School of Business

Program: Financial Management - 2nd year
Date: January, 1997

FMGT 4710
Advanced Microcomputer Applications 1

Hours/Week:	4	**Total Hours:**	72	**Term/Level:**	4
Lecture:	1	**Total Wks:**	18	**Credits:**	4.0
Lab:	3				

Prerequisites

FMGT 3720 or equivalent

Course No. is a Prerequisite for

Instructor(s):

Tom Friedrich	Office No: SE6 - 333 E-mail: tfriedri@bcit.bc.ca	Phone: 451-6756
Randy Murie	Office No: SE6 - 319 E-mail: rmurie@bcit.bc.ca	Phone: 451-6937
Sandra Wagner	Office No: SE6 - 319 E-mail: swagner@bcit.bc.ca	Phone: 451-6937

OFFICE HOURS AS POSTED AT EACH INSTRUCTOR'S OFFICE

Course Goals

This course is presented in two parts; advanced spreadsheet functions and information search. Advanced spreadsheet functions are presented to help the student design problem-solving models. Information search introduces software designed to gather & present information used in decision-making in both structured & non-structured situations.

Evaluation

Skills Demonstrations

In Lecture	20	%
In Lab	40	%
Hand-in Assignments	40	%
TOTAL	100	%

FMGT 3720 COURSE OUTLINE

This Course Outline may assist you in the future to receive credit for all or part of a course for 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. Perform basic information search & retrieval tasks using databases & the Internet.
2. Apply advanced spreadsheet functions to the design & format of problem solutions which would be acceptable in the business world.
3. Review & apply previously acquired computer skills to specific problems.
4. Apply alternative software packages in solving problems.

Text(s) and Equipment

Required:

1. Business Analysis with Excel; Conrad Carlberg, Que Books; ISBN 0-7897-0382-3
2. Diskettes for file back-up (3 high density (HD) 1.44 MB recommended)

Please note that supplemental hand-outs will be used extensively during this course.

Additional References :

1. Running Microsoft Excel 5 for Windows; The Cobb Group, ISBN 1-55615-585-9
2. Excel 5 for Windows Spreadsheet Databases; John Dranchak, ISBN 0-471-30360-7
3. Excel 5 Worksheet Function Reference; Microsoft Press

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).

ALL ASSIGNMENTS ARE PROVIDED IN THE COURSE HAND-OUTS WHERE THE DUE DATE & FORMAT FOR EACH ASSIGNMENT WILL BE DETAILED. 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..

ALL ASSIGNMENTS MUST BE COMPLETED USING THE APPROPRIATE SOFTWARE AND SUBMITTED AS A PRINTED COPY.

ANY COPIED ASSIGNMENTS WILL RESULT IN A 0% GRADE FOR ALL SUBMISSIONS INVOLVED AND POSSIBLE ADDITIONAL PENALTIES TO THE STUDENTS INVOLVED.

FMGT 3720 COURSE OUTLINE

SCHEDULE

DATE	LECTURES	CHPT REF.
Jan. 07	Course Introduction	
14	Goal Seek and Solver	
21	Lookup functions	
28	String functions	
Feb. 04	Date functions & math	
11	Cell contents & attributes functions	
18	Macros & Buttons	
25	Guest Speaker Ben Moxon of Moxon Personnel; Job Search	
Mar. 04	Mid-term Exam Week	
11	Spring Break	
18	Excel Database	
25	Excel Database	
Apr. 01	Great Plains Dynamics Database	
08	Great Plains Dynamics Database	
15	Great Plains Dynamics Database	
22	Introduction to Taxprep T1 software	
29	Student Internet Presentations	
May 06	Student Internet Presentations	
13	Student Internet Presentations	