

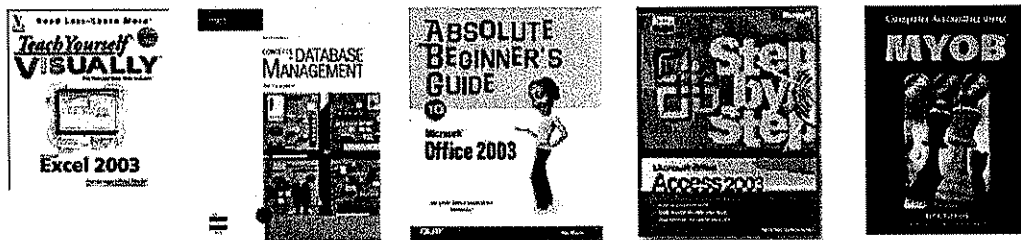


MIST800 – Computer Application in Business

First Semester 2005

Student Resource Centre
Division of Economic & Financial Studies
MACQUARIE UNIVERSITY

Unit Outline



Lecturer in Charge: Julian Leslie, C5C477

Students in this unit should read this unit outline carefully at the start of semester. It contains important information about the unit. If anything in it is unclear, please consult one of the teaching staff in the unit.

ABOUT THIS UNIT

Offered in both 1st & 2nd semesters, this unit provides generic skills and relevant information technology concepts for graduate students in business. Students become proficient in the main Microsoft Office programs that are essential knowledge in any business environment (Excel, Access, PowerPoint & Word). Relational database concepts are introduced and students learn how to design a web site. Key data analysis methods and concepts are developed and are illustrated using Excel and EcStat (a Macquarie University Excel add-in data analysis package). The unit concludes with an introduction to modern accounting systems design using MYOB.

Software:

Microsoft Excel, Access, PowerPoint. EcStat. MYOB

TEACHING STAFF

Lecturer In Charge:

Associate Professor Julian Leslie
Room: C5C484
Phone: 9850 85931
e-mail jleslie@efs.mq.edu.au
Consultation hours: [REDACTED]

Access database:

Dr Ayse Bilgin
Room: C5C458
Phone: 9850 8509
e-mail: abilgin@efs.mq.edu.au
Consultation hours: [REDACTED]

Web design:

Dr Jun Ma
Room: C5C481
Phone: 9850 8548
e-mail: jma@efs.mq.edu.au
Consultation hours: [REDACTED]

MYOB:

Mr George Kahwati
e-mail: Kahwati@AR.com.au
Consultation hours: only available via e-mail

Tutors:

Mrs Ling LI, Ms Sri DEWI, Ms Shanley CHONG

CLASSES

Lectures

Lectures begin in Week 1. Wednesday 6 pm – 8 pm Semester 1, (E7BT5) and Wednesday 2 pm – 4 pm, Semester 2 (E7BT3).

Practicals

Prac sessions also begin in Week 1. **Attendance is compulsory.** The aim of the practical session is to carry out techniques discussed in lectures. Pracs are designed so that students work through the exercises and ask as many questions as they need to improve their understanding. Tutors will be available in the prac sessions.

Pracs sessions take place in the computer labs C5C217 (Wed 8 pm – 10 pm only and E7B146 (Wed 8 pm – 10pm, Thurs 11 am – 1 pm).

The timetable for classes can be found on the University web site at:

<http://www.timetables.mq.edu.au/>

RECOMMENDED TEXT BOOK

There is no one recommended text for this unit but there are several reference texts that should be useful depending on the background knowledge of the student

RECOMMENDED REFERENCE TEXTS

- 1) For students who have no prior knowledge of Excel, the following book will provide the necessary background: Teach Yourself VISUALLY Excel 2003 (or earlier versions). Ruth Maran. John Wiley. ISBN: 0-7645-3996-5
- 2) Course of Database Management, Fifth Edition
Philip Pratt, Adamski, ISBN: 0-619-21529-1; Publish date: July 12, 2004; 423 pages
- 3) Absolute Beginners Guide to Microsoft Office 2003
by Authors: Jim Boyce; Released: 15 September, 2003; ISBN: 0789729679
- 4) Microsoft® Office Access 2003 Step by Step
Online Training Solutions Inc.; Pages 368; Published 08/27/2003; ISBN 0-7356-1517-9
- 5) Neish, W & Kahwati, Computer accounting using MYOB, 7th edn, McGraw-Hill Book Company Australia Pty Limited, Roseville, Australia.

UNIT WEB PAGE

Information relating to this unit can be found by visiting the Macquarie University Statistics Department web site. The URL for this unit is <http://www.stat.mq.edu.au/units/mist800/>

LEARNING OUTCOMES

By the end of this unit students should be able to:

- know when and how to use filtering, vlookup, hlookup, pivot tables and a variety of formulae in Excel
- know how to set up a macro in Excel and how to do simple editing of a macro
- understand the role of different measures of location and spread
- understand the concepts of distributions of variables, sampling distributions, confidence intervals, hypothesis tests
- know how to carry out elementary data analysis using Excel commands
- understand what is meant by a relational database
- set up a small business database
- create Access tables, relationships, queries and forms for a database
- use MYOB to carry out basic accounting procedures

GENERIC SKILLS

University study aims, not only to provide you with knowledge and skills in a particular academic discipline, but also to equip you with some generic skills. By the end of this unit students should:

- be able to deliver a short talk using *Microsoft* PowerPoint
- be advanced users of MS Excel
- have improved their written communication skills, particularly report writing skills
- have learnt how to handle variability and to make judgements based on varying data
- have learnt to be sceptical of claims based on poor data or no data.
- be confident in the use of different software packages for solving problems

TEACHING AND LEARNING STRATEGY

- students are expected to attend all the lectures and the practicals
- practical exercises are set for most of the 12 weeks and these contain specific questions that have to be completed. Solutions are

to be submitted to ERIC. These are essential to fix ideas given in the lectures

- if for any reason, students can not hand in their assessment tasks on time, they have to contact one of the teaching staff in advance
- students are to hand in their solutions and to collect their marked papers from ERIC (Economic Resource & Information Centre) C5C244. Marks are 0 = unsatisfactory, ½ = barely acceptable, 1 = satisfactory.
- in general, solutions to prac exercises will not be given out however individual help can be given during consultation hours. Solutions to some of the data analysis exercises will be made available.

ASSESSMENT

Weekly lab exercises related to the material given in lectures. These weekly lab exercises will be checked very briefly by a tutor who will give the mark of 1, ½ or 0. The checked exercises will be placed back in ERIC about two weeks after the deadline for handing them in. The deadline is given in the lab exercise. There are 5 marks available for satisfactory completion of all lab exercises (there are 10 lab exercises, 1 mark corresponding to 0.5%).

It is essential that Assignments and Lab Exercise solutions have a cover sheet with the student's ID, Given Name and Family Name at the TOP of the sheet.

See the website given below (on the Assessment page) where you will find Cover page forms.

A student's coursework will be deemed "unsatisfactory" if a student hands in fewer than 70% of the lab exercise solutions. Attendance at labs is compulsory.

Three assignments (total 25%). Assignment 1 (worth 10%) is given in week 5 for submission before the lecture in week 7. Assignment 2 (worth 10%) will be given in week 7 for submission before the lecture in week 9, the second week back after the midsemester break. Assignment 3 (worth 5%) on MYOB will be given out in week 12 for handing in by Friday of week 13. You need to hand them into the appropriate box in ERIC (C5C240). These assignments will be marked and solutions issued.

Webpage presentation (5%). Students are to create a webpage designed according to instructions given in lectures. During week 12 the webpage will be examined in the labs. The student presents the webpage to an examiner who will ask the student some questions about the code used to construct the page. The page must include working links and a table.

PowerPoint presentation (5%). In the final week of semester, week 13, each student is to give a 3 minute presentation using MS PowerPoint on a topic to be announced during lectures. There will be a small audience of fellow students as well as an examiner.

Final examination (65%) will be on week 14. The examination is 'closed book'. You may refer only to a single self-prepared A4 sheet of crib notes (both sides may be used). Calculators are permitted, but may be used only as calculators, and not as storage devices. Mobile phones should be disabled.

Full marks may be obtained by correctly answering all the questions in the exam. Marks allocated to the questions will be given on the cover page of exam paper.

A special sample exam paper will be made available over the web before the final exam.

NOTE: To obtain a passing grade, both coursework and exam performance must be satisfactory.

RELATIONSHIP BETWEEN ASSESSMENT AND LEARNING OUTCOMES

While attendance at classes is important it is only a small proportion of the total workload for the unit: reading, research in the library, completing assignments, using the computer and private study are all part of the work involved. At Macquarie it is expected that the average student should spend four hours per week per credit point.

You are expected to present yourself for examination at the time and place designated in the University Examination Timetable. Your final exam will be on week 14, Price Theatre at the same time that the lecture would normally take place.

Only in the event of documented illness or unavoidable disruption will consideration be given to a candidate who is seeking to sit the exam at a time other than the advertised time. In such circumstances the candidate will need to apply for Special Consideration. Information about unavoidable disruption and the special consideration process is available at <http://www.reg.mq.edu.au/Forms/APSCon.pdf>

If a Supplementary Examination is granted as a result of the Special Consideration process the examination will be scheduled after the conclusion of the official examination period.

You are advised that it is Macquarie University policy not to set early examinations for individuals or groups of students. All students are expected to ensure that they are available until the end of the

teaching semester, that is, the final day of the official examination period.

UNIVERSITY POLICY ON GRADING

Academic Senate has a set of guidelines on the distribution of grades across the range from fail to high distinction. Your final result will include one of these grades plus a standardised numerical grade (SNG).

On occasion your raw mark for a unit (i.e., the total of your marks for each assessment item) may not be the same as the SNG which you receive. Under the Senate guidelines, results may be scaled to ensure that there is a degree of comparability across the university, so that units with the same past performances of their students should achieve similar results.

It is important that you realise that the policy does not require that a minimum number of students are to be failed in any unit. In fact it does something like the opposite, in requiring examiners to explain their actions if more than 20% of students fail in a unit.

The process of scaling does not change the order of marks among students. A student who receives a higher raw mark than another will also receive a higher final scaled mark.

The grades and what they mean are given as below:

- HD – High Distinction** Denotes a performance that meets all unit objectives in such an exceptional way and with such marked excellence that it deserves the highest level of recognition.
- D – Distinction** Denotes performance that clearly deserves a very high level of recognition as an excellent achievement in the unit.
- C – Credit** Denotes performance that is substantially better than would normally be expected of competent students in the unit.
- P – Pass** Denotes performance that satisfies unit objectives.
- PC – Conceded Pass** Denotes performance that meets unit objectives only marginally.
- F – Fail** Denotes that a candidate has failed to complete a unit satisfactorily.

For further explanation of the policy see

<http://www.mq.edu.au/senate/MQUonly/Issues/Guidelines2003.doc> or
<http://www.mq.edu.au/senate/MQUonly/Issues/detailedguidelines.doc>.

PLAGIARISM

The University defines plagiarism in its rules: "Plagiarism involves using the work of another person and presenting it as one's own." Plagiarism is a serious breach of the University's rules and carries significant penalties. You must read the University's practices and procedures on plagiarism. These can be found in the *Handbook of Undergraduate Studies* or on the web at:
<http://www.student.mq.edu.au/plagiarism/>

The policies and procedures explain what plagiarism is, how to avoid it, the procedures that will be taken in cases of suspected plagiarism, and the penalties if you are found guilty. Penalties may include a deduction of marks, failure in the unit, and/or referral to the University Discipline Committee.

STUDENT SUPPORT SERVICES

Macquarie University provides a range of Academic Student Support Services. Details of these services can be accessed at
<http://www.student.mq.edu.au>.

ADVANCED STATISTICS COMPUTER LABS AND THEIR CONDITIONS OF USE

We have two labs that students can use during the term: W6B301 and Statistical Information Systems Lab (SIS Lab). Both of these labs are fitted with surveillance cameras and the activities in the room are recorded for security purposes. The first lab is located in building W6B and the SIS Lab is located in the Becton-Dickinson (BD) Building.

To gain access to W6B301

Each student must obtain a swipe-card which is to be used at entry points to the building W6B and (as of mid-year) for entry into the lab in room W6B301. But until mid-year there will be a press button door lock on Room 301 the code for which will be disclosed in lectures.

For the swipe-card, there is a form available from the Dept. Administrator Ms Sue Pe (Room C5C474) or it may be issued in lectures. This has to be completed and returned to Dr Ayse Bilgin (possibly via your lecturer). The forms are entered on a security database and then cards will be programmed for each student. Students are to collect their cards from the front desk of the Division of Economic & Financial Studies. Ask for Ms Hiranya Loader or Ms Sue Coleman who will be able to issue the cards. **YOU WILL NEED TO PAY A REFUNDABLE DEPOSIT OF \$25.**

NOTE:

- you must NOT lend your card to anyone
- you must carry your student ID with you when you use the card
- the campus security officers know the ID's of those students who are currently in the lab. They will periodically check the ID's of students in the lab. *Anyone without their student ID or who does not have his or her **own** swipe-card will be told to leave the building immediately*
- *swipe-cards that have been borrowed from another student will be immediately confiscated and no replacement card will be issued*

W6B301 Opening hours

The lab is open 24 hours per day 7 days per week but students are strongly advised not to remain alone in the room after normal office hours.

To gain access to the SIS Lab

The SIS Lab is in the BD building near the junction of Research Park Road and the road/path running down the centre of the University (past the Library, C5C, the Council Building, E7A, etc.). It is a 5 minute walk from C5C.

Check the map on the website:

http://www.bgo.mq.edu.au/images/S_E.gif

The SIS Lab is on the second floor. As you get out of the lift, turn right then right again and it is the door on the left. If it is locked during weekdays from 9 – 5, contact the dept. (9850 8555) or Julian Leslie (9850 8593). This lab has about 14 computers running Windows and 4 running both Unix and Windows.

NOTE: The lab is to be used for doing lab exercises, assignments and projects arising *only from units that use W6B301 for lectures/tutorials or prac classes.*

SIS LAB OPENING HOURS

The SIS Lab is open only during the hours of 9 am – 6 pm on weekdays. IT IS NOT AVAILABLE OUTSIDE THESE HOURS. STUDENTS MUST LEAVE THE LAB BY 6pm. UNDER NO CIRCUMSTANCES IS A COURSEWORK MASTERS STUDENT TO REMAIN IN THIS LAB AFTER HOURS.

Obtaining User Account in these labs

Each student will be given a user name and password for these labs. After the first time logging into the server, the students need to change their password. The new (changed) password will expire in 30 days and needs to be changed again. If you do not change your password, you will not be able to login to the server again. If this happens, please talk to your tutor or the computer lab administrator (Mr.).

A time table for the classes scheduled for each week will be displayed on the door of W6B301. If there is a class in progress, students who are not enrolled in that class are not allowed to use the computers in the lab without permission from the tutor.

**MIST800 Computer Applications in Business
UNIT SCHEDULE**

WEEK	LECTURE TOPIC		Assessment Dates
2 Mar W1	Introduction to Excel	Intro to data analysis	
9 Mar W2	Further Excel, H&VLOOKUP, MATCH&INDEX	Summary measures	
16 Mar W3	Excel: Filtering & Pivot Tables	Box plots	
23 Mar W4	Using Macros in Excel	Introduction to VBA	
30 Mar W5	What is a database?	Introduction to Access	Ass1 issued
6 Apr W6	Database: Tables & Forms	Tables & Forms (cont.)	
13 Apr W7	Database: Access Queries and Reports	Queries and Reports (cont.)	Ass2 issued and Ass1 submitted
SEMESTER BREAK: 16 April – 1 May			
4 May W8	Presentation Skills	Further Data Analysis or VBA	
11 May W9	Further Data Analysis	Further Data Analysis	Ass2 submitted
18 May W10	Web page design	Web page design	
25 May W11	MYOB	Further Data Analysis	Ass 3 issued
1 June W12	MYOB	Review of Data Analysis	
8 June W13	PowerPoint presentations (NO LECTURE)	NO LECTURE	Ass3 submitted

Note that all lab exercises are to be placed in ERIC C5C244

**DONOT REMOVE
THE STAPLES**