THE UNIVERSITY OF WINNIPEG

APPLIED COMPUTER SCIENCE

WINTER, 2018

Course Number- ACS-2916-001, 070L, 072L
Course Name: Business Application Systems

Instructor Information

Instructor : Eugene Kaluzniacky   **Office:** 3D25
E-mail: e.kaluzniacky@uwinnipeg.ca   **Office Hours**: Wednesday 2:30 – 3:30 PM
Phone: 204-786-9906   Thursday 4:15 - 5:15 PM

Class Meeting Time: Mon. / Wed 4:00 – 5:15PM **Room No:** 3M71
Lab Times: 070: Tuesdays 4:00 – 5:15 PM in 3D03
           072: Wednesdays 2:30 – 3:45 PM in 3C13
Course web address: http://www.acs.uwinnipeg.ca/2916

Important Dates
1. **First Class: January 8, 2018**
2. **Term Test 1: Feb. 5, 2018, 4:00 – 5:25 PM**
3. **Reading Week: Feb. 18-24, 2018 (no classes)**
4. **Term Test 2: March 19, 2018, 4:00 – 5:25 PM**
5. **Final Exam**: April 18, 2018, 1:30 – 4:30 PM
6. **Final Withdrawal Date w/o academic penalty: Mar. 14, 2018**

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

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 (16%)**
   - Number of assignments (given out in lab periods): **2**, due dates TBA

2. **Tutorial (lab) work (15%)**
   - Lab attendance and some work during lab times will count for lab marks

3. **Term Test 1 (23%) Feb. 5, 2018, 4:00 – 5:25 PM**

4. **Term Test 2 (23%) March 19, 2018, 4:00 – 5:25 PM**

   - Missed test will receive a mark of zero, unless reason for absence is serious and properly documented (e.g. physician letter)

5. **Final Exam (23%) April 18, 1:30 – 4:30 PM**

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

Keep a copy of all class work handed back in case there is an error in recording of marks by the instructor

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.

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%	B 70 - 74%	F below 50%
A 85 - 89%	C+ 65 - 69%	
A- 80 - 84%	C 60 - 64%	
B+ 75 - 79%	D 50 - 59%	

Required Text Book(s)/Reading List

- Essentials of Business Processes and Information Systems with WileyPlus, by Magal and Word, isbn: 978-0470-50569-4.

- Accounting Information Systems loose leaf with Mind Tap by Gelinas, Dull, Wheeler (11th ed.) isbn: 978-1337-58729-7

- Class Notes: some will be handed-out, and some may be on the web for you to print out

Prerequisite Information* (This information can be found in the UW General calendar)
Prerequisite: A grade of at least C in ACS-1803.

Misuse of Computer Facilities, Plagiarism, Cheating, Copyright Violation

Academic dishonesty is a very serious offense and will be dealt with in accordance with the University's policies. Be sure that you have read and understood Regulations & Policies #8, in the 2017-2018 UW Undergraduate Academic Calendar available at
http://uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf.
Additional information is available at University of Winnipeg library video tutorial "Avoiding Plagiarism" https://www.youtube.com/watch?v=UvFdxRU9a8g.

Avoiding Academic Misconduct. Uploading essays and other assignments to essay vendor or essay 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 same class without prior permission of the instructor/presenter, are in violation of copyright law and University policy. Students must also obtain instructor/presenter permission before photographing or recording slides, presentations, lectures, and notes on the board.

Email Communication
All email communication must be done using the **U of W email account.** Those are usually not filtered by the U of W email filter. There is no guarantee that emails sent from a different account will be addressed by the instructor.

Accommodations available 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 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 may choose not to attend classes or write examinations on religious holidays. However, they must notify their instructor at least two weeks in advance. Instructors will then provide an opportunity for students to make up work or examinations without penalty. A list of religious holidays can be found in the 2017-18 Undergraduate Academic Calendar.

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 www.uwinnipeg.ca/respect

Topics to be covered (tentative list)

1. Reading and preparing data flow diagrams and system flowcharts
2. The Order Entry / Sales Process
3. The Billing / Accounts Receivable / Cash Receipts Process
4. *Organizations, Business Processes and Information Systems.
5. *Enterprise Systems
6. The Purchasing Process
7. *The Procurement Process
8. The Accounts Payable / Cash Disbursements Process
9. *The Fulfillment Process
10. Integrated Production Processes / Inventory
11. *The Production Process
12. The Human Resource Management and Payroll Processes
13. The Marketing Process
14. General Ledger and Business Reporting Processes
15. *Integrated Processes

 * - from the Magal and Word text

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