BCIT®

Course Outline

A POLYTECHNIC INSTITUTION

School of Business
Program: Financial Management
Option:

FMGT 4710
Advanced Computer Applications

Start Date:	January 4, 2006				**End Date:**	May 26, 2006		
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

Course No.	Course Name
	Successful Completion of FMGT 3720

FMGT 4710 is a Prerequisite for:

Course No.	Course Name

v **Course Description (required)**

Term A

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.

We will discuss Information Systems and the technology you are likely to encounter 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.

We will then 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 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.

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

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)**

ν **Evaluation**

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

Subject to Revision

ν **Course Learning Outcomes/Competencies**

Upon successful completion, the student will be able to:

Recognise database design in Accounting Information Systems
Describe and Flow chart 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.
Export 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
Use Excel to analyse and identify differences in subsidiary ledgers
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
Identify opportunities for the use of information systems/technology in organisations
Identify opportunities for integration

ν **Verification**

I verify that the content of this course outline is current.
<div style="text-align:center">Noel Brennan</div>

<div style="text-align:right">Dec 19, 2005</div>

Authoring Instructor	Date

I verify that this course outline has been reviewed.
<div style="text-align:center">Ralph Gioia</div>

Program Head/Chief Instructor	Date

I verify that this course outline complies with BCIT policy.
<div style="text-align:center">Tim Edwards</div>

Dean/Associate Dean	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
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Randy Murie	Office Location: Se 6 – 322	Office Phone:	604 456 8156
	Office Hrs.: As posted	E-mail Address:	rmurie@bcit.ca
Robin Day	Office Location: Se 6 – ???	Office Phone:	604 ??? ????
	Office Hrs.: As posted	E-mail Address:	rday@bcit.ca

v Learning Resources

Required:

You should have access to Great Plains Dynamics, Simply Accounting 2005, QuickBooks Pro Edition 2005 and Microsoft Office software. This software is available in the SE 6 computer labs where classes are scheduled.

(We may also use AccPac Advantage Series 5.2.)

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. QuickBooks will also use the sample data company, Mountain Sports Equipment.

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.**

FMGT 4710.doc

v **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 # FirstNameLastName

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, Randy Murie and Robin Day who are all in Set A. The project should be named as follows:

ANoelBrennanRandyMurieRobinDay

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	Introduction – Information Systems		Mail Merge	Jan 13
Jan 13	Networks and Databases 1		Data Import	Jan 20
Jan 20	Networks and Databases 2		Report Writer	Jan 27
Jan 27	Revenue Cycle – 1		Report Writer	Feb 3
Feb 3	Revenue Cycle – 2		Sales Orders	Feb 10
Feb 10	Expenditure Cycle – 1		Subsid. Ledgers	Feb 17
Feb 17	Expenditure Cycle – 2		Purchase Orders	Feb 24
Feb 24	Payroll Cycle		Pivot Table	Mar 3
Mar 3	Review			
Mar 6 - 10	Mid Term Exam Week			
Mar 13 -17	Spring Break Week			
Mar 20	Term B – Excel Modelling Details will be announced		Model - Project 1	