BCIT

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

School of Business

Program: Financial Management - 2nd year

Date: January, 1999

FMGT 4710

Advanced Microcomputer Applications 2

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

Prerequisites	**Course No. is a Prerequisite for**
FMGT 3720 Advanced Microcomputer Applications 1	Not applicable

Instructor(s):

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OFFICE HOURS AS POSTED AT EACH INSTRUCTOR'S OFFICE

Course Goals

The goals for this course are to enhance the students' problem-solving skills using advanced electronic spreadsheet tools, to give the students a working knowledge of processing routines in ACCPAC Plus version 6.1 Accounts Receivable & Accounts Payable, and to perform the integration of Accounts Receivable & Payable with the General Ledger module. The course will also introduce tax preparation software

Evaluation	Option 1	Option 2
Assignments	10%	10%
In-Lab Quizzes	30%	30%
Final Exam	30%	20%
ACCPAC Project	0%	10%
TOTAL	100%	100%

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.

Course Outcomes and Sub-Outcomes

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

1) Use advanced spreadsheet functions to:

    a) Arrange text and graphics
    b) Enhance the look of a page
    c) Combine documents
    d) Share work and documents

2) Use Taxprep software to create a T1 tax return.

3) Understand the process of creating and maintaining the ACCPAC plus Accounts Receivable computer files including Customer accounts.

4) Process transactions using the Accounts Receivable module and produce reports for the Audit Trail.

5) Understand the process of period-end and year-end completion in Accounts Receivable.

6) Understand the process of creating and maintaining the ACCPAC plus Accounts Payable computer files including Vendor accounts.

7) Process transactions including system and manual cheques using the Accounts Payable module and produce reports for the Audit Trail.

8) Understand the process of period-end and year-end completion in Accounts Payable.

9) Integrate the use of the ACCPAC AR, AP, and GL modules.

10) Produce and understand the use of the standard reports in the ACCPAC AR, AP, and GL modules.

Text(s) and Equipment

Required:

1. MS Excel97 Step by Step Advanced Topics by Reed Jacobson – Microsoft Press
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

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)

ALL ASSIGNMENTS MUST BE COMPLETED USING THE SAME VERSION OF THE SOFTWARE AS AVAILABLE IN YOUR SCHEDULED MICROLAB. ALL ASSIGNMENTS ARE DUE AT 4:30PM ON THE DUE DATE. LATE ASSIGNMENTS WILL NOT BE ACCEPTED FOR CREDIT UNLESS ACCOMPANIED BY A VALID DOCTOR'S CERTIFICATE OR PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE INSTRUCTOR IN ADVANCE OF THE ASSIGNMENT DUE DATE.

THE EVALUATION FOR THIS COURSE IS BASED ON CHOOSING FROM ONE OF TWO OPTIONS. UNDER OPTION 1, THE STUDENT WILL BE EVALUATED ONLY ON THEIR RESULTS FROM THE MIDTERM AND FINAL EXAMS. UNDER OPTION 2, THE STUDENT WILL BE EVALUATED ON THE TWO EXAMS *AND* A COMPREHENSIVE ACCPAC PROJECT. THE STUDENT INDICATES THEIR OPTION CHOICE BY SUBMITTING THE COMPREHENSIVE ACCPAC PROJECT ON OR BEFORE MAY 18, 1998 AT 4:30 PM TO EITHER OF THE INSTRUCTORS LISTED ON PAGE 1 OF THIS COURSE OUTLINE. *ANY STUDENT NOT SUBMITTING BY THE DEADLINE WILL BE DEEMED TO HAVE ELECTED TO BE EVALUATED USING OPTION 1 ON PAGE 1 OF THIS COURSE OUTLINE. LATE SUBMISSIONS WILL NOT BE ACCEPTED.*

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.

THIS COURSE OUTLINE IS SUBJECT TO CHANGE DUE TO THE AVAILABLIITY OF THE HARDWARE AND/OR SOFTWARE USED IN THIS COURSE.

SCHEDULE

DATE	LECTURES	CHPT REF.
Jan. 5	Course Introduction	
12	Excel97 – Arranging Text and Graphics	1,2,3
19	Excel97 – Enhancing the Look of a Page	4,5
26	Excel97 – Quiz Parts 1 & 2	
Feb. 2	Excel97 – Combining Documents	6,7
9	Excel97 – Creating Charts and Maps	8,9,10
16	Excel97 – Quiz Parts 3 & 4	
23	Taxprep	
Mar. 2	Ben Moxon Presents Taxprep in Labs	
9	Midterm Exam Week	
16	Spring Break	
23	ACCPAC GL	1-4
30	ACCPAC AR Processing	5,6
Apr. 6	ACCPAC AR Period End	6,7
13	ACCPAC AP Processing	8,9
20	ACCPAC AP Period End	9,10
27	ACCPAC Integration	11
May 4	ACCPAC Project	Handout
11	ACCPAC Project	Handout
18	Review	
25	Final Exam Week	

DATE	Assignments and Quizzes
Jan. 12	Excel97 – Part 1 Assignment Due Jan. 21
26	Excel97 Part 1 & 2 Quiz
Feb. 2	Excel97 – Part 3 Assignment Due Feb. 11
16	Excel97 Part 3 & 4 Quiz
23	Taxprep Assignment Due Mar. 4
Mar. 23	Taxprep Quiz
30	ACCPAC AR Assignment Due Apr. 8
Apr. 13	ACCPAC AR Quiz
13	ACCPAC AP Assignment Due Apr. 22
27	ACCPAC AP Quiz
May 11	ACCPAC Integration Quiz

ALL ASSIGNMENT DUES DATES ARE SHOWN IN THE ASSIGNMENTS AND QUIZZES TABLE ABOVE. THE ASSIGNMENT REQUIREMENTS WILL BE DISTRIBUTED USING THE FMGT4710 FOLDER ON THE SHAREOUT DRIVE.

THE QUIZ SCHEDULE IS AVAILABLE IN THE NOTICES FOLDER IN THE FMGT4710 FOLDER ON THE SHAREOUT DRIVE.