



School of Accounting and Commercial Law

ACCY 317 ACCOUNTING INFORMATION SYSTEMS

Trimester 1 2007

COURSE OUTLINE

Contact Details

<i>Course Coordinator & Lecturer</i>	Ms Carolyn Fowler Email: Office Hours:	RH 603 Phone: 463 6506 Carolyn.Fowler@vuw.ac.nz To be advised
<i>Lecturer</i>	Mr Pala Molisa Email: Office Hours:	RH 616 Phone: 463 6154 Pala.Molisa@vuw.ac.nz To be advised
<i>Administrative:</i>	Ms Chloe Thompson Email	RH 708 Phone: 463-5383 Chloe.Thompson@vuw.ac.nz

Course Objectives

Students who are successful in this course will be able to:

- appreciate the purpose, function and implications of accounting information systems within an organisation;
- appreciate AIS developments in respect of both business and the wider context of society;
- understand the roles undertaken by accountants with respect to accounting information systems;
- assess and evaluate the risks associated with accounting information systems and to design and evaluate control practices to manage those risks;
- appreciate the standard practices required to develop, implement and maintain an accounting information system, including the various information technologies commonly adopted within them; and
- appreciate the impact of e-business technologies on accounting information systems.

Lecture Times and Room Numbers

Lectures are scheduled for:

- Tuesday 3.40-5.30 p.m. in GB LT2
- Thursday: 3.40-5.30 p.m. in GB LT2.

Note:

- The Mid-Trimester break is from Friday 6 April to Sunday 22 April. University lectures resume on Monday 23 April.
- The final examination will take place during the examination period, June 8-30, 2007.

Textbook and Readings

The required text for this course is:

- Considine, B., Razeed, A., Lee, M. and Collier, P. (2005) *Accounting Information Systems: Understanding Business Processes*, John Wiley and Sons, Australia.

Further readings will be distributed by way of handouts during the lectures.

Recommended readings (below) are available from the commerce library.

- Ulric J Gelinas and Steve G Sutton, *Accounting Information Systems*, 5th edition, South-Western (2002).
- James A Hall, *Accounting Information Systems*, 3rd edition, South-Western (2001).
- Marsh Romney and Paul Steinbart, *Accounting Information Systems*, 10th edition, Pearson Education (2006) [ordered].

Materials and Equipment

Copies of lecture notes, overheads, teaching materials and extra readings will be provided for students on a week-by-week basis. Spare copies of additional readings will be available from the handout area outside the lifts on level seven Rutherford House.

Communication of Additional Information

Additional information concerning this course will be provided in lectures, posted on the "Accounting" notice board on the mezzanine floor of Rutherford House, and/or on Blackboard.

Assessment Requirements

The final grade awarded for this course will be determined on the following basis:

<i>Item of Assessment</i>	<i>Weighting</i>	<i>Due</i>
• Test	20%	Thursday 29 March
• Assignment	20%	Tuesday 15 May
• Final Examination (3 hours)	60%	Time and date to be advised

Please note the assessment differs to that in the prospectus, due to the increase in student numbers in the course in 2007.

These assessments meet the course objectives by:

- Covering all topics taught in the course.
- Integrating tutorial type material into the lecture format.
- Assessing the understanding and application of accounting information process and procedures and the evaluation of accounting information concepts.

Note: It is a good idea to retain all test scripts and assignments in case it is necessary to seek an aegrotat or clarify a recording issue.

There are **NO TUTORIALS** in this subject as class discussion is integrated into the lecture format.

Course Prerequisites

The prerequisites for this course are: INFO101 and 22 200-level ACCY points
If you have not passed the courses please see the Course Coordinator

Expected Workload

There will be 4 hours per week of scheduled class contact time consisting of two 2-hour lectures. In addition to this contact time students are expected to spend at least an additional 10 hours per week on private study

Assignments

The assignment should be **handed in to the Lecturer in class**. Assignments handed in after this time will be considered late. **Late assignments cannot be accepted and will not be marked.** However, allowance will be made for exceptional situations beyond the student's reasonable control. Permission should be sought from the course co-ordinator prior to the due date when circumstances permit. Assignments will be returned in class.

- The assignment is due on Tuesday the 15th of May at 3.40.p.m.

Penalties

No assignments will be accepted after the deadline of **3:40 p.m.**, unless accompanied by certification by a doctor or similar. See the Course co-ordinator in the first instance. Penalties for exceeding word length will be outlined in the assignment brief for the assignment.



Course Content

Week	Lecture	Topic	Lecturer	Readings
1	27 February 1 March	Role of Accounting Information.	Pala Molisa	Textbook Chapter 1 Assigned readings
2	6 March 8 March	Business Processes System Mapping and Documentation	Pala Molisa	Textbook Chapter 2 Textbook Chapter 3 Assigned readings
3	13 March 15 March	System Mapping and Documentation Database Management	Pala Molisa	Textbook Chapter 3 Textbook Chapter 8 Assigned readings
4	20 March 22 March	Database Management Project Management	Pala Molisa	Textbook Chapter 8 Textbook Chapter 13 Assigned readings
5	27 March 29 March	Project Management Test	Pala Molisa	Textbook Chapter 13
6	3 April 5 April	Accounting Cycles	Pala Molisa	Textbook Chapters 4 & 5
Mid-Trimester Break				
7	24 April 26 April	Accounting Information Use	Carolyn Fowler	Textbook Chapter 11 Assigned readings
8	1 May 3 May	Fraud and Ethics	Carolyn Fowler	Textbook Chapter 12 Assigned readings
9	8 May 10 May	Internal Controls	Carolyn Fowler	Textbook Chapter 7
10	15 May 17 May	Internal Controls Assignment Due Possible guest speaker	Carolyn Fowler	Textbook Chapter 7
11	22 May 24 May	Enterprise Information Systems	Carolyn Fowler	Textbook Chapter 9 Assigned readings
12	29 May 31 May	E-commerce Systems	Carolyn Fowler	Textbook Chapter 10 Assigned readings

Note:

1. The table above indicates the expected order of topics and the estimated time spent on each topic. However, actual topics and times may vary from that stated above.
2. Assigned readings will be handed out in class and will be available from the handout area outside the lifts on level seven Rutherford House thereafter.

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student and Academic Services Office

The Faculty's Student and Academic Services Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications. To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

Easterfield (EA) - FCA/Education/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce and Administration, Education and Law is situated in the Easterfield Building - it includes the ground floor reception desk (EA005) and offices 125a to 131 (Level 1). The office is available for the following:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- Forms for FCA Student and Academic Services (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar or go to www.vuw.ac.nz/policy.

For information on the following topics, go to the Faculty's website www.vuw.ac.nz/fca under Important Information for Students:

- Academic Grievances
- Academic Integrity and Plagiarism
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support

Manaaki Pihipihinga Programme

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce and Administration, and Humanities and Social Sciences. Sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade (back courtyard), Room 109D, and Room 210, Level 2, Railway West Wing. There is also a Pacific Support Coordinator who assists Pacific students by linking them to the services and support they need while studying at Victoria. Another feature of the programme is a support network for Postgraduate students with links to Postgraduate workshops and activities around Campus.

For further information, or to register with the programme, email manaaki-pihipihinga-programme@vuw.ac.nz or phone (04) 463 5233 ext. 8977. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or phone (04) 463 5842.