



UNSW Business School

# School of Information Systems & Technology Management

## **INFS5978 ACCOUNTING INFORMATION SYSTEMS**

### **Course Outline Semester 1, 2017**

#### **Part A: Course-Specific Information**

Please consult Part B for key information on Business School policies (including those on plagiarism and special consideration), student responsibilities and student support services.

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## PART A: COURSE-SPECIFIC INFORMATION

### 1 STAFF CONTACT DETAILS

Position	Name	Email	Room	Phone
Lecturer-in-charge *	Christine Van Toorn	c.vantoor@unsw.edu.au	QUAD2092A	9385-5642
Co Lecturer	Eric Lim	e.t.lim@unsw.edu.au	QUAD2084	9385-4688
MYOB Tutor	TBC	TBC	TBC	

\* Consultation for Christine Van Toorn TBC

The MYOB Tutor/Lab Instructor has been assigned to the Course to assist with the MYOB Lab component. Full contact details for the MYOB Tutor and consultation hours for all staff will be managed via the Course website – Moodle – <https://moodle.telt.unsw.edu.au/login/index.php>.

The best way to contact your lecturer or tutor is via email or to see them during their consultation times. Please note that only your UNSW email account will be used for formal notices and correspondence regarding the course, all students and staff are expected to use email responsibly and respectfully. Moodle will be used for all course communication i.e. notices, questions regarding assignments and course content.

If you need to contact the school urgently, please call 9385-5320 or email [istm@unsw.edu.au](mailto:istm@unsw.edu.au).

### 2 COURSE DETAILS

#### 2.1 Teaching Times and Locations

Lectures start in Week 1 (to Week 12): Time/s and Location/s are:

Day	Class Type	Time	Location
Stream A Monday	Lecture	2:00pm – 4:00pm	Central Lecture Block – CLB 6 (K-E19-103)
Stream C Monday	Lecture	2:00pm – 4:00pm	Central Lecture Block – CLB 4 (K-E19-G05)
Stream B Monday	Lecture	6:00pm – 8:00pm	Tyree Energy Technologies – LG05 (K-H6-LG05)
Stream D Monday	Lecture	6:00pm – 8:00pm	Central Lecture Block – CLB 4 (K-E19-G05)

MYOB Labs/Tutorials start in Week 2 (to Week 13). A full list of MYOB Labs/Tutorials, times and tutors will be on the Course Website.

The timetable is subject to change. The current timetable is available on the school website: <http://www.timetable.unsw.edu.au/current/INFS5978.html>.

## 2.2 Units of Credit

The course is worth 6 units of credit. There is no parallel teaching in this course.

## 2.3 Summary of Course

In the digital era, time-based competition has become the major focus of many businesses. Organisations are increasingly seeking to use 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 IS and IT 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 IS and IT 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

Accounting Information Systems is a 1<sup>st</sup> year postgraduate course in the Master of Professional Accounting, and the Master of Accounting and Business Information Technology degree programs – offered by the School of Accounting. These Degrees provide an excellent multidisciplinary introduction to business with a focus on accounting and enable students to obtain recognition by the two major Australian professional accounting bodies: CPA Australia, and the Australian Institute of Chartered Accountants.

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.

## 2.5 Student Learning Outcomes

The Course Learning Outcomes are what you should be able to DO by the end of this course if you participate fully in learning activities and successfully complete the assessment items. Once you have completed this course you will be able to:

- LO-1 Describe Information Systems (IS) components and their use in an organisational setting.
- LO-2 Explain how organisations could use IS and IT (Information Technology) to aid with the managerial decision-making processes.

- LO-3 Illustrate how organisations could use IS and IT to help improve organisational and managerial efficiency and effectiveness.
- LO-4 Describe different approaches for developing information systems.
- LO-5 Propose how an organisation could use (IS/IT) to compete in a global marketplace.
- LO-6 Evaluate the range of cultural, security, privacy and ethical issues facing individuals and organisations as a result of IS/IT.
- LO-7 Evaluate and use appropriate information seeking tools and technologies.
- LO-8 Communicate an argument effectively in oral and written form.

The Learning Outcomes in this course also help you to achieve some of the overall Program Learning Goals and Outcomes for all postgraduate coursework students in the Business School. Program Learning Goals are what we want you to BE or HAVE by the time you successfully complete your degree (e.g. 'be an effective team player'). You demonstrate this by achieving specific Program Learning Outcomes – what you are able to DO by the end of your degree (e.g. 'participate collaboratively and responsibly in teams').

For more information on the Postgraduate Program Learning Goals and Outcomes, see Part B of the course outline.

**Business Postgraduate Coursework Program Learning Goals and Outcomes**

**1. Knowledge: Our graduates will have current disciplinary or interdisciplinary knowledge applicable in local and global contexts.**  
You should be able to identify and apply current knowledge of disciplinary or interdisciplinary theory and professional practice to business in local and global environments.

**2. Critical thinking and problem solving: Our graduates will have critical thinking and problem solving skills applicable to business and management practice or issues.**  
You should be able to identify, research and analyse complex issues and problems in business and/or management, and propose appropriate and well-justified solutions.

**3. Communication: Our graduates will be effective communicators in professional contexts.**  
You should be able to:

- a. Produce written documents that communicate complex disciplinary ideas and information effectively for the intended audience and purpose, and
- b. Produce oral presentations that communicate complex disciplinary ideas and information effectively for the intended audience and purpose.

**4. Teamwork: Our graduates will be effective team participants.**  
You should be able to participate collaboratively and responsibly in teams, and reflect on your own teamwork, and on the team's processes and ability to achieve outcomes.

**5. Ethical, social and environmental responsibility: Our graduates will have a sound awareness of ethical, social, cultural and environmental implications of business issues and practice.**  
You should be able to:

- a. Identify and assess ethical, environmental and/or sustainability considerations in business decision-making and practice, and
- b. Consider social and cultural implications of business and /or management practice.

The following table shows how your Course Learning Outcomes relate to the overall Program Learning Goals and Outcomes, and indicates where these are assessed (they may also be developed in tutorials and other activities):

Program Learning Goals and Outcomes		Course Learning Outcomes	Course Assessment Item
<i>This course helps you to achieve the following learning goals for all Business postgraduate coursework students:</i>		<i>On successful completion of the course, you should be able to:</i>	<i>This learning outcome will be assessed in the following items:</i>
1	Knowledge	<ul style="list-style-type: none"> <li>Describe Information Systems (IS) components and their use in an organisational setting.</li> <li>Describe different approaches for developing information systems.</li> </ul>	<ul style="list-style-type: none"> <li>MYOB Labs</li> <li>Midsession Quiz</li> <li>Group Assignment</li> <li>MYOB Quiz</li> <li>Final exam</li> </ul>
2	Critical thinking and problem solving	<ul style="list-style-type: none"> <li>Explain how organisations could use IS and IT (Information Technology) to aid with the managerial decision-making processes.</li> <li>Illustrate how organisations could use IS and IT to help improve organisational and managerial efficiency and effectiveness.</li> <li>Propose how an organisation could use (IS/IT) to compete in a global marketplace.</li> <li>Evaluate and use appropriate information seeking tools and technologies.</li> </ul>	<ul style="list-style-type: none"> <li>MYOB Labs</li> <li>Midsession Quiz</li> <li>Group Assignment</li> <li>MYOB Quiz</li> <li>Final exam</li> </ul>
3a	Written communication	Communicate an argument effectively in written form.	<ul style="list-style-type: none"> <li>Group Assignment</li> </ul>
3b	Oral communication	Communicate an argument effectively.	<ul style="list-style-type: none"> <li>MYOB Lab (participation mark)</li> <li>Part of Lecture participation but not separately assessed.</li> </ul>
4	Teamwork	Illustrate an ability to work independently and in a group.	<ul style="list-style-type: none"> <li>Group Assignment</li> <li>MYOB Quiz</li> </ul>
5a	Ethical, social and environmental responsibility	Evaluate the range of cultural, security, privacy and ethical issues facing individuals and organisations as a result of IS/IT.	<ul style="list-style-type: none"> <li>MYOB Lab</li> <li>Group Assignment</li> <li>Final Exam</li> </ul>
5b	Social and cultural awareness	Evaluate the range of social and cultural issues facing individuals and organisations as a result of IS/IT.	<ul style="list-style-type: none"> <li>Group Assignment</li> <li>Final Exam</li> </ul>

## 3 LEARNING AND TEACHING ACTIVITIES

### 3.1 Approach to Learning and Teaching in the Course

At the PG/Masters 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.

#### 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.

#### Laboratory – MYOB Tutorial

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

#### Forming a Group

You will be required to form a group of 4 members to complete your group assignment. Groups have to be formed by the end of WEEK 3. This will be facilitated by the Course Website – Moodle. Try to create a good mix of people based on background and experience. Your group must be self-managing. You will be required to keep your group meeting minutes for peer evaluation and project management purpose. **Groups do NOT have to be formed within the same MYOB Lab/Tutorial or Lecture classes.**

## 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% 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%.

### 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 Moodle.

Assessment Task	Weight	Length/Mode	Due Date
Preparation, seminar work and participation	5% *	Individual & Group	on-going throughout Session
<b>Information Systems assessment</b>			
1. Midsession QUIZ	10%	1 Hour	<b>Week 5 – during the allocated Lab Times</b>
2. Assignment Deliverable	20%	Max 3,000 words Group (Max 4 Members)	<b>Week 8 – Friday 28 April 12noon</b>
<b>Accounting assessment MYOB QUIZ</b>	20%	2 Hours	<b>Week 12 – To be held on: Mon 22; Tue 23; Fri 26 and Sat 27 May</b>
<b>Final Exam</b>	45%	2 Hours	University Exam Period. Closed book exam
<b>Total</b>	<b>100%</b>		

\*(Note that this may include quizzes and/or hand-ups)

### 4.3 Assessment Format

Information about the assignment format will be embedded within the notes for each piece of assessment and will be posted on the Course Website.

### **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 group-based exercises and discussions.

The MYOB Lab/Tutorial component will be an interactive learning opportunity for which you will need to come prepared – a 5% assessment component will be allocated based on attendance, preparation, work and active class participation.

### **Quizzes (30%)**

There will be two quizzes for INFS5978. The first will be a midsession quiz held in Week 6 on materials covered in lectures Weeks 1-4 inclusive; this will be worth 10%. This will be a **closed-book** quiz of 1 hour duration comprising of multiple choice and short answer questions from both the textbook and lecture materials.

The second quiz will be an accounting assessment component and will cover MYOB materials undertaken in the weekly MYOB laboratories. This quiz will be an MYOB quiz of 2 hours duration (actual quiz time of 1 hr 45 minutes) worth 20%. The quiz will cover all of the MYOB materials undertaken in the MYOB labs from weeks 2-11.

The MYOB Quiz will be held in **Week 12** across the following days: Mon 22; Tue 23; Fri 26 and Sat 27 May. Students will be allocated to classes based on MYOB Lab time and other University/personal commitments/requirements. There will be no opportunity to undertake supplementary quizzes.

### **Group Assignment (20%)**

The group assignment will be available on Moodle from Week 4. The assignment will be undertaken in groups of four (maximum). Students may be from different Lecture streams or MYOB Tutorials/Labs. The Assignment will consist of one deliverable – max 3,000 words that will be submitted using Turnitin. Students will be required to submit a Peer Assessment, indicating all Group Members' contribution to the Assignment.

### **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 attained all the Learning Outcomes for this Course. Further details of the exam will be provided in the Week 12 lecture.

## **4.4 Assignment Submission Procedure**

Information about how assignments are to be submitted will be embedded within the notes for each piece of assessment and will also be included on Moodle.

## **4.5 Late Submission**

The late submission of 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 will beed

to 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 medical certificates, accident reports etc. Please note that work commitments and computer failures are usually considered insufficient grounds for an extension.

#### **Quality Assurance**

The Business School 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 Business School programs. All material used for such processes will be treated as confidential.

## **5 COURSE RESOURCES**

The website for this course is on Moodle at:

<https://moodle.telt.unsw.edu.au/login/index.php>

The prescribed texts for the course are as follows – they are available from the UNSW bookshop.

- *Business-Driven Information Systems*, Australian and New Zealand Edition (3rd Edition), Baltzan, Lynch and Fisher, McGraw-Hill, 2015 (ISBN: 9781743760741).
- *MYOB AccountRight 2014.3; (1<sup>st</sup> Edition)* GOURLAY, D. and FLANDERS, D, Cengage Learning, 2016 (ISBN: 9780170370738).

#### **Additional references/texts:**

- *Management Information Systems: Managing the Digital Firm*, (14th Edition) Kenneth Laudon and Jane Laudon, Pearson, ©2016, ISBN-13: 9780133898163

From time to time additional readings/articles may be set. These materials will be provided on the Course Website, 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 myExperience survey 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.

Improvements for this session (based on student feedback and other sources of information) include an increase in the number of Guest Lecturers to assist students in understanding “real world” relevance and application of course materials, as well as the introduction of an MYOB Quiz, as an individual component. Please feel free to communicate your views/suggestions to me at [c.vantoorn@unsw.edu.au](mailto:c.vantoorn@unsw.edu.au).

## 7 COURSE SCHEDULE

Lectures start in Week 1 and finish in Week 12.

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

<b>Week</b>	<b>Topic</b>	<b>Baltzan, Lynch &amp; Fisher Chapter</b>
Week 1 27 February	Introduction to INFS5978 – Accounting Information Systems	N/A
Week 2 6 March	Business Information Systems – Information Systems in Business	1.1
Week 3 13 March	Business Information Systems – Business Strategy A Brave new and Connected World	1.2 2
Week 4 20 March	Quality Data and Business Intelligence	8
Week 5 27 March	<b>INFS5978 – AIS Midsession QUIZ – Location: MYOB Labs</b> e-Business and Mobile Business	3
Week 6 3 April	Enterprise Information Systems: ERP and SCM (Supply Chain Management)	9
Week 7 10 April	Enterprise Information Systems: CRM (Customer Relationship Management) and collaboration Systems	10
<b>Mid-semester Break: Friday 14 April - Sunday 23 April inclusive</b>		
Week 8 24 April	<b>Group Assignment Due: Friday 28 April 12noon</b> Decisions and Processes <b>Tuesday 25 April is Anzac Day - Public Holiday</b>	4
Week 9 1 May	Systems Development and Project Management	6
Week 10 8 May	Enterprise Architecture and Security	7
Week 11 15 May	Ethics, Privacy and Social Media	11.1 and 11.2
Week 12 22 May	Future Trends in Information Systems; Accounting as an Information Profession, Professional Codes of Conduct and Course Review	11.3
Week 13 29 May	<b>No Formal Lectures</b>	

## 8 MYOB LAB SCHEDULE

<b>MYOB Lab SCHEDULE</b>		
<b>Week</b>	<b>Topic</b>	<b>Reading Materials Gourley &amp; Flanders Chapter</b>
Week 1 27 February	<b>No MYOB Labs</b>	
Week 2 6 March	MYOB Lab 1 – Introduction to MYOB Course	1
Week 3 13 March	MYOB Lab 2 –Software & File Creation, Security and Maintenance	2
Week 4 20 March	MYOB Lab 3 – Overview of Banking & Banking Command Centre	3
Week 5 27 March	<b>INFS5978 – AIS Midsession QUIZ</b>	
Week 6 3 April	MYOB Lab 4 – Overview of Purchases & Purchases Command Centre	4
Week 7 10 April	MYOB Lab 5 - Overview of Sales & Sales Command Centre	5
<b>Mid-semester Break: Friday 14 April - Sunday 23 April inclusive</b>		
Week 8 24 April	<b>Tuesday 25 April is Anzac Day Public Holiday No MYOB classes for the week</b>	
Week 9 1 May	MYOB Lab 6 – Overview of Payroll & Payroll Command Centre	6
Week 10 8 May	MYOB Lab 7 – Overview of Inventory & Inventory Command Centre	7
Week 11 15 May	MYOB Lab 8 – Revision Class	1-7
Week 12 22 May	<b>MYOB QUIZ – To be held on: Mon 22; Tue 23; Fri 26 and Sat 27 May</b>	
Week 13 29 May	<b>No MYOB Labs</b>	