## APPLIED COMPUTER SCIENCE
## Winter 2017

Course Number: **ACS-2916; 070L, 071L**
Course Name: Business Application Systems
Course Website: **www.acs.uwinnipeg.ca/2916**

## Instructor Information

| | |
|---|---|
| **Instructor: David Tenjo** | **Office: 3D18** |
| **E-mail:** d.tenjo@uwinnipeg.ca | **Office Hours**: Friday, 4:30-5:30 |
| **Class Time**: Monday / Wednesday 4:00-5:15PM | **Class Location:** 3D04 |
| **Lab Time:** Friday 2:45 – 4:00 PM (070L) | **Lab Location**: 3D03 |
| **Lab Time:** Friday 2:45 – 4:00 PM (071L) | **Lab Location**: 3C13 |

## Important Dates

1. **Lectures Begin**: January 4th, 2017
2. **First Labs:** January 27, 2017
3. **Term Test 1:** February 6th, 2017
4. **Reading Week:** February 19-25, 2017 (no classes)
5. **Term Test 2**: March 13th, 2017
6. **Final Exam:** April 17th, 2017 – 1:30 p.m. http://www.uwinnipeg.ca/exam-schedules/
7. **Voluntary Withdrawal Date w/o academic penalty:** March 1st, 2014
   (A minimum of 20% of the work on which the final grade is based will be evaluated and available to the student before the voluntary withdrawal date.)
8. **Final Class**: April 3rd, 2017

## Additional Course Related Information

- When it is necessary to cancel a class due to exceptional circumstances, instructors will make every effort to inform you via uwinnipeg email, as well as the departmental assistant and Chair/Dean so that class cancellation forms can be posted outside classrooms.

- Your uwinnipeg email address will normally be used for course related correspondence.

- Please note that withdrawing before the VW date does not result in a fee refund.

- Class make-up days are scheduled at the end of term for courses that conflict with holidays.

## Course Objectives/Learning Outcomes

1. Understanding processes and underlying data involved in basic business application systems, particularly in systems supporting the functional areas of accounting / distribution, marketing, manufacturing and human resources management.
2. Interpretation and sketching of data flow diagrams and system flowcharts describing basic business application systems.
3. Understanding the main outputs coming from business application systems particularly related to revenue and expenditure cycles, and how these outputs are used in organizational management.
4. Understanding inter-system interfaces, particularly in terms of data.
5. Understanding the nature and benefits of Enterprise Resource Planning systems.
6. Understanding, through practical computer exercises, of functional workings of business systems in the revenue and expenditure cycles of business.

## Evaluation Criteria

1. **Assignments (15%)**
2. **Lab Work: (10%)**
2. **Term Test 1 (25%)**
3. **Term test 2 (25%)**
4. **Final Exam (25%)**

Please contact the instructor as soon as possible if extenuating circumstances require you to miss a class, assignment, test or examination.

Missed exams will receive a mark of zero, unless a medical certificate is provided, no accommodation is made for missed exams.

Keep a copy of all class work (e.g., assignments, tests) handed back in case there is an error in recording of marks by the instructor. With regard to appeals, see the 2016/17 Course Calendar

## Final Letter Grade Assignment

Historically, numerical percentages have been converted to letter grades using the following scale. However, instructors can deviate from these values based on pedagogical nuances of a particular class, and final grades are subject to approval by the Department Review Committee.

| | |
|---|---|
| A+ 90+ - 100% | C+ 65 - 69% |
| A 85 - 90% | C 60 - 64% |
| A- 80 - 84% | D 50 - 59% |
| B+ 75 - 79% | F below 50% |
| B 70 - 74% | |

## Exam / Test Requirements
- Photo ID must be presented (Preferably U of W student ID).
- No electronic devices are allowed during exams. This includes the use of calculators, electronic dictionaries, or translators.

Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential. http://www.uwinnipeg.ca/accessibility.

Students facing a charge of academic or non-academic misconduct may choose to contact the University of Winnipeg Students' Association (UWSA) where a student advocate will be available to answer any questions about the process, help with building a case, and ensuring students have access to support. For more information or to schedule an appointment, visit our website at www.theuwsa.ca/academic-advocacy or call 204-786-9780.

We ask that you please be respectful of the needs of classmates and instructors/professors by avoiding the use of unnecessary scented products while attending lectures. Exposure to scented products can trigger serious health reactions in persons with asthma, allergies, migraines or chemical sensitivities. Please consider using unscented necessary products and avoiding unnecessary products that are scented (e.g. perfume).

## Required Text Book(s)/Reading List

- *Accounting Information Systems by Gelinas et al. (10<sup>th</sup> ed).*
- *Essentials of Business Processes and Information Systems, by Magal and Word*
- Complementary Readings might be posted to the course website.

## Course Prerequisite:

A grade of at least C in ACS-1803

## Misuse of Computer Facilities, Plagiarism, and Cheating

Academic dishonesty is a very serious offense and will be dealt in accordance with the University's policies. Be sure that you have read and understood numeral 8, starting on page 27, of the Regulations and Policies section in the 2016-2017 Academic Course Calendar**.**

## Topics to be covered (tentative list).

1. Business Processes and Information Systems
2. Reading and preparing data flow diagrams and system flowcharts
3. Enterprise Systems

4.  The Order Entry / Sales Process
5.  The Billing / Accounts Receivable / Cash Receipts Process
6.  Organizations, Business Processes and Information Systems.
7.  The Purchasing Process
8.  The Accounts Payable / Cash Disbursements Process
9.  The Human Resource Management and Payroll Processes
10. Integrated Production Processes / Inventory
11. The Marketing Process
12. General Ledger and Business Reporting Processes