INFS5978
ACCOUNTING INFORMATION SYSTEMS

Course Outline
Semester 1, 2012

Table of Contents

PART A: COURSE-SPECIFIC INFORMATION

1 STAFF CONTACT DETAILS

Position	Name	Email	Room	Phone
Lecturer-in-charge	Farhad Daneshgar	f.daneshgar@unsw.edu.au	QUAD 2106	9385 4241
Co-Lecturer	Paola D'Isanto	p.disanto@unsw.edu.au	QUAD 2094	9385 7436
Tutor	Chona Ryan	TBA	TBA	TBA

The best way to contact your lecturer or tutor is via email or during their consultation times. Please note that only your UNSW email account will be used for formal notices and correspondence regarding the course.

Consultation Times:
  Monday 13:00 – 14:00
  Tuesday: 11:00 – 12:00
There will also be a lab instructor assigned to the Course to assist with the MYOB Lab component. Full contact details and consultation hours for all staff will be managed via the Course website – Blackboard – http://www.elearning.unsw.edu.au/

2 COURSE DETAILS

2.1 Teaching Times and Locations

Lectures start in Week 1 (to Week 12): The Time and Location are:
The course will comprise one 3-hour session each week – some of this time will be spent in discussion of the topic scheduled for that week, some in presentations by staff and students, and some in labs. Actual times spent on these activities will vary from week to week. Class time/s and Location/s are as follows:

	Class Type	Time	Location
Monday	Lecture	2:00pm – 4:00pm	Central Lecture Block 4 (CLB 4)
Monday	Lecture	6:00pm – 8:00pm	Central Lecture Block 3 (CLB 3)

Lab – MYOB sessions will commence Week 2. Students must attend one Lecture stream (2hrs) and one Lab – MYOB session (1hr), totalling 3 hours per week. Details of Lab sessions are as follows:

	Class Type	Time	Location
Monday	Lab 13B	1:00pm – 2:00pm	QUAD Lab 6
Monday	Lab 16A	4:00pm – 5:00pm	QUAD Lab 1
Monday	Lab 17A	5:00pm – 6:00pm	QUAD Lab 1
Monday	Lab 20A	8:00pm – 9:00pm	QUAD Lab 5

2.2 Units of Credit

Accounting Information Systems, INFS5978 is worth 6 units of credit.
There is no parallel teaching in this course.

2.3 Summary of Course

Accounting Information Systems is a 1st year postgraduate course in the Master of Professional Accounting degree program – offered by the School of Accounting. The Master of Professional Accounting provides an excellent multidisciplinary introduction to business with a focus on accounting and enables students to obtain recognition by the two major Australian professional accounting bodies: CPA Australia, and the Australian Institute of Chartered Accountants.

Time-based competition has become the major focus of many businesses in the 21st century. Organisations are increasingly seeking to use and Information Systems (IS) and Information Technology (IT) in order to rise to business challenges as quickly as possible and to gain competitive advantage.

The rise of the digital economy has seen the need for knowledge and skills in relation to IT and IS being becoming crucial, central and critical components of any business studies degree program. Today's business students need to be able to demonstrate their understanding of IT and IS and its application in a business environment. Just as business students need to be able to understand and articulate the role that economic policies and financial statements – such as the balance sheet and profit and loss statement – play in managing an organisation's accounting systems, so too do they need to understand the roles that different types of information systems play in supporting the decision making processes of the different levels of organisational management.

2.4 Course Aims and Relationship to Other Courses

The aim of this course is to provide an introduction to the fundamentals of Managing Information Systems – with particular emphasis on the Accountant's perspective. The course will cover topic areas such as e-Commerce, and the proliferation of the Internet in a business environment.

INFS5978 seeks to encourage students to apply theoretical aspects of IS and IT to the real-world accounting decision-making environment and incorporates a practical component through the use of an integrated accounting software package.

Specifically, this course aims to:

2.4.1   Introduce you – the business student – to the fundamentals of managing information systems;

2.4.2   Encourage you to apply what you have learnt from the course to the real-world accounting decision making environment;

2.4.3   Provide you with hands-on usage of accounting information systems and tools relevant to the area;

2.4.4   Involve you in course activities (e.g. seminar style, debates) in such a way as to promote your interpersonal communication and project management skills; and

2.4.5   Create an awareness of the ethics / social implications / professional practice of managing information systems.

2.5   Student Learning Outcomes

Once you have completed this course you will have attained the following learning outcomes:

LO-1   Describe the role of information systems in today's competitive business environment and how Internet technology can facilitate management and co-ordination of internal and inter-organisational business processes in this new Digital economy.

LO-2   Explain the roles that different types of information systems play in supporting the decision making process of the different levels of organisational management.

LO-3   Explain how you, as a business graduate will be able to help your organisation to successfully conduct business electronically using Internet technology.

LO-4   Apply skills in information seeking to identify resources from multiple information sources, in a variety of formats and assess their suitability and appropriateness for a particular purpose.

LO-5   Demonstrate an awareness of the ethical and social issues, as well as the professional issues surrounding the use of information systems in an organisational context.

ASB Graduate Attributes

This course contributes to your development of the following Australian School of Business Graduate Attributes, which are the qualities, skills and understandings we want you to have by the completion of your degree:

Course Learning Outcomes	ASB Graduate Attributes
2,3,4	1. Critical thinking and problem solving
2,3	2. Communication
3,4	3. Teamwork and leadership
1,3,4,5	4. Social, ethical and global perspectives
1,4,5	5. In-depth engagement with relevant disciplinary knowledge
3,4,5	6. Professional skills

To see how the ASB Graduate Attributes relate to the UNSW Graduate Attributes, refer to the ASB website (Learning and Teaching >Graduate Attributes).

3 LEARNING AND TEACHING ACTIVITIES

3.1 Approach to Learning and Teaching in the Course

At the PG/Masters University level, the focus is on your self-directed search for knowledge. Lectures, textbooks, Lecture notes, exams and other resources are all provided as a service to assist you in this endeavour.

It is recognised that students are individuals who bring a diverse range of experiences, interests and abilities and that these aspects will influence your own learning. The responsibility for learning lies with you – the student. It is your choice as to how much work you do in this course, whether it be preparation for lectures; completion of deliverables; study for exams; or seeking assistance to extend and clarify your understanding. You must choose the approach which best suits your learning style and goals in this course.

The fundamental approach to learning in this course can be summarised as follows:

- *Understand* rather than *Memorise*
- *Take responsibility* for your own learning
- *Explore and test ideas*, don't limit yourself to textbook situations
- *Work collaboratively* with others
- Above all, *enjoy the experience*

3.2 Learning Activities and Teaching Strategies

The course involves two key components in your learning – the lecture and the laboratory component.

3.2.1 Lecture
The lecture will provide an overview of the topic scheduled for that week and will focus on explaining the concepts and issues, with a particular focus on the practical application in an organisational context. It may also involve a number of small group-based exercises and discussions and more general class wide discussion. The lecture will be an interactive learning opportunity for which you will need to come prepared.

3.2.2 Laboratory
The laboratory component will seek to provide a practical and "hands-on" perspective via the use of an integrated accounting software package.

4 ASSESSMENT

4.1 Formal Requirements
To receive a pass grade in this course, you must meet ALL of the following criteria:
- Attain an overall mark of at least 50%.
- Attend at least 80% of all scheduled classes.
- Attain a satisfactory performance in each component of the course. A mark of 45 percent or higher is normally regarded as satisfactory.
- Attain a mark of at least 45% in the final exam.

- In the case of peer assessed group work, the mark assigned to each member of the group may be scaled based on peer assessment of each member's contribution to the task.

The School reserves the right to scale final marks to a mean of 60%.

It should be noted that group members are expected to work in a harmonious and professional fashion which includes adequate management of non-performing members.

4.2   Assessment Details

Formal assessment in this course is based on all FIVE components shown in the table below. All components are compulsory. Complete details of the assessments and requirements will be provided via the course website – managed via Blackboard – http://www.elearning.unsw.edu.au/

Assessment Task	Weight	Learning Outcomes assessed	ASB Graduate Attributes assessed	Mode	Due Date
Preparation, seminar work and participation	5% *	1-5	1-6	Individual & Group	on-going throughout Session
Information Systems assessment		1,2,3,4			
1. AIS Quiz	10%		1,4,5	Individual	Week 6
2. Group Assignment (max 3,000 words)	20%		1-6	Group, (Max 2 people)	Week 8
MYOB Assessment	20%	1,3,4,5	1,4,5	Individual	Week 13
Final Exam	45%	1-5	1,4,5,	Individual	TBA closed book exam

* (Note that this may include quizzes)

4.3   Assessment Format

Information about the assignment format will be embedded within the notes for each piece of assessment.

Preparation, seminar work and participation (5%)

As well as providing an overview of the topic scheduled for that week, lectures may also involve a number of small group-based exercises and discussions and more general class wide discussion. The lecture will be an interactive learning opportunity for

which you will need to come prepared – a 5% assessment component will be allocated based on preparation, seminar work and active class participation.

Quizzes (30%)

There will be two quizzes for INFS5978. The first will be an Information Systems assessment quiz held in Week 6 on materials covered in lectures Weeks 1–5 inclusive, this will be worth 10%. This will be a closed-book, multiple choice quiz of 1 hour duration comprising 40 questions from both the textbook and lecture materials presented (there will be no MYOB components in this quiz).

The second assessment will be an accounting assessment component and will cover MYOB materials undertaken in the weekly MYOB laboratories. This assessment will be an open-book MYOB quiz of 1 hour duration worth 20%. This assessment will cover all MYOB materials undertaken in the MYOB labs from weeks 2-11.

There will be no opportunity to undertake supplementary quizzes.

Group Assignment (20%)

The group assignment will be available on Blackboard from Week 1. The assignment will be undertaken in groups of four (students may be in different Lecture streams or MYOB Laboratories). The Assignment will consist of one deliverable – max 3,000 words. Assignment marks will be available in the GradeCentre on Blackboard.

Final Examination (45%)

The final examination will be held during the formal end-of-session examination period. Unless you are advised otherwise, the final examination will cover all topics in INFS5978, and will be based on material from lectures, and the textbook. The aim of the final examination is to enable you to demonstrate that you have achieved all the Learning Objectives for this Course. Further details of the exam will be provided in the Week 12 lecture.

4.2 Group Assignment Submission Procedure

Assignments must be submitted both electronically through the TurnitIn system, as well as in hardcopy. Electronic submission must be done by the Friday 5pm of the week due. The Hardcopy version (exact copy) can be submitted during the lecture time on the following week.

4.3 Late Submission

The late submission of group assignments carries a penalty of 10% of the maximum marks for that assignment per day of lateness (i.e. 2 marks each day for Assignment 1). This includes weekends and public holidays, unless an extension of time has been granted by the LIC.

An extension of time to complete an assignment may be granted by the Lecturer-in-Charge in case of misadventure or illness. Applications for an extension of time should be made to the Lecturer-in-Charge by email or in person. You will be required to substantiate your application with appropriate documentary evidence such as genuine medical certificates/hospitalisation, accident reports etc. Please note that work

commitments and computer failures are usually consider insufficient grounds for an extension.

Quality Assurance
The ASB is actively monitoring student learning and quality of the student experience in all its programs. A random selection of completed assessment tasks may be used for quality assurance, such as to determine the extent to which program learning goals are being achieved. The information is required for accreditation purposes, and aggregated findings will be used to inform changes aimed at improving the quality of ASB programs. All material used for such processes will be treated as confidential and will not be related to course grades.

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5 COURSE RESOURCES

The prescribed texts for the course are as follows – they are to be purchased from the UNSW bookshop.

1   Business Driven Information Systems, Australian and New Zealand Edition, 1st Edition, Baltzan, Phillips, Lynch, Blakey; McGraw-Hill, 2010 or later version (ISBN: 9-780070- 277274).
2   MYOB Accounting Plus Version 19, Doug Gourlay & David Flanders, Cengage Learning, 2010 (ISBN: 978-0170193023)

Additional references/texts:
* Managing Information Systems, 11th Edition (or latest), "Managing the Digital Firm", Laudon & Laudon, Pearson, 2009.
* Rainer, R.K and Turban E., "Introduction to Information Systems: Supporting and Transforming Business" 2nd (or latest) Ed., John Wiley & Sons, 2009.
* David M. Kroenke "Experiencing MIS" 2nd Ed., Pearson Prentice Hall 2009.

From time to time additional readings/articles will be set. These materials will be provided on Blackboard, it is your responsibility to acquire a copy of the readings/articles and read them prior to class. The readings for the basis of class activities are considered examinable.

6 COURSE EVALUATION AND DEVELOPMENT

Each year feedback is sought from students and other stakeholders about the courses offered in the School and continual improvements are made based on this feedback. UNSW's Course and Teaching Evaluation and Improvement (CATEI) Process (http://www.unsw.edu.au/learning/pve/catei.html) is one of the ways in which student evaluative feedback is gathered. The School also solicits feedback from students during the session. Significant changes to courses and programs within the School are communicated to subsequent cohorts of students.

A number of improvements have already been made to the course content and delivery based on student previous feedback.

7 COURSE SCHEDULE

Lecture Schedule:
Lecture start in Week 1 and finishes in Week 12

Week starting	Topic	Chapter in Baltzan et al.
Week 1 27 Feb	Introduction to INFS5978 – Accounting Information Systems	N/A
Week 2 5 March	Information Systems in Business	1
Week 3 12 March	Globalisation, Innovation and Organisational Trends	12
Week 4 19 March	e-Business	3
Week 5 26 March	Databases and Data Warehouses	6
Week 6 2 April	Operations Management and Supply Chain **INFS5978 – AIS QUIZ – Location MYOB Labs**	8
Mid-Session Break: Week 9-13 April		
Week 7 16 April	Customer Relationship Management and Business Intelligence	9
Week 8 23 April	Enterprise Resource Planning and Collaboration Systems **INFS 5978 Group Assignment 1 Due 5:00pm Friday 27 April 2012**	10
Week 9 30 April	Strategic Decision Making	2
Week 10 7 May	Systems Development and Project Management	11
Week 11 14 May	Information Systems Security	4
Week 12 21 May	Ethical and Social Issues in Information Systems, Accounting as an Information Profession, Professional Codes of Conduct	4, plus Supplementary Material to be provided
Week 13 28 May	No Lectures **INFS5978 – MYOB Assessment – Location MYOB Labs**	

Please note: Some variations may occur – always check Blackboard Announcements

Tutorial/MYOB Schedule

Tutorials start in Week 2 and finish in Week 13.

Week	Topic	Reading Chapters from Gourley & Flanders
Week 1 27 Feb	No MYOB Lab	
Week 2 5 March	MYOB Lab 1 – Introduction to MYOB Accounting Software & File Creation, Security and Maintenance	1
Week 3 12 March	MYOB Lab 2 – Overview of Accounts & Accounts Command Centre	2
Week 4 19 March	MYOB Lab 3 – Overview of Banking & Banking Command Centre	3
Week 5 26 March	MYOB Lab 4 – Overview of Purchases & Purchases Command Centre	4
Week 6 2 April	**INFS5978 – AIS QUIZ 1**	
Mid-Session Break: Week of 9-13 April		
Week 7 16 April	MYOB Lab 5 – Overview of Sales & Sales Command Centre	5
Week 8 23 April	MYOB Lab 6 – Overview of Payroll & Payroll Command Centre	6
Week 9 30 April	MYOB Lab 7 – Overview of Inventory& Inventory Command Centre	7
Week 10 7 May	MYOB Lab 8 – Integrated Computer Accounting	8
Week 11 14 May	MYOB Lab 9 – Fixed Assets	9
Week 12 21 May	**MYOB Labs – Revision**	
Week 13 28 May	**INFS5978 – MYOB QUIZ 1**	

PART B: KEY POLICIES, STUDENT RESPONSIBILITIES AND SUPPORT

1   ACADEMIC HONESTY AND PLAGIARISM

The University regards plagiarism as a form of academic misconduct, and has very strict rules regarding plagiarism. For UNSW policies, penalties, and information to help you avoid plagiarism see: http://www.lc.unsw.edu.au/plagiarism/index.html as well as the guidelines in the online ELISE and ELISE Plus tutorials for all new UNSW students: http://info.library.unsw.edu.au/skills/tutorials/InfoSkills/index.htm.

To see if you understand plagiarism, do this short quiz: http://www.lc.unsw.edu.au/plagiarism/plagquiz.html.

For information on how to acknowledge your sources and reference correctly, see: http://www.lc.unsw.edu.au/onlib/ref.html.

For the *ASB Harvard Referencing Guide,* see ASB Referencing and Plagiarism webpage (ASB >Learning and Teaching>Student services>Referencing and plagiarism).

2   STUDENT RESPONSIBILITIES AND CONDUCT

Students are expected to be familiar with and adhere to university policies in relation to class attendance and general conduct and behaviour, including maintaining a safe, respectful environment; and to understand their obligations in relation to workload, assessment and keeping informed.

Information and policies on these topics can be found in the 'A-Z Student Guide': https://my.unsw.edu.au/student/atoz/A.html. See, especially, information on 'Attendance and Absence', 'Academic Misconduct', 'Assessment Information', 'Examinations', 'Student Responsibilities', 'Workload' and policies such as 'Occupational Health and Safety'.

2.1   Workload

It is expected that you will spend at least **ten hours** per week studying this course. This time should be made up of reading, research, working on exercises and problems, and attending classes. In periods where you need to complete assignments or prepare for examinations, the workload may be greater.

Over-commitment has been a cause of failure for many students. You should take the required workload into account when planning how to balance study with employment and other activities.

2.2 Attendance

Your regular and punctual attendance at lectures and seminars is expected in this course. University regulations indicate that if students attend less than 80% of scheduled classes they may be refused final assessment.

2.3 General Conduct and Behaviour

You are expected to conduct yourself with consideration and respect for the needs of your fellow students and teaching staff. Conduct which unduly disrupts or interferes with a class, such as ringing or talking on mobile phones, is not acceptable and students may be asked to leave the class. More information on student conduct is available at: https://my.unsw.edu.au/student/atoz/BehaviourOfStudents.html

2.4 Occupational Health and Safety

UNSW Policy requires each person to work safely and responsibly, in order to avoid personal injury and to protect the safety of others. For more information, see http://www.ohs.unsw.edu.au/.

2.5 Keeping Informed

You should take note of all announcements made in lectures, tutorials or on the course web site. From time to time, the University will send important announcements to your university e-mail address without providing you with a paper copy. You will be deemed to have received this information. It is also your responsibility to keep the University informed of all changes to your contact details.

3 SPECIAL CONSIDERATION AND SUPPLEMENTARY EXAMINATIONS

You must submit all assignments and attend all examinations scheduled for your course. You should seek assistance early if you suffer illness or misadventure which affects your course progress.

General Information on Special Consideration:
1. For assessments worth 20% or more, all applications for special consideration must go through UNSW Student Central (https://my.unsw.edu.au/student/academiclife/StudentCentralKensington.html) and be lodged within 3 working days of the assessment to which it refers.
2. If an assessment task is worth less than 20% of the total course assessment, UNSW Student Central will not accept the special consideration unless the student can provide a Medical Certificate that covers three consecutive days.

3. Applications will **not** be accepted by teaching staff, but you should notify the lecture-in-charge when you make an application for special consideration through UNSW Student Central.
4. Applying for special consideration **does not** automatically mean that you will be granted a supplementary exam.
5. Special consideration requests **do not allow** lecturers-in-charge to award students additional marks.

4   STUDENT RESOURCES AND SUPPORT

The University and the ASB provide a wide range of support services for students, including:
- **ASB Education Development Unit (EDU)** (www.business.unsw.edu.au/edu) Academic writing, study skills and maths support specifically for ASB students. Services include workshops, online and printed resources, and individual consultations. EDU Office: Room GO7, Ground Floor, ASB Building (opposite Student Centre); Ph: 9385 5584; Email: edu@unsw.edu.au
- **Blackboard eLearning Support:** For online help using Blackboard, follow the links from www.elearning.unsw.edu.au to *UNSW Blackboard Support / Support for Students*. For technical support, Email: itservicecentre@unsw.edu.au; Ph: 9385 1333
- **UNSW Learning Centre** (www.lc.unsw.edu.au) Academic skills support services, including workshops and resources, for all UNSW students. See website for details.
- **Library training and search support services:** http://info.library.unsw.edu.au/web/services/services.html.
- **IT Service Centre:** Technical support for problems logging in to websites, downloading documents etc. https://www.it.unsw.edu.au/students/index.html. UNSW Library Annexe (Ground floor)
- **UNSW Counselling and Psychological Services** (http://www.counselling.unsw.edu.au) Free, confidential service for problems of a personal or academic nature; and workshops on study issues such as 'Coping With Stress' and 'Procrastination'. Office: Level 2, Quadrangle East Wing; Ph: 9385 5418
- **Student Equity & Disabilities Unit (**http://www.studentequity.unsw.edu.au) Advice regarding equity and diversity issues, and support for students who have a disability or disadvantage that interferes with their learning. Office: Ground Floor, John Goodsell Building; Ph: 9385 4734