	Course Introduction; Introduction to ACCPAC Plus System Manager & GL	1 & 2 Appendix A to D
17	Formatting, Batching & Posting GL data; Printing Audit Trail reports	3
24	Introduction to Accounts Receivable (AR)	5
Oct. 01	Formatting, Batching & Posting AR invoice data; Printing Audit Trail reports	6
08	Formatting, Batching & Posting AR cash data; Printing Audit Trail reports	6
15	AR Reports & Month-end processes	7
22	MIDTERM EXAM WEEK - NO CLASSES	
29	Introduction to Accounts Payable (AP)	8
Nov. 05	Formatting, Batching & Posting AP invoice data; Printing Audit Trail reports	9
12	Formatting, Batching & Posting AP payment data; Printing Audit Trail reports	9
19	AP Reports & Month-end processes	10
26	GL integration, year-end reports, processes, & Financial Statements	4 & 11
Dec. 03	Final Exam in Lecture	

DATE	ASSIGNMENTS	ASSN'T #
Sep. 03	NO LABS	
10	Computer lab environment, ACCPAC Plus System Manager, & GL	None
17	GL batch processing & printing audit trail	1&2
24	Introduction to the AR module	None
Oct. 01	AR invoice batch processing & printing audit trail	3
10	AR cash batch processing & printing audit trail	4
15	AR reports & month-end processes	5
22	MIDTERM EXAM WEEK - NO CLASSES	None
29	Introduction to the AP module	None
Nov. 05	AP invoice batch processing & printing audit trail	6
12	AP payment processing & printing audit trail	7
19	AP reports & month-end processes	8
26	Demo GL integration, year-end reports, processes, & Financial Statements	None