BCIT®

A POLYTECHNIC INSTITUTION

School of Business
Program: Financial Management
Option:

Course Outline

FMGT 4750
Financial Information Systems

Start Date:	March 20, 2006				**End Date:**	May 26, 2006		

Total Hours:	40	**Total Weeks:**	10			**Term/Level:**	4 B	**Course Credits:**	2.5	
Hours/Week:	4	**Lecture:**	1	**Lab:**	3	**Shop:**		**Seminar:**		**Other:**

Prerequisites		**FMGT 4750 is a Prerequisite for:**	
Course No.	**Course Name**	**Course No.**	**Course Name**
	Successful Completion of FMGT 3720		

v Course Description (required)

This course will introduce the students to ACCPAC Version 5.2 software. We will explore how ACCPAC provides the Financial Information needed in the management of a for profit business organisation.

If we make good progress with AccPac we will quickly look at SAP during the last 2 weeks.

v Detailed Course Description (optional)

v Evaluation

Assignments	55%	Comments: It is expected that the assignments will be
Quizzes / Projects	45%	completed during labs.
TOTAL	100%	

v Course Learning Outcomes/Competencies

Upon successful completion, the student will be able to:

1. Set up the General Ledger, Bank Services, Tax Services, Accounts Receivable and Accounts Payable modules for a corporation using AccPac.

2. Activate the modules for the corporation

3. Create Master Records for G/L, A/R and A/P

4. Export and Import Master Records

5. Create a Budget for G/L

6. Record batch transactions for all the above modules

7. Generate recurring batches for G/L, A/R and A/P

8. Post the batches to update the financial information

9. Integrate the Financial and Management information

10. Generate the Financial Reports and Management reports which are used in business.

11. Modify existing Financial Statements using report writers.

12. Deal with multicurrency issues when this version of the software does not have the multicurrency module activated.

13. Correct errors made during the data entry process.

14. Use the Database Dump and Load tools to backup and restore data.

15. Review Year End procedures for a corporation

16. Depending on progress we will review A/R, A/P and Financial screens in SAP

v Verification

I verify that the content of this course outline is current.
Noel Brennan

	March 14, 2006
Authoring Instructor	Date

I verify that this course outline has been reviewed.
Ralph Gioia

Program Head/Chief Instructor	Date

I verify that this course outline complies with BCIT policy.
Tim Edwards

Dean/Associate Dean	Date

Note: Should changes be required to the content of this course outline, students will be given reasonable notice.

v Instructor(s)

Noel Brennan

Office Location: Se 6 -322
Office Hrs.:   As posted

Office Phone: 604 451 6793
E-mail Address: nbrennan@bcit.ca

v Learning Resources

Required:

Textbook: "Using ACCPAC Advantage Series, Corporate Edition 5.2" by Christine A. Heaney, published by Pearson Education, Canada. ISBN 0-321-25342-6

You will have access to the ACCPAC software in all the computer labs in SE 6. This is the only building on the Burnaby campus with this software.

You will be able to store your data in your personal files on the BCIT network. Alternatively you can use a USB
    drive or CD-RW disk in order to make backups.

Recommended:

v Information for Students

(Information below can be adapted and supplemented as necessary.)
Assignments: Late assignments, lab reports or projects will **not** be accepted for marking. Assignments must be done on an individual basis unless otherwise specified by the instructor.

Makeup Tests, Exams or Quizzes: There will be **no** makeup tests, exams or quizzes. If you miss a test, exam or quiz, you will receive zero marks. Exceptions may be made for **documented** medical reasons or extenuating circumstances. In such a case, it is the responsibility of the student to inform the instructor **immediately**.

Ethics: BCIT assumes that all students attending the Institute will follow a high standard of ethics. Incidents of cheating or plagiarism may, therefore, result in a grade of zero for the assignment, quiz, test, exam, or project for all parties involved and/or expulsion from the course.

Attendance: The attendance policy as outlined in the current BCIT Calendar will be enforced. Attendance will be taken at the beginning of each session. Students not present at that time will be recorded as absent.

Illness: A doctor's note is required for any illness causing you to miss assignments, quizzes, tests, projects, or exam. At the discretion of the instructor, you may complete the work missed or have the work prorated.

Attempts: Students must successfully complete a course within a maximum of three attempts at the course. Students with two attempts in a single course will be allowed to repeat the course only upon special written permission from the Associate Dean. Students who have not successfully completed a course within three attempts will not be eligible to graduate from the appropriate program.

Course Outline Changes: The material or schedule specified in this course outline may be changed by the instructor. If changes are required, they will be announced in class.

v   **Assignment Details**

When assignments and projects are to be submitted electronically you will use the FMGT4750 folder on I:\IN. The following naming convention should be used:

Set # FirstNameLastName

Assignments will consist principally of recording the transactions in the text. The assignments are cumulative, so if you miss an assignment you should use my data as the starting point for the next assignment.

You are expected to do the assignments in class and a high standard of work is anticipated.

In class quizzes will be announced but there may be unannounced quizzes in Lecture.

Schedule

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
1 - Mar 20	Introduction	Chapters 1 – 4		
2 - Mar 27	System Manager and General Ledger (1)	⎫ Chapters		
3 - April 3	System Manager and General Ledger (2)	⎭ 5 – 9		
4 - April 10	Accounts Payable (1)	⎫ Chapters		
5 - April 17	Accounts Payable (2)	⎭ 10 – 16		
6 - April 24	Accounts Receivable (1)	⎫ Chapters		
7 - May 1	Accounts Receivable (2)	⎭ 17 – 24		
8 - May 8	SAP			
9 - May 15	Exam Week – 1			
10 - May 22	Exam Week – 2			