

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

<b>COURSE OUTLINE FOR:</b> <b>Computer Applications 2</b>	<b>DATE: January 2001</b> <b>FMGT 4710</b>
<b>TAUGHT BY:</b> Financial Management	
<b>TAUGHT TO:</b> Financial Management	
<b>Program:</b> Financial Management <b>Option:</b> All Sets	

<b>Hours/Week:</b>		<b>Total Hours:</b>		<b>Term/Level:</b>	
<b>Lecture:</b>	1	20		4 A&B	
<b>Lab:</b>	3	60			
<b>Other:</b>		Total Weeks: 20		Credits: 5.5	

<b>Instructors:</b>	Tom Friedrich	Russ Curtis	Jean Virginillo
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<b>Office Hours:</b>	As Posted	As Posted	As Posted
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<b>Course Intranet Site:</b>	<a href="http://www.fmgapps.intranets.com">www.fmgapps.intranets.com</a>
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<b>Pre-requisites:</b> Successful completion of FMGT 3720
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<b>Course Description and Goals:</b> A continuation of the work begun in FMGT 3720 exploring functionality in Great Plains Dynamics. The aim of this course is to demonstrate how theory and procedure taught in traditional courses is applied in a Windows based Financial Information system.
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<b>Required Text &amp; Tools:</b> Computerized Accounting Using Great Plains Dynamics. Reference Computerized Accounting Using Great Plains Dynamics. Instructions and Assignments Both texts authored by Arens & Ward. Published by Armond Dalton Publishers, Okemos, MI., First Edition, 1999 An email address One Iomega Zip disc or 4 HD diskettes It is strongly recommended that students have private access to a PC capable of running Great Plains, with a modem and an internet connection.
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**Prior Learning Assessment Method:** None

## **Course Learning Outcomes:**

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

- **Use the Inventory Control Series to:** enter adjustment transactions, correct posted transactions, add unit of measure schedules, price schedules, lot categories, item classes and records and item sites. Understand how IC integrates with SOP, POP, RM, PM and GL.
- **Use Dynamics Reports:** to support management decisions in both customer and vendor management. Modify, restrict and combine reports.
- **Manage Liquidity:** use Dynamics Reports functionality to support the management of liquidity.
- **Use Fixed Assets functionality:** enter and retire assets, calculate and enter depreciation, enter improvements. Review Excel spreadsheet solutions to Capital Asset Planning decisions.
- **Use Dynamics with Excel:** Excel-based budgets, Import from Excel; Export to Excel, Modify and Import back to Excel. Review Excel spreadsheet solutions to short-term budgeting.

## **Learning and Teaching Approaches:**

Students will work with both the student version and the latest version of Dynamics software: Version 6.0. Version 6.0 will be mounted on the BCIT LAN.

Learning takes place in a three stage cycle: the cycle is repeated five times during terms 4A and 4B. In the first stage, transaction processing leads to a Dynamics report. The report is attached to an email and sent to the marker. The second stage is an online quiz of the material covered in the text, transaction processing, software manuals and/or lecture notes. The result is submitted to the marker via email. The third stage is a hand-on demonstration of competence done in BCIT computer labs.

- Each stage of each cycle will be graded resulting in a percentage grade for the course.
- This Course Outline will be mounted on the course intranet site. All quizzes and assignments will be collected electronically by the assigned marker. 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.
- In three cycles, learning will be supported with Case Study material.

## **Student Assessment:**

A high standard of work is expected from students in this module. All work submitted is to be to a professional standard. All assigned work must be submitted for grading or else an Incomplete grade will be assigned.



Method	Number	Weight	Throw-outs
Quizzes	4	15%	One
Assignments	6	15%	One
Hands-on tests	5	70%	None

\*Although one 'throw out' each will be allowed for quizzes and assignments, all of these items must be completed and submitted for grading. If a student fails to submit assigned work, an Incomplete grade will be given for the course.

### Course Policies

1. All assignments and quizzes must be received by the assigned marker by the required date and time and in the expected format. Marks will be deducted for incorrect format. The time stamp of each email as seen on the email message will be the official time received. Assessment procedures will be posted on the course intranet site. Late quizzes or assignments will not be accepted. Quizzes will not be eligible for resubmission.
2. Unsuccessful assignments may be resubmitted as to content ONLY. The assignment marker will state the resubmission date and time in the returned assignment. Late resubmissions will not be accepted.
3. All assignment and quiz procedures are posted on the course website. The student is responsible for keeping up to date on these items. Notices of changes in the course will be posted as ANNOUNCEMENTS on the course website.
4. Any submission by email containing a virus will be marked as 0%. No resubmission will be allowed.

### Course Record:

Developed by: \_\_\_\_\_ R.Curtis \_\_\_\_\_ Date: December, 2000  
Instructor

Revised by: \_\_\_\_\_ R.Curtis \_\_\_\_\_ Date: December, 2000  
Instructor

Approved by: Alan D. Cobble \_\_\_\_\_ Date: 8/1/01  
Associate Dean



## PLAN OF WORK

Week	Coverage	Assignment/Hands-on	Quiz
01-09	Course Introduction	Waren Company Assignment	None
01-16	Hands-on Introduction	Waren Company Hands-on Demo	None
01-23	Inventory Control	IC Assignment	None
01-30	Inventory Control	None	IC Quiz
02-06	Inventory Control	IC Hands-on Demo	None
02-13	Intro TWO Inc & V6.0	TWO Inc. Assignment using V6.0	None
02-20	Managing Liquidity	Vista Travel Case Studies	Reports Quiz
02-27	Managing Liquidity	Liquidity Hands-on Demo	None
03-05	Midterm Exams	None	None
03-12	Spring Break	None	None
03-20	Fixed Assets Module	Case Study & TWO Inc. Report	None
03-27	Fixed Assets Module	None	Fixed Assets Quiz
04-03	Fixed Assets Module	Fixed Assets Hands-on Demo	None
04-10	Excel Budgeting	Dynamics Budget Report	None
04-17	Excel Budgeting	Case Study	None
04-24	Excel Budgeting	Excel Budget Exercise	Budget Quiz
05-01	Excel Budgeting	Excel Hands-on Demo	None
05-08	Review		