



MAR - 6 2000

**School of Business****Program: Financial Management - 2nd year****Date: January, 2000****FMGT 4710****Advanced Microcomputer Applications 2**

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<b>Hours/Week:</b>	<b>4</b>	<b>Total Hours:</b>	<b>80</b>	<b>Term/Level:</b>	<b>4</b>
<b>Lecture:</b>	<b>1</b>	<b>Total Wks:</b>	<b>20</b>	<b>Credits:</b>	<b>5.5</b>
<b>Lab:</b>	<b>3</b>				

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**Prerequisites**

FMGT 3720 Advanced Microcomputer Applications 1

**Course No. is a Prerequisite for**

Not applicable

**Instructor(s):**

Tom Friedrich

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Jean Virginillo

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**OFFICE HOURS AS POSTED AT EACH INSTRUCTOR'S OFFICE**

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**Course Goals**

The first goal for this course is to enhance the students' skills using advanced electronic spreadsheet tools and provide an introduction to personal income tax software. The second goal is, using the ACCPAC Plus version 6.1 modules of General Ledger, Accounts Receivable, and Accounts Payable, to give the students a working knowledge of daily transaction processing routines, standard reporting features, and integrating the use of ACCPAC modules to provide information within the organization.

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**Evaluation**

Computer Assignments	10 %
In-lab quizzes	40 %
Midterm Exam	25 %
Final Exam	25 %
<b>TOTAL</b>	<b>100 %</b>

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This Course Outline may assist you in the future to receive credit for all or part of a course at another post-secondary institution or from a professional program. It is strongly recommended that you keep this Course Outline in a safe place for future reference.

# FMGT 4710 COURSE OUTLINE

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## Course Outcomes and Sub-Outcomes

Upon successful completion of this course, the student should be able to:

1. Use advanced EXCEL functions to develop an Excel application, work with multiple workbooks, data tables, scenario manager, and Solver, import data into Excel, and enhance Excel using Visual Basic for Applications (VBA).
2. Use personal income tax software to create a T1 tax return.
3. Understand the process of creating & maintaining the ACCPAC Plus General Ledger and Financial Reporter computer files including the Chart of Accounts, transaction processing and audit trails, year-end procedures, standard and custom reporting features, and the integration of other ACCPAC modules.
4. Understand the process of creating & maintaining the ACCPAC Plus Accounts Receivable computer files including Customer Accounts, transaction processing and audit trails, year-end procedures, and standard reporting features.
5. Understand the process of creating & maintaining the ACCPAC Plus Accounts Payable computer files including Vendor Accounts, transaction processing including manual and system cheques and audit trails, year-end procedures, and standard reporting features.

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## Text(s) and Equipment

Required:

1. MS-Excel97 New Perspectives Series, Ageloff, Parsons, Oja, Carey
2. ACCPAC PLUS VERSION 6.1 – A User's Guide by Brian Zwicker, Nelson Publishing
3. Diskettes for Backup – minimum 3 high density (HD) 1.44MB

**Please note that all students were required to have these texts and materials in the prerequisite course, FMGT3720.**

# FMGT 4710 COURSE OUTLINE

## Course Record

Developed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Instructor Name and Dept.

Revised by: \_\_\_\_\_ Date: \_\_\_\_\_  
Instructor Name and Dept.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Associate Dean / Program Head

## Course Notes (Policies and Procedures)

**ACTS OF CHEATING, PLAGIARISM AND DISHONESTY ARE NOT TOLERATED; THE DEGREE OF PUNITIVE ACTION MAY RANGE FROM A WRITTEN WARNING TO WITHDRAWAL FROM THE PROGRAM. THESE PENALTIES MAY ALSO BE APPLIED TO STUDENTS WHO KNOWINGLY CONTRIBUTE TO THE ACT OF CHEATING, PLAGIARISM AND/OR DISHONESTY (REFER TO PAGES 1 & 2 OF THE CURRENT CALENDAR). ANY COPIED ASSIGNMENTS WILL RESULT IN A 0% GRADE FOR ALL SUBMISSIONS INVOLVED AND POSSIBLE ADDITIONAL PENALTIES TO THE STUDENTS INVOLVED.**

## SCHEDULE

DATE	LECTURES	TEXT REF.
Jan. 4	Course Introduction and Review of Tutorials 1 to 6	1 to 6
11	Developing an Excel Application	7
18	Working with Multiple Worksheets and Workbooks	8
25	Data Tables and Scenario Manager	9
Feb. 1	Using Solver for Complex Problems	10
8	Importing Data into Excel	11
15	Enhancing Excel with Visual Basic	12
22	Introduction to T1 personal income tax software	
29	<b>ACCPAC GL Review</b>	1 to 3
Mar. 6	MIDTERM EXAM WEEK	
13	SPRING BREAK WEEK	
21	ACCPAC GL Period-end Processing	4
28	ACCPAC AR Introduction and Set-up	5
Apr. 4	ACCPAC AR Routine Processes	6
11	ACCPAC AR Periodic Processes	7
18	ACCPAC AP Introduction and Set-up	8
25	ACCPAC AP Routine Processes	9
May 2	ACCPAC AP Periodic Processes	10
9	ACCPAC Integration - All Modules	11
16	REVIEW	
22	FINAL EXAM WEEK	