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BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

School of Business

Program: Financial Management - 2nd year

Date: January, 1998

FMGT 4710

Advanced Microcomputer Applications 2

Hours/Week:	4	Total Hours:	80	Term/Level:	4
Lecture:	1	Total Wks:	20	Credits:	4.0
Lab:	3				

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

Instructor(s):

Tom Friedrich

Office No: SE6 - 333

Phone: 451-6756

E-mail: tfriedri @ bcit.bc.ca

Jean Virginillo

Office No: SE6 - 319

Phone: 451-6937

E-mail: jvirgini @ bcit.bc.ca

OFFICE HOURS AS POSTED AT EACH INSTRUCTOR'S OFFICE

Course Goals

This course has two goals. The first goal is to enhance the students' skills using electronic spreadsheet tools and provide an introduction to Taxprep software. The second goal is, using the ACCPAC Plus version 6.1 module General Ledger and Financial Reporter, 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.

Evaluation	Option 1	Option 2
Midterm Exam on Excel	50%	50%
Final Exam on ACCPAC	50%	40%
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.

FMGT 4710 COURSE OUTLINE

Course Outcomes and Sub-Outcomes

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

1. Use the advanced EXCEL functions of Charting, Goal Seek and Solver, Importing, and Database/Lists.
2. Use Taxprep software to create a T.1 tax return.
3. Understand the process of creating & maintaining the ACCPAC Plus General Ledger and Financial Reporter computer files including Chart of Accounts.
4. Process transactions using the General Ledger module and produce reports for the Audit Trail.
5. Complete the year-end procedures in the General Ledger.
6. Produce and understand the use of the standard reports in the General Ledger.
7. Integrate the use of the ACCPAC AR, AP and GL modules.

Text(s) and Equipment

Required:

1. Running MS-Excel 97 by Dodge, Kinata and Stinson, 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

FMGT 4710 COURSE OUTLINE

SCHEDULE

DATE	LECTURES	CHPT REF.
Jan. 6	Course Introduction and Charting 1	
13	Charting 2	
20	Solver & Goal Seek	
27	Import a Non-Excel/Non-Spreadsheet file	
Feb. 3	Database 1	
10	Database 2	
17	Introduction to Taxprep T1 software	
24	Presentation: Moxon Personnel	
Mar. 2	MIDTERM EXAM WEEK	
9	SPRING BREAK WEEK	
17	ACCPAC Maintenance and creating the GL database	Ch. 2
24	ACCPAC GL transaction processing	Ch. 3
31	ACCPAC Reporting, Inquiries and Periodic Processes	Ch. 4
Apr. 7	Review ACCPAC AR & AP	Ch. 5-10
14	Integrating AR & AP to the GL	Ch. 11
21	ACCPAC Comprehensive Project	
28	ACCPAC Comprehensive Project	
May 5	ACCPAC Comprehensive Project	
12	REVIEW	
19	FINAL EXAM WEEK	

DATE	PRACTICE TASKS
Jan. 6	Charting 1
13	Charting 2
20	Solver
27	File Import
Feb. 3	Database 1
10	Database 2
17	Taxprep Demo
24	Review
Mar. 2	MIDTERM EXAM WEEK
9	SPRING BREAK WEEK
17	Creating the GL database
24	Processing GL transactions
31	Reporting, Inquiries & Periodic Processes
Apr. 7	Review AR & AP
14	Integrating AR & AP to the GL
21	ACCPAC Comprehensive Project
28	ACCPAC Comprehensive Project
May 5	Submit ACCPAC comprehensive project to elect evaluation under option 2.
12	REVIEW
19	FINAL EXAM WEEK