



Australian School of Business

**Information Systems, Technology and
Management**

Never Stand Still

Australian School of Business

INFS5978 ACCOUNTING INFORMATION SYSTEMS

Course Outline* Semester 2, 2012

Part A: Course-Specific Information

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

*This is a draft course outline. An updated version will be available via Blackboard in O week.

**Part B will be available via Blackboard.

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PART A: COURSE-SPECIFIC INFORMATION

1 STAFF CONTACT DETAILS

Position	Name	Contact	Consultation Time
Lecturer-in-charge	Paola D'Isanto	Quad 2094 Tel: 9385 4736 p.disanto@unsw.edu.au	TBA
Co-Lecturer	Christine Van Toorn	Quad 2092A c.vantoor@unsw.edu.au	TBA
Tutor	Chona Ryan	TBA chona.ryan@unsw.edu.au	TBA

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.

2 COURSE DETAILS

2.1 Teaching Times and Locations

Lectures

Lectures are held once a week from Week 1 to Week 12. Time and Location are as follows:

	Class Type	Time	Location
Monday	Lecture	6:00pm – 8:00pm	Chemical Science M17

Labs

MYOB Lab sessions are held once a week from Week 2 to Week 13. Students are required to 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	TBA	1:00pm – 2:00pm	TBA
Monday	M16A	4:00pm – 5:00pm	QUAD Lab 1
Monday	M17A	5:00pm – 6:00pm	QUAD Lab 1
Monday	M20A	8:00pm – 9:00pm	QUAD Lab 1

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 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. Not only business students need to be able to understand the role that economic policies and financial statements play in managing an organisation's accounting systems, they also 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:

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.
2. Explain the roles that different types of information systems play in supporting the decision making process of the different levels of organisational management.
3. Explain how you, as a business graduate will be able to help your organisation to successfully conduct business electronically using Internet technology.
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.
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 level, the focus is on your self-directed search for knowledge. Lectures, textbooks, Lecture notes 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

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.

You will be required to evaluate the contribution of each group member (including yourself) to the 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.

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 and participation	5% *	1-5	1-6	Individual & Group	On-going throughout Session
AIS Quiz	10%	1,2,3,4	1,4,5	Individual	Week 6
2. Group Assignment	20%	1,2,3,4	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	During examination period

Preparation 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.

AIS Quiz (10%)

The AIS quiz will be 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).

There will be no opportunity to undertake a supplementary AIS quiz.

Group Assignment (20%)

The group assignment will be available on Blackboard from Week 1. The assignment will be undertaken in groups of 2 (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.

MYOB Assessment (20%)

MYOB assessment will cover MYOB materials undertaken in the MYOB laboratories. This assessment will be an open-book MYOB quiz of one hour duration and will cover all MYOB materials undertaken in the MYOB labs from week 2 to week 12.

There will be no opportunity to undertake a supplementary MYOB assessment.

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.

4.3 Late Submission

The late submission of group assignments carries a penalty of 10% of the maximum marks for that assignment per day of lateness. 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.

5 COURSE RESOURCES

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

- *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).
- *MYOB Accounting Plus* Version 19, Doug Gourlay & David Flanders, Cengage Learning, 2009 (ISBN: 9-180170-182942)

Additional references/texts:

- TBA

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:

Lectures start in Week 1 and finish in Week 12

Week Starting	Topic	Chapter in Baltzan et al.
Week 1 16 July	Information Systems in Business	1
Week 2 23 July	Strategic Decision Making	2
Week 3 30 July	e-Business	3
Week 4 6 August	Ethics and Information Security	4
Week 5 13 August	Enterprise Architectures	5
Week 6 20 August	Databases and Data Warehouses INFS5978 – AIS QUIZ – Location MYOB Labs	6
Week 7 27 August	Operations Management and Supply Chain	8
Mid-Session Break: 1 to 9 September		
Week 8 10 September	Customer Relationship Management INFS 5978 Group Assignment (due 5:00pm Friday 14 September 2012)	9
Week 9 17 September	Enterprise Resource Planning and Collaboration Systems	10
Week 10 24 September	Systems Development and Project Management	11
Week 11 1 October	** No Lectures Public Holiday **	
Week 12 8 October	Globalization, Innovation and 21 st Century Organizational Trends	12
Week 13 15 October	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 16 July	No MYOB Lab	
Week 2 23 July	MYOB Lab 1 – Introduction to MYOB Accounting Software & File Creation, Security and Maintenance	1
Week 3 30 July	MYOB Lab 2 – Overview of Accounts & Accounts Command Centre	2
Week 4 6 August	MYOB Lab 3 – Overview of Banking & Banking Command Centre	3
Week 5 13 August	MYOB Lab 4 – Overview of Purchases & Purchases Command Centre	4
Week 6 20 August	MYOB Lab 5 – Overview of Sales & Sales Command Centre	5
Week 7 27 August	INFS5978 – AIS QUIZ	
Mid-Session Break: 1 to 9 September		
Week 8 10 September	MYOB Lab 6 – Overview of Payroll & Payroll Command Centre	6
Week 9 17 September	MYOB Lab 7 – Overview of Inventory & Inventory Command Centre	7
Week 10 24 September	MYOB Lab 8 – Integrated Computer Accounting	8
Week 11 1 October	** No MYOB Labs Public Holiday **	
Week 12 8 October	MYOB Lab 9 – Sales, Payroll and Inventory Revision	9
Week 13 15 October	MYOB Assessment	