



Course Outline

A POLYTECHNIC INSTITUTION

School of Business

Program: Financial Management

Option:

FMGT 4710
Advanced Computer Applications

Start Date: January 6, 2003

End Date: March 14, 2003

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

Term/Level: 4 A **Course Credits:** 5.5

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

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

Prerequisites

FMGT 4710 is a Prerequisite for:

Course No.	Course Name
	Successful Completion of FMGT 3720

Course No.	Course Name
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■ **Course Description (required)**

A continuation of the work started in FMGT 3720 and FMGT 2710. The object is to explore the link between basic data entry required in recording accounting transactions and the Accounting Information System needs of an organisation.

The approach will be to describe the basic business activities that are performed and the objectives of a well designed system. We will look at how these objectives are delivered by the Simply Accounting and Great Plains software packages.

Threats to an efficient and effective performance of these processes will be considered and we look at how the software can be used as part of our control procedures.

Additionally we will review the import and export information from the software packages to Microsoft Office applications.

■ **Detailed Course Description (optional)**

■ Evaluation

Assignments / Projects	60%	Comments: It is expected that the assignments will be completed during labs.
Quizzes	40%	
TOTAL	100%	

■ Course Learning Outcomes/Competencies


Upon successful completion, the student will be able to:

Flow chart the major business processes
Identify the major objectives of a well designed Accounting Information System
Check whether information systems contain appropriate controls
Export data from Accounting Software applications to MS Office
Import Data from a .csv file into Simply Accounting Version 9
Identify opportunities for the use of information systems/technology in organisations
Identify opportunities for integration

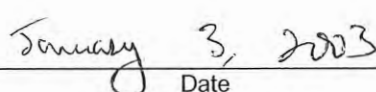
Recognise database design in Accounting Information Systems

■ Verification

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

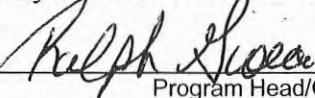


Authoring Instructor

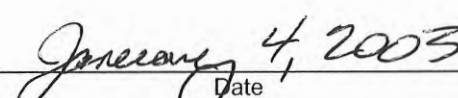


Date

I verify that this course outline has been reviewed.




Program Head/Chief Instructor

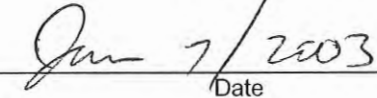


Date

I verify that this course outline complies with BCIT policy.



Dean/Associate Dean



Date

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

■ Instructor(s)

Noel Brennan	Office Location: Se 6 -377 Office Hrs.: As posted	Office Phone: 604 451 6793 E-mail Address: nbrennan@bcit.ca
Tom McDonald	Office Location: Se 6 -318 Office Hrs.: As posted	Office Phone: 604 432 8599 E-mail Address: tmcdonal@bcit.ca

■ Learning Resources

Required:

You should have access to Great Plains Dynamics, Simply Accounting Version 9.0 and Microsoft Office software. (Note that this software is available in the computer labs.)

For Great Plains data we will use the same starter files as were used in FMGT 3720. For Simply Accounting we will use the sample company, Universal Construction, which comes with the software.

Recommended:

There is no required textbook for this course but students may wish to refer to the following texts:

Accounting Information Systems 9th Edition – Romney / Steinbart ISBN 0-13-090903-3

Accounting Information Systems 8th Edition – Bodnar / Hopwood ISBN 0-13-086177-4

Accounting Information Technology, and Business Solutions 2nd Edition – Hollander /Denna / Cherrington ISBN 0-256-21789-0

■ 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.

■ Assignment Details

When assignments and projects are to be submitted electronically you will use the FMGT4710AccountingStudents folder on I:\IN.

The following naming convention should be used:

Set # First Name Last Name

Example 1:

Noel Brennan is in Set A. The assignment should be named as follows:

A Noel Brennan

Example 2:

It is a group project submitted by Noel Brennan, Tom McDonald and Russ Curtis all in Set A. The project should be named as follows:

A Noel Brennan Tom McDonald Russ Curtis

If you do not follow this naming convention, you will lose 10% of the assignment's worth.

Schedule

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
Jan 6	Overview – Information Systems			
Jan 13	Revenue Cycle – Flow Chart			
Jan 20	Revenue Cycle – Threats and Controls			
Jan 27	Expenditure Cycle – Flow Chart			
Feb 3	Expenditure Cycle – Threats and Controls			
Feb 10	Payroll Cycle			
Feb 17	General Ledger and Reporting System			
Feb 24	Review			
Mar 3	Mid Term Exam Week			
Mar 10	Spring Break Week			