School of Business

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Program: Financial Management - 2nd year

Date: January, 1998

FMGT 4710 Advanced Microcomputer Applications 2

Hours/Week:

Total Hours:

Term/Level:

Lecture:

1

Total Wks:

20

80

Credits:

4.0

Lab:

3

Prerequisites

Course No. is a Prerequisite for

FMGT 3720 Advanced Microcomputer

Not applicable

Applications 1

Instructor(s):

Tom Friedrich

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Jean Virginillo

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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.

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Contact: Tom Friedrich

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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 T1 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

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3. Diskettes for Backup - minimum 3 high density (HD) 1.44MB

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FMGT 4710 COURSE OUTLINE

ourse Record			
Developed by:	Instructor Name and Dept.	Date:	
Revised by:	Instructor Name and Dept.	Date: _	· · · · · · · · · · · · · · · · · · ·
Approved by:	Associate Dean / Program Head	Date: _	

Course Notes (Policies and Procedures)

ALL PRACTICE WORK LISTED ON PAGE 4 IS TO GUIDE THE STUDENT THROUGH THE TOPICS AND PREPARE THEM FOR THE EXAMS. SOLUTIONS TO THE PRACTICE WORK WILL BE PROVIDED. IT IS THE STUDENT'S RESPONSIBILITY TO CHECK THE FMGT4710 FOLDER ON THE SHAREOUT DRIVE FOR A WEEKLY LIST OF PRACTICE TASKS, PRACTICE SOLUTIONS, AND SAMPLE EXAM QUESTIONS.

THE EVALUATION FOR THIS COURSE IS BASED ON CHOOSING FROM ONE OF TWO JPTIONS. 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 <u>AND</u> A COMPREHENSIVE ACCPAC PROJECT. THE STUDENT INDICATES THEIR OPTION CHOICE BY SUBMITTING THE COMPREHENSIVE ACCPAC PROJECT ON OR BEFORE MAY 5, 1997 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 <u>NOT BE ACCEPTED</u>.

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.

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FMGT 4710 COURSE OUTLINE

SCHEDULE

DATE	LECTURES	CHPT REF.
Jan. 6	Course Introduction and Charting 1	
13	Charting 2	1
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

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