

# BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

## COURSE OUTLINE

Course Name : Microcomputer Applications 2

Course Number : FMGT 4710

Date : January, 1996

Prepared by : Tom Friedrich

Taught to : Second Year

School : Business

School : Business

Program : Financial Management

Program : Financial Management

Date Prepared : December, 1995

Option : Accounting & Finance

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Term : 4A/B

Hours/Week : 4

No. of Weeks : 18

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Instructors : Tom Friedrich  
Randy Murie

Office : SE6-333  
SE6-319

Local : 6756

Office Hours : As posted  
As posted

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### Prerequisites :

FMGT 3720 Microcomputer Applications 1

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### Corequisites :

FMGT 4110, FMGT 4410, FMGT 4510

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## Course Objectives :

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

1. Understand how the microcomputer is used to facilitate problem solving in a variety of disciplines which follow their core subject areas.
  2. Review & apply previously acquired computer skills to specific problems.
  3. Apply alternative software packages in solving problems.
  4. Design & format problem solutions which would be acceptable in the business world through the use of software & microcomputers.
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## Evaluation :

	Assignment	Quiz
Resubmission of corrected First Choice Carpets	10	N/A
Financial Statements using ACCPAC Plus	15	10
Financial Accounting using ACCPAC Plus & Excel	10	10
Finance using ACCPAC Plus & Excel	10	10
Payroll using ACCPAC Plus Payroll	N/A	15
Taxation using TAXPREP Personal	N/A	10
<b>TOTAL</b>	<b>45</b>	<b>55</b>

PLEASE NOTE :

The above assignments may also be marked for their respective courses.

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### Required Text & Equipment :

1. Textbook : None

Equipment : 3.5" Data Diskettes Double or High Density and your Calculator

2. Supplies : Diskette Labels & Working Paper
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### Supplemental Reference Material :

1. Texts & Manuals from your previous and current courses.
  2. Third party manuals published by Que Books, Sybex, McGraw-Hill, etc. The Library has an extensive collection of "How To ..." manuals & videos in a number of different locations in the Library. Please check the Keyword Index for the location of the Publication you wish to use. There are also a number of periodicals available. Ask at the Reference desk for the location of the Loose-leaf Indexes that will help you find the required periodical.
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### PLEASE NOTE :

ALL OUTLINES, SCHEDULES AND MARKS ALLOCATIONS ARE SUBJECT TO CHANGE IF THE INSTRUCTOR DETERMINES THAT CHANGE IS REQUIRED.

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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 dishonesty, cheating and plagiarism. Please refer to pages 1 and 2 of the current BCIT calendar.

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# FMGT 4710 MICROCOMPUTER APPLICATIONS 2 COURSE OUTLINE

## LECTURE SCHEDULE

DATES	TOPICS	QUIZ DATES	DUE DATES
Jan. 09	Intro. & Financial Statement Preparation	Feb. 13 - 19	First Choice resubmit due Jan. 23
Jan. 16	Financial Statement Preparation		
Jan. 23	Financial Statement Preparation		
Jan. 30	Financial Statement Preparation		Feb. 13
Feb. 6	Financial Statement Preparation		
Feb. 13	Financial Accounting & Finance Projects	Apr. 2 - 8	
Feb. 20	Financial Accounting & Finance Projects		
Feb. 27	Midterm Exam Week		
Mar. 5	Moxon Personnel Presents		
Mar. 12	Spring Break Week		
Mar. 19	Financial Accounting & Finance Projects		
Mar. 26	Financial Accounting & Finance Projects		
Apr. 2	ACCPAC Payroll	Apr. 23 - 29	
Apr. 9	ACCPAC Payroll		
Apr. 16	ACCPAC Payroll		
Apr. 23	ACCPAC Payroll		
Apr. 30	Taxation Project	May 7 - 13	
May 7	Taxation Project		
May 14	No Lecture		

**All assignments are to be submitted on the due date at the course lecture at 11:30 AM.**

**All quizzes are to be written in the assigned period. Requests for a variance in this policy must be submitted at least three days prior to the quiz date in writing to the course instructors.**