

**BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY School of Business**

COURSE OUTLINE FOR: Financial Information Systems	DATE: January 2001 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
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Office Hours: AS POSTED	Intranet: www.beachview.intranets.com

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.

Students will be provided with the full working version of Dynamics software and must install the software on their home computer.



Prior Learning Assessment Method: None

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 the Distribution Series:** further work with SOP, POP, Inventory. New work with Bill-of-Materials and the integration of SOP and POP (2 sessions)
- **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, www.beachview.intranets.com 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.
- 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
Quizzes	4	30%
Homework	4	30%
CAAS Exam*	1	30%
Research Project	1	10%

*Although the 'pass' for this test = 80%, the score obtained will be used to compute the course grade



Plan of Work:

Week	Coverage	Lab Activity	Submissions
1	Working with System Manager	Wizard: set up Student company, mass modify	None
2	Working with System Manager	Chart of Accounts, Users, User Access, security, currency	Quiz One
3	Report Writer	Modify existing reports: calculation fields, files/fields/tables	Student company setup Reports
4	Report Writer	Custom Reports	Quiz Two
4	Distribution Series	SOP/POP/Inventory	Modified Report from Student Coy
5	Distribution Series	Bill of Materials/SOP-POP integration	Quiz Three
6	Working with FR _x	Tree, Row & Column format	Distribution Report
7	Working with FR _x	Catalogue of Reports/External linking	Quiz Four
8	Career Panel	CAAS Qualification Review	Custom Report
9	Liquidity Management	Collection Management/document mail merging Cash-flow Management Introduction	Internet Research Report
10	Trouble-shooting	Help-desk tricks	None



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 Beachview 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.
3. All students must write the Great Plains CAAS examination and submit their results to their instructor.

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



Course Record:

Developed by: R. Curtis Date: September, 1995
Instructor

Revised by: R. Curtis Date: November 2000
Instructor

Approved by: Alan A. Cobble Date: 12/1/00
Associate Dean