



A POLYTECHNIC INSTITUTION

School of Business

Program: Financial Management

Option: All Sets

**FMGT 3720**  
**Advanced Computer Applications 1**

**Start Date:** August, 2002

**End Date:**

**Total Hours:** 40    **Total Weeks:** 10

**Term/Level:** 3    **Course Credits:** 4

**Hours/Week:** 4    **Lecture:** 1    **Lab:** 3

**Shop:**    **Seminar:**    **Other:**

**Prerequisites**

**Course No.**    **Course Name**

Successful completion of all Level 2 courses.

**FMGT 3720 is a Prerequisite for:**

**Course No.**    **Course Name**

FMGT 4710    Advanced Computer Applications 2

FMGT 4750    Financial Information Systems

■ **Course Description**

A general module that introduces students to Great Plains Dynamics software as used in small- to mid-range firms.

■ **Detailed Course Description**

■ **Evaluation**

Online Quizzes (4) (Mounted on the course site; submitted via email)	20%
Homework Assignments (6) (From the text; submitted via email)	20%
In-Class Quizzes (5) (Timed tests; done in lab hours; One throw-out given)	60%
<b>TOTAL</b>	<u>100%</u>

Comments: A high standard of work is expected in this module. All work must be to a professional standard.

■ **Course Learning Outcomes/Competencies**

Upon successful completion, the student will be able to:

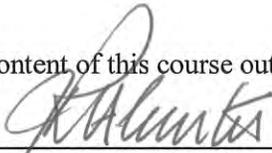
1. install the software on a desktop.
2. backup and restore data files.
3. navigate the principle features and functionality of Great Plains Dynamics.
4. perform daily transaction processing in Financial Series (General Ledger and System Manager).
5. identify the main business processes and documents in the revenue cycle.
6. perform a bank reconciliation using Great Plains Dynamics (Financial Series).

■ **Course Learning Outcomes/Competencies (cont'd.)**

7. modify user preferences to include external tasks.
8. perform daily transactions and routines in the Sales Series and Sales Order Processing.
9. perform daily transactions and routines in the Purchasing Series and Purchase Order Processing.
10. adjust perpetual inventory records.
11. review, modify and print records.
12. export reports to Excel and modify in Excel.
13. perform month-end procedures.
14. perform drill-down procedures from reports back to original transactions.
15. correct errors made to both non-posted and posted transactions.

■ **Verification**

I verify that the content of this course outline is current.

  
\_\_\_\_\_  
Authoring Instructor

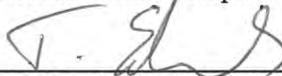
9.26.2002  
\_\_\_\_\_  
Date

I verify that this course outline has been reviewed.

\_\_\_\_\_  
Program Head/Chief Instructor

\_\_\_\_\_  
Date

I verify that this course outline complies with BCIT policy.

  
\_\_\_\_\_  
Dean/Associate Dean

Nov 12/02  
\_\_\_\_\_  
Date

Note: Should changes be required to the content of this course outline, students will be given reasonable notice.

## ■ Instructor(s)

Russ Curtis	Office Location: SE6-333	Office Phone: 604-451-6756
Tom McDonald	SE6-336	604-432-8599
Jean Virginillo	SE6-379	604-451-6751
	Office Hrs.: As Posted	Office Fax: 604-439-6700
		E-mail Address: rcurtis@bcit.ca
		Course E-mail: fmgapps@bcit.ca
Intranet:	http://www.blackboard.com/courses/FMGT3720	

## ■ Learning Resources

### Required:

*Computerized Accounting Using Great Plains Dynamics*. Reference

*Computerized Accounting Using Great Plains Dynamics*. Instructions & Assignments

Both texts authored by Arens & Ward. Published by Armond Dalton Publishers, Okemos, MI. Second Edition, 2001

An email address

One Iomega Zip disc or 4 HD diskettes

### Recommended:

It is strongly advised that students have private access to a PC with a modem, a zip drive and an Internet connection.

## ■ Learning and Teaching Approaches

Students will work with the latest release of Microsoft Great Plains Dynamics software. This software is mounted on the local area network at BCIT and is bundled with the textbook.

- An Intranet site, [www.blackboard.com/courses/FMGT3720](http://www.blackboard.com/courses/FMGT3720) has been developed to support the delivery of this module. All students are required to register for this site.
- The site serves to accomplish two objectives: to enhance communication between and among instructors and students, and to eliminate the consumption of paper.
- This course outline will be mounted on the site. All quizzes and homework will be collected electronically on the site. All lecture material will be mounted on the site in advance of lectures. Students are expected to review lecture material in advance of attending lectures.
- The site also contains a number of features and hyperlinks that ought to be of interest to Financial Management students. Students are invited to use all the features available at the site.
- Lectures will not be taken directly from the text: students are required to master the material and do assignments from the text. Questions about the text material can be brought to labs for answers from instructors. Lectures will expand on text material and offer material not contained in the text.
- Instructors will meet with Set representatives throughout the term to hear feedback from students regarding course content and delivery.

## ■ Information for Students

*(Information below can be adapted and supplemented as necessary.)*

**Assignments:** Late assignments, lab reports or projects will **not** be accepted for marking. Assignments must be done on an individual basis unless otherwise specified by the instructor.

**Makeup Tests, Exams or Quizzes:** There will be **no** makeup tests, exams or quizzes. If you miss a test, exam or quiz, you will receive zero marks. Exceptions may be made for **documented** medical reasons or extenuating circumstances. In such a case, it is the responsibility of the student to inform the instructor **immediately**.

**Ethics:** BCIT assumes that all students attending the Institute will follow a high standard of ethics. Incidents of cheating or plagiarism may, therefore, result in a grade of zero for the assignment, quiz, test, exam, or project for all parties involved and/or expulsion from the course.

**Attendance:** The attendance policy as outlined in the current BCIT Calendar will be enforced. Attendance will be taken at the beginning of each session. Students not present at that time will be recorded as absent.

**Illness:** A doctor's note is required for any illness causing you to miss assignments, quizzes, tests, projects, or exam. At the discretion of the instructor, you may complete the work missed or have the work prorated.

**Attempts:** Students must successfully complete a course within a maximum of three attempts at the course. Students with two attempts in a single course will be allowed to repeat the course only upon special written permission from the Associate Dean. Students who have not successfully completed a course within three attempts will not be eligible to graduate from the appropriate program.

**Course Outline Changes:** The material or schedule specified in this course outline may be changed by the instructor. If changes are required, they will be announced in class.

### Note:

1. All assignments and Online quizzes must be received in the course mailbox on time. The time stamp of each email as seen on FMGTapps.bcit.ca will be the official time received. Late assignments will not be accepted and will not be eligible for resubmission.
2. In-class quizzes will take about 30 minutes to complete. Five quizzes are scheduled with the lowest of the five grades automatically thrown out. No make-ups are allowed; students who miss classes with a medical excuse will be given aegrotat standing.
3. Two-hour labs will be staffed by one Instructor per lab. One-hour labs will be staffed by one Instructor for two labs. In-class quizzes will be administered during each set's two-hour lab period.

## ■ Assignment Details

### Schedule

Week of	Outcome/Material Covered	Text	Lab Activity	Submissions
Sept. 2	Class/Course Introduction	Ch. 1	Dynamics Tutorial/Lessons	None
Sept. 9	Working with System Manager	Ch. 2	Familiarization – all	<b>Online Quiz #1</b>
Sept. 16	Intro to the Distribution Series: Working with RM/PM	Ch. 3	Practice Customer transactions <b>In-class Quiz #1</b>	Jackson Supply Aging Summary Report <b>Homework #1</b>
Sept. 23	Revenue Cycle	Ch. 3	Practice Customer transactions	None
Sept. 30	Working with RM/SOP	Ch. 3	Practice Customer transactions	<b>Online Quiz #2</b>
Oct. 7	Working with RM/SOP	Ch. 4	Begin working with Warem Distributing data Option A <b>In-class Quiz #2</b>	Warem Distributing Inc. Customer Reports <b>Homework #2</b>
Oct. 14	<b>Midterm Examination Week</b>		<b>Labs cancelled</b>	None
Oct. 21	Working with PM/POP	Ch. 4	Continue with Warem data	<b>Online Quiz #3</b>
Oct. 28	Working with PM/POP	Ch. 4	Continue with Warem data	<b>Homework #3</b>
Nov. 4	Periodic Processes	Ch. 4	Warem Month-end processes/reports <b>In-class Quiz #3</b>	Warem Distributing Inc. Reports
Nov. 11	Internal Controls	Ch. 5	TWO Inc. starts <b>In-class Quiz #4</b>	Warem Distributing Financial Statements <b>Homework #4</b>
Nov. 18	New Company Setup	Ch. 6	Start work w/ Office Furniture Plus data	Warem Distributing Reports <b>Homework #5</b>
Nov. 25	New Company Setup	Ch. 6	Working with data sets <b>In-class Quiz #5</b>	<b>Online Quiz #4</b>
Dec. 2	<b>Review</b>			<b>Homework #6</b>
Dec. 9	<b>Final Examinations</b>			