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		**OFFICE :** SE6-333
PHONE : 451-6756		
Jo-Anne Johnston		**OFFICE :** SE6-343
PHONE : 451-6759		
Clifton Philpott		**OFFICE :** SE6-319
PHONE : 451-6937		

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:

Midterm Exam	20%
Final Exam (Hands-on)	40%
Case Study	25%
Assignments & Quizzes	15%
TOTAL	**100%**

REQUIRED TEXT(S) AND EQUIPMENT:

USING ACCPAC PLUS VERSION 6.1 (3rd Edition)
by Genzer & McMurray, Addison-Wesley Publishers, 1993

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

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 and adjust historical and budget data.

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.
Sept. 06	Registration & Orientation	
13	Introduction, System Manager & General Ledger Creation	1,2,3
20	General Ledger Batch Processing	4,5,6
27	General Ledger Period End & Financial Reporting	7,8
Oct. 04	General Ledger Year End, History & Budgets	9,10
11	Accounts Receivable Creation	12,13,14
18	**MIDTERM EXAM WEEK - NO CLASSES**	
25	Accounts Receivable Processing	15,16
Nov. 01	Accounts Receivable Adjustments & Period End	17,18
08	Accounts Payable Creation & Processing	21,22,23,24
15	Accounts Payable Payments & Period End	25,26,27,28
22	Accounting Information Systems	HAND-OUT
29	Accounting Information Systems	HAND-OUT
Dec. 06	**HANDS-ON FINAL EXAM FOR THIS COURSE**	
Dec. 12-16	**FINAL EXAM WEEK**	

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.

ALL QUIZZES & ASSIGNMENTS ARE WORTH 10 MARKS. THEIR CONTRIBUTION TO YOUR FINAL GRADE WILL BE CALCULATED AS FOLLOWS:

(MARKS ACHIEVED / MARKS AVAILABLE) * 15%