

GRANDE PRAIRIE REGIONAL COLLEGE

COURSE OUTLINE - WINTER 1997

COMPUTING SCIENCE 3210

Management Information Systems - Business Data Processing

INSTRUCTOR Kenward Chin

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Office Hours: To be announced.

Office hours may also be arranged by individual appointment with the instructor.

PREREQUISITES

AC 3110: Introductory Accounting

COURSE DESCRIPTION

The use of the computer and related devices in achieving the data processing and information objectives of the organization will be included. Hardware, software and the development of business data processing applications will be covered. Instruction will include the use of application packages and generators.

COURSE MATERIALS

Required Text:

Parker, Charles S.. *Computers and Their Applications*, 4th ed. The Dryden Press, 1995.

Materials:

Several 3½" floppy disks are required for saving your work.

DATES TO REMEMBER

Jan 20, 1997	Last day to Drop Registration for winter courses.
Feb 24 - 28, 1997	Winter Break.
Mar 7, 1997	Last day for Withdrawing With Permission, or Changing Registration Status from credit to audit or audit to credit for winter courses.
Apr 10, 1997	Last scheduled day of classes.
Apr 14 - 18; 21 - 22, 1997	Winter Semester Exam Period. The final exam may be scheduled <i>at any time</i> during this period. <i>Students must be available for final examinations up to the last day of the examination period.</i>

EVALUATION PROFILE AND GRADING

Quizzes, Assignments	30%
Term Test 1	15%
Term Test 2	20%
Final Exam	25%
	100%

The final percentage achieved by the student will be converted to GPRC's nine point scale as follows:

9	90 - 100	4	50 - 56
8	80 - 89	3	45 - 49
7	72 - 79	2	26 - 44
6	65 - 71	1	0 - 25
5	57 - 64		

HANDING IN ASSIGNMENTS

Assignments should be securely fixed together with staples or fixed in binders/duotangs for submission. Assignments that are handed in loose will be penalized. Each assignment should have a title page showing your name, the course name, the assignment number and the date of submission (not due date). I suggest that you develop a standard title page using a word processor, that you can easily modify for your assignments. When assignments consist of several pages, it is the *student's* responsibility to ensure that all portions of the assignment are handed in together. Assignments must be presented in a neat and well-organized fashion; marks will be deducted for sloppy presentation.

LATE ASSIGNMENTS

The due date for each assignment will be given on the assignment handout. Assignments are due *at the beginning of class* on the given due date. If an assignment is handed in after the beginning of class on the due date, it will be penalized 5%. Those assignments that are not handed in on or before the due date will be penalized 10% per school day late (for example, an 80% assignment due on Friday but handed in on Tuesday would be considered 2 days late, and would receive a final mark of 64%). Any assignment more than a week late will *not* be accepted, without prior permission of the instructor. Late assignments should be handed in to the instructor in person, or slipped under the instructor's office door. *It is the student's responsibility to ensure that assignments get to the instructor!*

Note: If a portion of an assignment is handed in late, the *entire* assignment is deemed to have been submitted at that time, and will be penalized accordingly. Thus, handing in part of an assignment late causes the rest of that assignment to be penalized as well.