



# THE UNIVERSITY OF WINNIPEG

## APPLIED COMPUTER SCIENCE

Course Number: ACS-2916-001, 070L, 071L  
Course Name: Business Application Systems  
Course Webpage: Nexus

### Instructor Information

**Instructor:** David Tenjo  
**E-mail:** [d.tenjo@uwinnipeg.ca](mailto:d.tenjo@uwinnipeg.ca)  
**Office Hours:** Tuesday 5:00-6:00PM 3C07  
**Class meeting time:** Thursday 6:00PM – 9:00PM 4C40  
**Lab meeting time:** 071- Wednesday 4:00 PM – 5:15 PM 3C13  
070 – Monday 4:00 PM - 5:15 PM 3C13

### Important Dates

1. First Class: Thursday, January 11, 2024
2. First Lab: Friday, January 26, 2024 (071)  
Monday, January 29, 2024 (070)
3. Reading Week (no classes): February 18-24, 2024
4. Term Test 1: February 8, 2024
5. Term Test 2: March 14, 2024
6. Final Withdrawal Date w/o academic penalty\*: Friday, March 15, 2024
7. Last Class: Thursday, April 4, 2024
8. Last Lab: Monday, April 1, 2024 (070)  
Friday, April 5, 2024 (071)
9. Final Exam: TBD
10. University closures: Louis Riel Day Monday, February 19, 2024  
Good Friday Friday, March 29, 2024

\*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.

### Course Objectives / Learning Outcomes

1. To understand processes and underlying data involved in basic business application systems including Sales, Billing, purchasing, HR, Production, and General Ledger.

2. To identify some technologies that support key business application systems
3. To understand system controls for the key business application systems studied
4. To develop and interpret data flow diagrams and system flowcharts in the modeling basic business application systems.
5. To understand the main outputs from business application systems particularly related to revenue and expenditure cycles, and how these outputs are used in organizational management.
6. To understand inter-system interfaces, particularly in terms of data.
7. To understand the nature and benefits of Enterprise Resource Planning systems.

### **Evaluation Criteria**

#### **1. Assignments (10%)**

- 2 assignments worth 5% each
- All assignments will be complete individually
- All assignments are due 11:59pm on the due date and are to be submitted electronically via Nexus. As a rule, you WILL NOT be able to submit your assignments LATE on Nexus, unless you have received an approval to do so before the due date due to documented extenuating circumstances, such as a medical situation, that prevented the timely completion of the work. Assignments MUST be submitted in PDF format. Further details and submission procedure will be posted on Nexus.

#### **2. Lab Work (10%)**

- Lab Schedule will be provided in Class
- Lab work must be complete during scheduled lab time

#### **3. Term Test 1 (20%)**

- During regular class time – see important dates

#### **4. Term Test 2 (20%)**

- During regular class time – see important dates

#### **5. Final Exam (40%) - Date: TBD**

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

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

*Students should contact the instructor as soon as possible* if extenuating circumstances require missing a lab, assignment, test or examination. A medical certificate from a practicing physician may be required before any adjustments are considered.

### **Test / Exam Requirements**

- Photo ID is required and should be presented upon request
- Midterm and final exams are open book.
  - Students are permitted to view only the following authorized course material:
    - Class notes, slides, assignment descriptions
    - Course textbook
    - Student’s own course notes and assignment submissions
  - Students may contact the instructor to ask questions
  - External resources (or any material not listed above) are NOT PERMITTED
  - Communication with others (except the instructor) is NOT PERMITTED
  - All work must be entirely the students’ own. Collaboration or sharing of work is NOT PERMITTED.

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](mailto: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>

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

### **Required Textbook / Reading List**

- Accounting Information Systems loose leaf with Mind Tap by Gelinas et al. . (11<sup>th</sup> ed).
- *Essentials of Business Processes and Information Systems, by Magal and Word*
- Complementary Readings might be posted on Nexus.
- Class Notes will be available on Nexus

### **Prerequisite Information**

- A grade of at least C in ACS-1803
- ACS-2916L (lab) must be taken concurrently

## **Student Wellness**

The University of Winnipeg affirms the importance of student mental health and our commitment to providing accessible, culturally appropriate, and effective services for students. Students who are seeking mental health supports are encouraged to reach out to the Wellness Centre at [studentwellness@uwinnipeg.ca](mailto:studentwellness@uwinnipeg.ca) or 204.988.7611. For community-based mental health resources and supports, students are encouraged to dial 2-1-1. This program of United Way is available 24/7 in 150 languages.

## **Regulations, Policies, and Academic Integrity**

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).

***Avoiding Academic Misconduct:*** Academic dishonesty is a very serious offense and will be dealt in accordance with the University's policies.

Detailed information can be found at the following:

- Academic Misconduct Policy and Procedures:  
<https://www.uwinnipeg.ca/policies/docs/policies/academic-misconduct-policy.pdf> and  
<https://www.uwinnipeg.ca/policies/docs/procedures/academic-misconduct-procedures.pdf>
- About Academic Integrity and Misconduct, Resources and FAQs:  
<https://library.uwinnipeg.ca/use-the-library/help-with-research/academic-integrity.html>

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.

***Academic Integrity and AI Text-generating Tools:*** Students must follow principles of academic integrity (e.g., honesty, respect, fairness, and responsibility) in their use of material obtained through AI text-generating tools (e.g., ChatGPT, Bing, Notion AI). If an instructor prohibits the use of AI tools in a course, students may face an allegation of academic misconduct if using them to do assignments. If AI tools are permitted, students must cite them. According to the MLA (<https://style.mla.org/citing-generative-ai/>), writers should

- cite a generative AI tool whenever you paraphrase, quote, or incorporate into your own work any content (whether text, image, data, or other) that was created by it

- acknowledge all functional uses of the tool (like editing your prose or translating words) in a note, your text, or another suitable location
- take care to vet the secondary sources it cites

If students are not sure whether or not they can use AI tools, they should ask their professors.

***Non-academic misconduct:*** Students are expected to conduct themselves in a respectful manner on campus and in the learning environment irrespective of platform being used. Behaviour, communication, or acts that are inconsistent with a number of UW policies could be considered “non-academic” misconduct. More detailed information can be found here:

- Respectful Working and Learning Environment Policy  
<https://www.uwinnipeg.ca/respect/respect-policy.html>,
- Acceptable Use of Information Technology Policy  
<https://www.uwinnipeg.ca/policies/docs/policies/acceptable-use-of-information-technology-policy.pdf>
- Non-Academic Misconduct Policy and Procedures:  
<https://www.uwinnipeg.ca/policies/docs/policies/student-non-academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/policies/docs/procedures/student-non-academic-misconduct-procedures.pdf>

***Copyright and Intellectual Property:*** Course materials are the property of the instructor who developed them. Examples of such materials are course outlines, assignment descriptions, lecture notes, test questions, and presentation slides—irrespective of format. 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, for example, photographing, recording, or taking screenshots of slides, presentations, lectures, and notes on the board. Students found to be in violation of an instructor’s intellectual property rights could face serious consequences pursuant to the Academic Misconduct or Non-Academic Misconduct Policy; such consequences could possibly involve legal sanction under the Copyright Policy:

<https://copyright.uwinnipeg.ca/basics/copyright-policy.html>

## **Privacy**

Students have rights in relation of the collecting of personal data the University of Winnipeg

- Student Privacy: <https://www.uwinnipeg.ca/privacy/admissions-privacy-notice.html>
- Zoom Privacy: <https://www.uwinnipeg.ca/privacy/zoom-privacy-notice.html>

## **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 Nexus.

Students are reminded that they 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)**

1. Information Systems and eBusiness
2. Enterprise Systems
3. Business Processes and Information Systems
4. Reading and preparing data flow diagrams and system flowcharts
5. The Order Entry / Sales Process
6. The Billing / Accounts Receivable / Cash Receipts Process
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. General Ledger and Business Reporting Processes

*Note: A permitted or necessary change in mode of delivery may require adjustments to important aspects of course outlines, like class schedule and the number, nature, and weighting of assignments and/or exams.*