BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY School of Business

COURSE OUTLINE FOR:	DATE: January 2002
Financial Information Systems	**FMGT 4750**

TAUGHT BY: Financial Management

TAUGHT TO: Financial Management

Program: Financial Management
Option: Micro financial Option Sets

Hours/Week:		Total Hours:		Term/Level:	
Lecture:	1	10		4B	
Lab:	3	30			
Other:		Total Weeks: 10		Credits: 4	

Instructors:	Russ Curtis plus Guest lecturers from Industry
Office No. SE6-333, SE6-379	Phone:451-6756
E-Mail: rcurtis@bcit.ca	Fax: 439-6700
Office Hours: AS POSTED	Intranet: http://coursesites.blackboard.com/courses

Pre-requisites: Successful completion of all Level 3 courses.

Course Description and Goals:
A Specialist module that deals with advanced functionality in Great Plains Dynamics Version 6.0.

Internships will be offered to students in this course starting in February 2001. An intern will work in industry one day per week throughout the term. Internships are optional and selective.

Successful students will be ready for employment at a Great Plains site or at a Value-added Reseller.

Required Text & Tools:
An email address

One Iomega Zip disc or 4 HD diskettes

It is required that students have private access to a PC capable of running Great Plains, with a modem and an internet connection.

Course Learning Outcomes:

Upon successful completion of this subject, students will be able to:

- **Use System Manager to**: Set up a new company; configure a chart of accounts, configure system security, set up new users and new user access, configure and manage Multi-currency functionality and use Explorer (2 sessions)

- **Use FR$_x$ to create custom reports:** develop a tree; establish row and column formats; work with reports catalogue; create external links; distribute end product to information users (2 sessions)

- **Develop Trouble-shooting skills:** not logged out; exiting a loop; use edit>delete; work with index files (1 session)

- **Work with Dynamics and Excel:** to prepare an operating budget. Prepare the budget in Excel and import the results back into Dynamics working with a Dynamics data set.

- **Use Report Writer to:** Modify existing reports; create copies of reports; create custom reports; create calculation fields; understand files and fields (and tables) in Dynamics (1 session)

- **Use Dynamics functionality to manage liquidity:** Excel-based budgets, Collections document management and Cash Management will each be mastered (1 session)

Learning and Teaching Approaches:

Students will work with the latest version of Dynamics software: Version 6.0 with FR$_x$, Fixed Assets and Cash Management add-ons.

- An Intranet site, http://coursesites.blackboard.com/courses **FMGT 4750** has been developed to support the delivery of this module. All students are required to register for this site.
- The site serves to accomplish two objectives: to enhance communication between and among instructors and students, and to eliminate the consumption of paper.
- This Course Outline will be mounted on the site. All quizzes and homework will be collected electronically on the site. All lecture material will be mounted on the site in advance of lectures. Students are expected to review lecture material in advance of attending lectures.
- The site also contains a number of features and hyperlinks that ought to be of interest to Financial Management Students. Students are invited to use all the features available at the site.
- Guest lectures from industry professionals will support classroom learning: students are required to master the material and to be able to demonstrate their mastery.
- In Open House Years, students in this option will mount a display and demo course material in the ATM lab.
- Instructors will meet with Set Representatives throughout the term to hear feedback from students regarding course content and delivery.
- Instructors will contact Internship supervisors to track the performance of interns.
- Students will pair up and do an Internet research project about Accounting Applications and prepare a written report of their findings. These reports will be marked and then assembled in a binder to be given to each student in the class.

Student Assessment:

A high standard of work is expected from students in this module. All work submitted is to be to a professional standard.

Attendance at lectures is required. Frequent unexcused absences will not be tolerated.

Method	f_i	Weight	Throw-outs
Quizzes	4	30%	1
Homework	4	30%	1
In-class quizzes	3	30%	1
Open House, or:	1	10%	0
Research Project	1	10%	0

*Class members who do not participate in Open House will be asked to do a small, internet research project.

Plan of Work:

Week	Coverage	Lab Activity	Submissions
March 19	Working with System Manager	Wizard: set up Student company, mass modify	Email message with resume HW #1
March 26	Working with System Manager	Chart of Accounts, Users, User Access, security, currency	Online Quiz One
April 02	Report Writer	Modify existing reports: calculation fields, files/fields/tables In-class Quiz #1	Student company setup Reports HW #2
April 09	Report Writer	Custom Reports	Online Quiz Two
April 16	Excel-based Budgets	Budget wizard exercise In-class Quiz #2	Modified Report from Student Coy HW #3
April 23	Excel-based Budgets	Operating budget preparation	Online Quiz Three
April 30	Working with FR$_x$	Tree, Row & Column format In-class Quiz #3	Budget Reports HW #4
May 07	Working with FR$_x$	Catalogue of Reports/External linking	Quiz Four
May 14	Career Panel	Panel Discussion – One lab session only	
May 21	Trouble-shooting	Help-desk tricks	

Homework assignments: submit as email

Course Policies

1. All assignments and quizzes must be received on the course intranet site by the required date and time. The time stamp of each email as seen on the site will be the official time received. Late assignments will not be accepted and will not be eligible for resubmission.

2. Unsuccessful assignments and quizzes must be resubmitted within 7 days. The date and time stamp of the return email from the original submission will be the official start of the resubmission periods. Late resubmissions will not be accepted and will eliminate any other possible resubmission for that assignment or quiz.

Content of this Course Outline is subject to change by mutual agreement.

BCIT

Course Record:

Developed by:_____R. Curtis _____   Date: September, 1995
                    Instructor

Revised by: _____R.Curtis_____   Date: November 2000
                    Instructor

Approved by: _____   Date: _____
                    Associate Dean