BCIT®

Course Outline

A POLYTECHNIC INSTITUTION

School of Business
Program: Financial Management
Option:

FMGT 4710
Advanced Computer Applications

Start Date:	January 2, 2008				**End Date:**	May 30, 2008	
Total Hours: 80	**Total Weeks:** 20				**Term/Level:** 4 A/B	**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**	**Course No.**	**Course Name**
	Successful Completion of FMGT 3720		

v Course Description (required)

Term A
A continuation of the work started in FMGT 2710 and FMGT 3720. We will introduce students to Sage Accpac 500, a package targeted at a similar market segment to Great Plains.
In addition to exposing students to a new package we wish to build on the link between data entry required for recording accounting transactions and the Accounting Information System requirements of a business organisation.

We will describe the basic business activities that are performed by many organizations and the *objectives* of a well designed system. We will look at how these *objectives* are delivered by the Simply Accounting, QuickBooks, Accpac and Great Plains software packages.

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

We will extract data from the various accounting software applications and refine it using Microsoft Office.

There will be a discussion of Information Systems and the technology students are likely to encounter while working in an accounting role in today's environment. We will also deal with why companies buy off-the-shelf applications rather than writing their own code.

Term B
In Term B we will cover Financial Modelling using Excel.
You will build a Financial Budget /Cash Flow Model.
Detailed information will be provided after the Mid Term Exams.

v Detailed Course Description (optional)

v **Evaluation**

	Term A	Term B	COURSE
Assignments	40%		40%
Projects		20%	20%
Quizzes	15%	25%	40%
TOTAL	55%	45%	100%

Subject to Revision

v **Course Learning Outcomes/Competencies**

Upon successful completion, the student will be able to:
Perform a Bank Reconciliation using Great Plains
Record General Ledger, Receivables and Payables transactions in Sage Accpac
Describe the major business processes – Revenue Cycle, Expenditure Cycle, Payroll Cycle and General Ledger and Reporting System.
Identify the major objectives of a well designed Accounting Information System
Check whether information systems contain appropriate controls
Use Report Writer to extract specialized reports from the Great Plains database.
Extract data from Accounting Software applications to MS Office
Create Mail Merge documents using data from accounting packages
Create a pivot table to analyse payroll information from accounting packages
Create a .csv file in order to Import data into Simply Accounting
Create a .IIF file in order to Import data into QuickBooks
Import Data from an .IIF file into QuickBooks
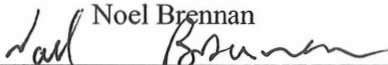Import Master Records into Sage Accpac
Identify opportunities for the use of information systems/technology in organisations
Recognise database design in Accounting Information Systems
Identify opportunities for integration

v Verification

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

_____ Noel Brennan
                  Authoring Instructor

Dec 19, 2007

_____
                  Date

I verify that this course outline has been reviewed.

_____ Matthew Haussman
                  Program Head/Chief Instructor

2 Jan 08
_____
                  Date

I verify that this course outline complies with BCIT policy.

_____ Tim Edwards
                  Dean/Associate Dean

Jan 2/08
_____
                  Date

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

v Instructor(s)

Noel Brennan	Office Location: Se 6 – 322	Office Phone: 604 451 6793
	Office Hrs.: As posted	E-mail Address: nbrennan@bcit.ca
Robin Day	Office Location: Se 6 – 371	Office Phone: 604 451 6756
	Office Hrs.: As posted	E-mail Address: rday@bcit.ca
Jean Virginillo	Office Location: Se 6 – 379	Office Phone: 604 456 8168
	Office Hrs.: As posted	E-mail Address: jean_virginillo@bcit.ca

v Learning Resources

Required:

You should have access to Sage Accpac ERP 500, Dynamics GP, Simply Accounting 2007, QuickBooks Pro 2007 and Microsoft Office software. This software is available in the SE 6 computer labs where classes are scheduled.

For Dynamics GP we will use the data files which were used in FMGT 3720 as well as the sample data file TWO which comes with the software. For other software packages we will use the sample data which comes with the software. That will be Universal Construction, which comes with Simply, Mountain Sports Equipment and Rock Castle Construction which come with QuickBooks and the Sage Accpac ERP 500 sample called Sample Company Inc.

Recommended:

There is no required textbook for this course but students may wish to refer to the following texts:
Accounting Information Systems 10th Edition – Romney / Steinbart   ISBN 0-13-147591-6
Information Technology 3rd Edition – Senn   ISBN 0-13-143626-0
Enterprise Information Systems, 3rd Edition – Dunn/Cherrington/Hollander ISBN 0-07-240429-9

v 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.**

   ν   **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:
SetLastNameFirstName

Example 1:
Noel Brennan is in Set A. The assignment should be named as follows:
ANoelBrennan

Example 2:
It is a group project submitted by Noel Brennan, JeanVirginillo and Robin Day who are all in Set A. The project should be named as follows:
ABrennanNoelVirginilloJeanDayRobin

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

Schedule

Week Ending/ Lecture Date	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
Jan 4	Great Plains – Bank Recon and Fixed Assets		Great Plains Budget and Bank Recon	Jan 11
Jan 11	Accpac – Intro and General Ledger		Accpac – Intro and G/L	Jan 18
Jan 18	Accpac - Revenue Cycle		Accpac – Receivables	Jan 25
Jan 25	Accpac – Expenditure Cycle		Accpac – Payables	Feb 1
Feb 1	Payroll Cycle		Pivot Table	Feb 8
Feb 8	Networks and Databases 1		Data Import	Feb 15
Feb 15	Networks and Databases 2		Great Plains - Report Writer	Feb 22
Feb 22	Review		Mail Merge	Feb 29
Feb 29	No Lecture			
Mar 3 – 7	Mid Term Exam Week			
Mar 10 -14	Spring Break Week			
Mar 17 -21	Term B – Excel Modelling Details will be announced		Model - Project 1	