



**BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY School of Business**

<b>COURSE OUTLINE FOR:</b> <b>Financial Information Systems</b>	<b>DATE: January 2003</b> <b>FMGT 4750</b>
<b>TAUGHT BY:</b> Financial Management	
<b>TAUGHT TO:</b> Financial Management	
<b>Program:</b> Financial Management	
<b>Option:</b> Micro financial Option Sets D & G	

Deleted:

Hours/Week:		Total Hours:		Term/Level:	
<b>Lecture:</b>	1	10		4B	
<b>Lab:</b>	3	30			
<b>Other:</b>		Total Weeks:		Credits:	
		10		4	

<b>Instructors:</b>	Russ Curtis plus Guest lecturers from Industry
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<b>Office Hours:</b> AS POSTED	Intranet: <a href="http://coursesites.blackboard.com/courses">http://coursesites.blackboard.com/courses</a>

**Pre-requisites:** Successful completion of all Level 3 courses.

**Course Description and Goals:**  
A Specialist module that deals with advanced functionality in Great Plains Dynamics Version 6.0.

Internships will be offered to students in this course starting in February 2001. An intern will work in industry one day per week throughout the term. Internships are optional and selective.

Successful students will be ready for employment at a Great Plains site or at a Value-added Reseller.

**Required Text & Tools:**  
An email address

One Iomega Zip disc or 4 HD diskettes

It is required that students have private access to a PC capable of running Great Plains, with a modem and an internet connection.



**Prior Learning Assessment Method:** None

### **Course Learning Outcomes:**

**Upon successful completion of this subject, students will be able to:**

- **Use System Manager to:** Set up a new company; configure a chart of accounts, configure system security, set up new users and new user access, configure and manage Multi-currency functionality and use Explorer (2 sessions)
- **Use FR<sub>x</sub> to create custom reports:** develop a tree; establish row and column formats; work with reports catalogue; create external links; distribute end product to information users (2 sessions)
- **Work with Dynamics and Excel:** to prepare an operating budget. Prepare the budget in Excel and import the results back into Dynamics working with a Dynamics data set. (2 sessions)
- **Use Report Writer to:** Modify existing reports; create copies of reports; create custom reports; create calculation fields; understand files and fields (and tables) in Dynamics (1 session)
- **Use Dynamics functionality to manage liquidity:** Excel-based budgets, Collections document management and Dynamics Explorer will each be explored (1 session)

### **Learning and Teaching Approaches:**

Students will work with the latest version of Dynamics software: Version 6.0 with FR<sub>x</sub>, Fixed Assets and Cash Management add-ons.

- An Intranet site, <http://coursesites.blackboard.com/courses FMGT 4750> 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.
- Guest lectures from industry professionals will support classroom learning; students are required to master the material and to be able to demonstrate their mastery.
- In Open House Years, students in this option will mount a display and demo course material in the ATM lab.
- Instructors will meet with Set Representatives throughout the term to hear feedback from students regarding course content and delivery.
- Instructors will contact Internship supervisors to track the performance of interns.
- Students will pair up and do an Internet research project about Accounting Applications and prepare a written report of their findings. These reports will be marked and then assembled in a binder to be given to each student in the class.



### **Student Assessment:**

A high standard of work is expected from students in this module. All work submitted is to be to a professional standard.

Attendance at lectures is required. Frequent unexcused absences will not be tolerated.

<b>Method</b>	<b>f<sub>i</sub></b>	<b>Weight</b>	<b>Throw-outs</b>
Online Quizzes	4	30%	1
Homework	6	30%	1
In-class quizzes	3	30%	1
Research Project	1	10%	



**Plan of Work:**

<b>Week</b>	<b>Coverage</b>	<b>Lab Activity</b>	<b>Submissions</b>
March 19	Working with System Manager	Wizard: set up Student company, mass modify	Email message with resume  HW #1
March 26	Working with System Manager	Chart of Accounts, Users, User Access, security, currency	HW #2
April 02	Report Writer	Modify existing reports: calculation fields, files/fields/tables  In-Class Quiz #1	Student company setup Reports  Online Quiz One
April 09	Report Writer	Custom Reports	Online Quiz Two
April 16	Excel-based Budgets	Budget Wizard Exercise  In-class Quiz #2	Modified Report from Student Coy
April 23	Excel-based Budgets	Operating Budget preparation	Online Quiz Three  HW #3
April 30	Working with FR <sub>x</sub>	Tree, Row & Column format  In-Class Quiz #3	Budget Reports  HW #4
May 07	Working with FR <sub>x</sub>	Catalogue of Reports/External linking	Online Quiz Four
May 14	Career Panel	Panel Discussion – 1 lab session only *	
May 21	MIDTERMS		

Homework assignments: submit as email



\*The second lab session will be available to students for assistance on a drop-in basis

### **Course Policies**

1. All assignments and quizzes must be received on the course intranet site by the required date and time. The time stamp of each email as seen on the site will be the official time received. Late assignments will not be accepted and will not be eligible for resubmission.
2. Unsuccessful assignments and quizzes must be resubmitted within 7 days. The date and time stamp of the return email from the original submission will be the official start of the resubmission periods. Late resubmissions will not be accepted and will eliminate any other possible resubmission for that assignment or quiz.
3. Students who do not participate in Open House activities, will be asked to edit and reorganize the Internet reports binder.

**Content of this Course Outline is subject to change by mutual agreement.**



**Course Record:**

Developed by: _____	R. Curtis Instructor	Date: September, 1995
Revised by: _____	R. Curtis Instructor	Date: March 2003
Approved by: _____	_____ Associate Dean	Date: Mar 03