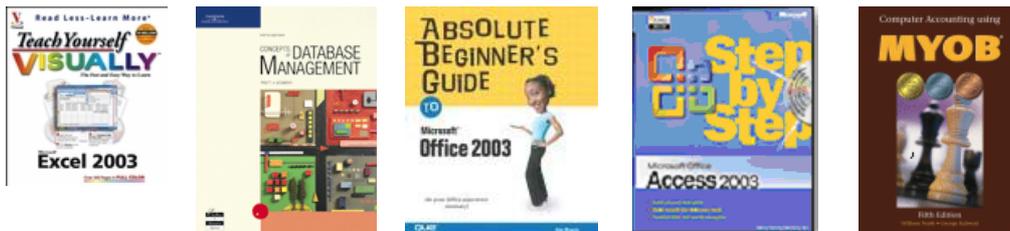




MIST800 – Computer Application in Business

Second Semester 2007

Unit Outline



Lecturer in Charge: Julian Leslie, E4A544

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: E4A544
Phone: 9850 8593
e-mail: jleslie@efs.mq.edu.au
Consultation hours: 9am – 11am Tues

Access:

Dr Ayse Bilgin
Room: E4A515
Phone: 9850 8509
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Consultation hours: Mon: to be advised

MYOB:

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

CLASSES

Lectures

Lectures begin in Week 1. **Semester 1:** Wednesday 6 pm – 8 pm, (E4B306) and **Semester 2:** Wednesday 2 pm – 4 pm, (E4B306).

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 E4B306 (**Sem1:** Wed 8pm – 10 pm and **Sem 2:** Wed 4pm – 6pm).

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 WebCT MIST800 site.

WEBCT ACCESS

There is a WebCT site for this subject. Students are required to log into WebCT using their Student ID Number and myMQ Portal Password (note, information about how to get hold of your password is provided in the weblink below)

The Web site for WebCT log in is: <http://online.mq.edu.au>

How to use WebCT is explained in the welcome message in the discussion board

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) E4B106. 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%). Assignment 2 (worth 10%). Assignment 3 (worth 5%) on MYOB will be given out in week 12 for handing in by Thursday 4pm of week 13. You need to hand them into the appropriate box in ERIC (E4B106).

These assignments will be marked and solutions for Assignments 1 and 2 will be placed on the MIST800 WebCT site.

Webpage presentation (5%). Students are to create a webpage designed according to instructions given in lectures. During week 10 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 week 9 of semester 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 most likely be in week 15 (refer to announcements in the MIST800 WebCT site for the actual date, time and location). 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 must be turned off.

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 WebCT before the final exam.

NOTE: To obtain a passing grade, both coursework and exam performance must be satisfactory (in each component at least 45% with an overall mark of at least 50%).

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 indicated on the WebCT site.

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/APSCons.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

The Statistics Department have two labs that students can use: E4B308 and E4B202. Students will be issued with special swipe-cards that grant access to those labs. The cards must only be used by the student to whom it is issued. The card will be confiscated by the university security officer if the card is being used by a person that it was not issued to. In other words, **DO NOT LEND YOUR CARD TO ANYONE**. The swipe-card must be returned to E4B542 by the date of the final exam.
NOTE: PRAC SESSIONS FOR 2007 WILL BE IN THE LAB E4B306.

NORMAL OPENING HOURS FOR ALL LABS IN E4B (may be altered without notice)

Term Time (Teaching and exam period only):

8 am – 10 pm Monday – Friday
9 am – 5 pm Saturday, Sunday

Outside Term Time (including midsemester break, midyear break):

9 am – 7 pm Monday – Friday
9 am – 5 pm Saturday, Sunday

WARNING: students are strongly advised not to remain alone in the labs after normal office hours. You should seek out a lab that has other students working in it and/or has a lab monitor.

You are encouraged to phone University Security

- **phone x7112 from inside the lab,**
- **see <http://www.bgo.mq.edu.au/security2.htm>)**

at any time after hours, during term time, if you require an escort to your vehicle or public transport.

WHILE USING E4B LABS YOU MUST COMPLY WITH ANY REQUEST BY MACQUARIE UNIVERSITY SECURITY STAFF.

Check the map on the website:

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

NOTE: The lab is to be used for doing lab exercises, assignments and projects arising *only from units that use E4B306 for lectures/tutorials or practical classes.*

PROBLEMS WITH LAB COMPUTERS?

Problems with lab computers (E4B308 or E4B202) should be reported as follows:

1. if the problem occurs during a class report problem to your tutor
2. if problem occurs outside class time, then report problem by phone or e-mail to the lab administrator

Mr Alfred Wong awong@efs.mq.edu.au (ext 6469)

If Mr Wong is not available, try the Computer monitors one of which should be in a computer lab on the same floor as the lab you are in.

USE YOUR MU E-MAIL BROWSER ACCOUNT and no other (staff are instructed to ignore e-mails from Hotmail accounts, etc). BE SURE TO INCLUDE YOUR NAME AND CLASS, THE LAB AND PC NUMBER AND A BRIEF DESCRIPTION OF THE PROBLEM.

**MIST800 Computer Applications in Business
UNIT SCHEDULE**

| WEEK | LECTURE TOPIC First hour | LECTURE TOPIC Second hour | Assessment Dates |
|------------------------|--|---|--|
| W1 | Introduction to Excel | Intro to data analysis | |
| W2 | Further Excel, H&VLOOKUP, MATCH&INDEX | Summary measures | |
| W3 | Excel: Filtering & Pivot Tables | Box plots | Ass1 issued |
| W4 | Presentation Skills | Using Macros in Excel | |
| W5 | Further Data Analysis | Data Analysis | |
| W6 | Web page design (HTML programming) | Web page design (cont.) | Ass1 submitted |
| W7 | What is a database? | Introduction to Access | PowerPoint presentation |
| SEMESTER BREAK: | | | |
| W8 | Database: Tables & Forms | Tables & Forms (cont.) | Ass2 issued Web page demonstration |
| W9 | Database: Access Queries and Reports | Queries and Reports (cont.)Further Excel Macros | |
| W10 | Data Analysis | Data Analysis (cont.) | |
| W11 | MYOB | Further Data Analysis | Ass2 submitted Ass 3 issued |
| W12 | MYOB | Further Data Analysis | |
| W13 | Revision lecture | Revision Lecture | Ass3 submitted |

The order in which the material is presented may deviate from the above timetable from time to time.

Note that all lab exercises are to be placed in ERIC E4B106