



THE UNIVERSITY OF WINNIPEG

APPLIED COMPUTER SCIENCE Winter 2020

Course Number: **ACS-2916 – 050, 070L, 072L / 470, 080L**

Course Name: Business Application Systems

Course Website: www.acs.uwinnipeg.ca/2916

Instructor Information

Instructor: David Tenjo

E-mail: d.tenjo@uwinnipeg.ca

Class Time: Wednesday, 18:00 – 21:00

Lab Time: Friday 8:30-9:45AM

Friday 9:45-11:00 AM

Office: 3D18

Office Hours: Friday, 4:30-5:30

Class Location: 3D04

Lab Location: 3C13

Important Dates

1. **Lectures Begin:** January 8th, 2020
2. **Term Test 1:** February 12th, 2020
3. **Term Test 2:** March 11th, 2020
4. **Final Exam:** April 8th, 2020 <http://www.uwinnipeg.ca/exam-schedules/>
5. **Reading Week (no classes): February 16 - 22**
6. **Voluntary Withdrawal Date w/o academic penalty:** March 13th, 2020
(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.)
7. **University Closures:** Louis Riel Day (Monday, February 17, 2020), Good Friday (Friday, April 10, 2020)
8. **Final Class:** April 1st, 2020

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 2013/14 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.

Services for Students

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 204-786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's

disability or medical condition remains confidential. <https://www.uwinnipeg.ca/accessibility-services>.

Students may choose not to attend classes or write examinations on holy days of their religion, but they must notify their instructors at least two weeks in advance. Instructors will then provide opportunity for students to make up work examinations without penalty. A list of religious holidays can be found in the 2019-20 Undergraduate Academic Calendar online at <http://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>

All students, faculty and staff have the right to participate, learn, and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at <https://www.uwinnipeg.ca/respect>.

Required Text Book(s)/Reading List

- Accounting Information Systems loose leaf with Mind Tap by Gelinas et al. . (11th 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
- ACS-2916L (lab) must be taken concurrently

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.

Avoiding Academic Misconduct and Non-academic Misconduct. Students are encouraged to familiarize themselves with the Academic Regulations and Policies found in the University Academic Calendar at: <https://uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf>

Particular attention should be given to subsections 8 (Student Discipline), 9 (Senate Appeals) and 10 (Grade Appeals). Please note, in particular, the subsection of Student Discipline pertaining to plagiarism and other forms of cheating.

Detailed information can be found at the following:

- Academic Misconduct Policy and Procedures: <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-procedures.pdf>
- Non-Academic Misconduct Policy and Procedures: <https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-procedures.pdf>

Misuse of Filesharing Sites. Uploading essays and other assignments to essay vendor or trader sites (filesharing sites that are known providers of essays for use by others who submit them to instructors as their own work) involves “aiding and abetting” plagiarism. Students who do this can be charged with Academic Misconduct.

Avoiding Copyright Violation. Course materials are owned by the instructor who developed them. Examples of such materials are course outlines, assignment descriptions, lecture notes, test questions, and presentation slides. Students who upload these materials to filesharing sites, or in any other way share these materials with others outside the class without prior permission of the instructor/presenter, are in violation of copyright law and University policy. Students must also seek prior permission of the instructor /presenter before photographing or recording slides, presentations, lectures, and notes on the board.

Class Cancellation, Correspondence with Students and Withdrawing from Course

When it is necessary to cancel a class due to exceptional circumstances, the course instructor will make every effort to inform students via uwinnipeg email (and/or using the preferred form of communication, as designated in this outline), as well as the Departmental Assistant and Chair/Dean so that class cancellation forms can be posted outside classrooms.

Students have a responsibility to regularly check their uwinnipeg e-mail addresses to ensure timely receipt of correspondence from the University and/or the course instructor.

Please let course instructor know if you plan on withdrawing from the course. Note that withdrawing before the VW date does not necessarily result in a fee refund.

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