

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE OUTLINE

COURSE NAME : Advanced Micro Applications 1

COURSE NUMBER : FMGT 3720

PREPARED BY : Tom Friedrich

TAUGHT TO : 2nd Year Financial Management (All Options)

**INSTRUCTORS : Tom Friedrich
PHONE : 451-6756**

OFFICE : SE6-333

**Randy Murie
PHONE : 451-6759**

OFFICE : SE6-343

OFFICE HOURS : TO BE ANNOUNCED

PREREQUISITES : FIRST YEAR BUSINESS - BCIT OR EQUIVALENT

COURSE OBJECTIVES:

This course will give the student a sound working knowledge of ACCPAC Plus version 6.1 in the modules of General Ledger and Financial Reporter, Accounts Receivable and Accounts Payable.

EVALUATION:

Case Study	35%
Assignments & Quizzes	<u>65%</u>
TOTAL	<u>100%</u>

REQUIRED TEXT(S) AND EQUIPMENT:

ACCPAC PLUS VERSION 6.1

by Brian Zwicker, Nelson Canada, 1995

3.5" DATA DISKETTES - minimum of 3; preferably High Density

ACCPAC Plus PRACTICE SET - to be announced

SPECIFIC UNIT OBJECTIVES:

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

1. Set up the General Ledger computer files for a business including the Chart of Accounts.
2. Process transactions using the General Ledger and produce reports for the Audit Trail.
3. Complete the periodic Accounting Cycle and produce Financial Reports.
4. Complete the year-end procedures for the General Ledger.
5. Create the Accounts Receivable computer files, enter Customers & process Opening Balances.
6. Process transactions using the Accounts Receivable module and produce reports for the Audit Trail.
7. Process A/R adjustments and complete the period end processing.
8. Create the Accounts Payable computer files, enter Vendors, process Opening Balances, process transactions using the Accounts Payable module and produce reports for the Audit Trail.
9. Produce Manual & System cheques, process A/P adjustments and complete the period end processing.
10. Understand how ACCPAC Plus is used in & fits into an Accounting Information System.

DETAILED COURSE OUTLINE

DATE	LECTURE	CHPT REF.	PRACTICE
Sep. 06	Introduction to ACCPAC Plus & Micro-Labs	1 App A,B,D&H	DOS
12	Introduction, System Manager & General Ledger Creation	1 & 2	-
19	General Ledger Routine Processes	3	SELF REVIEW
26	General Ledger Periodic Processes	4	SELF REVIEW
Oct. 03	General Ledger Financial Reporter	Appendix G	
10	Accounts Receivable Introduction & Set-Up	5	SELF REVIEW
17	MIDTERM EXAM WEEK - NO CLASSES		
24	Accounts Receivable Routine Processes	6	SELF REVIEW ASN 1 & 2
31	Accounts Receivable Periodic Processes, Adjustments & Error Correction	7	ASN 1
Nov. 07	Accounts Payable Introduction, Set-Up & Routine Processes	8 & 9	CH 9 SELF REVIEW ASN 1 & 2
14	Accounts Payable Periodic Processes, Adjustments & Error Correction	10	ASN 1
21	Interfacing AR & AP to the General Ledger	11	SELF REVIEW
28	Course Wrap-Up		
Dec. 01	ACCPAC Plus Practice Set Due @ 5:30 PM		
Dec. 12	FINAL EXAM WEEK		

The student should, as a minimum, complete the work in each chapter plus the practice exercises listed above as the experience in completing the above work is essential for meeting the time constraints of quizzes and assignments.

COURSE POLICIES:

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 WILL BE IN HAND-OUTS GIVEN AT A LECTURE. THE DUE DATE & FORMAT FOR EACH ASSIGNMENT WILL BE DETAILED IN THE HAND-OUT. ASSIGNMENTS AND QUIZZES WILL BE REVIEWED IN THE LECTURE 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.

ALL ASSIGNMENTS MUST BE COMPLETED ON THE COMPUTER USING THE APPROPRIATE SOFTWARE AND SUBMITTED AS A PRINTED COPY AS WELL AS ACCOMPANIED BY THE SUPPORTING COMPUTER FILES ON A 3.5" DISKETTE WHERE REQUIRED.

ANY COPIED ASSIGNMENTS WILL RESULT IN A "0" GRADE FOR ALL SUBMISSIONS INVOLVED AND POSSIBLE ADDITIONAL PENALTIES TO ANY STUDENTS INVOLVED.

THE ACCPAC PLUS PRACTICE SET MUST BE SUBMITTED FOR THE STUDENT TO RECEIVE A FINAL GRADE FOR THIS COURSE. A PENALTY OF 25% PER DAY WILL BE ASSIGNED TO ALL LATE SUBMISSIONS.