Module Handbook

Business Accounting Systems

ACFI4012

Level 4   15 Credits

Module Leaders:

Ian Andrew & Sylwia Peczak

2024/25

Purpose of this handbook

The purpose of this Module Handbook is to provide you with specific information that under-pins the design, delivery and management of this module. It is your responsibility to familiarise yourself with the contents of this Module Handbook and to talk to your seminar tutor if you have any questions.

This isn't the only handbook available to you. Alongside this handbook you will also have access to the Institutional University Handbook which will provide you with information that is central to your studies, including policies and regulations, student support and wellbeing and all the services available to you through Student Support.

You will also be given a Programme Handbook which will detail the design, delivery principles and management of your programme. It will also provide you with an overview of your key contacts for your programme of study and list all the modules you will be / might be studying throughout the duration of your award.

[1] Version history

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[1] Version 1 01/01/25

Contents

Section 1: Module Introduction

How this module contributes to your wider programme experience

This module is one component part of a coherent package of modules that all contribute to the achievement of your programme learning outcomes (see your programme handbook for details) and to your student learning journey at Oxford Brookes.

Contribution to Education and Enterprise for Employability

As well as developing subject specific knowledge, this module contributes to one or more of our core programme design commitments as part of our Education and Enterprise Strategy, specifically,

- **Experiential learning** – by hands-on experience of Xero and Sage Accounting systems
- **Employability** – by gaining certification in the use of Xero

Association to other modules

This module builds on the learning from the following module(s),

- Introduction to Accounting 1 – basic double entry bookkeeping.

In addition, this module will prepare you for the following module(s),

- Financial Accounting and Reporting - explore contemporary financial reporting and accounting.

- Management Information Systems (optional) - use generic business models to understand and analyse an organisation from both an information and process perspective.

Your Module Team

Outlined below are the contact details of your module team.

Module/Seminar Leaders

Name	Contact Details	
Ian Andrew Co-module Leader Seminar Leader – sets 1 and 3	Building: Room: Email: Telephone:	Clerici CLC.2.35 ian.andrew@brookes.ac.uk Internal: 802272 External: 01865 603589
	Student Drop-in Hours	
	See my Google calendar	
Sylwia Peczak Co-module Leader Seminar Leader – sets 2 and 4	Building: Room: Email: Telephone:	Clerici CLC.1.15/16 speczak@brookes.ac.uk Internal: 803982 External: 01865 603439
	Student Drop-in Hours	
	See Google Calendar or email for hours	

Overview of Roles
Your Module Leaders are responsible for the student experience within this module. They ensure that the teaching and learning approach will enable you to achieve all of the learning outcomes for this module and that all of the learning resources are made available to you. They also have responsibility to ensure that you understand what is expected of you regarding the assessment package and that there are appropriate adjustments in place if you have any specific learning support entitlements. Your Module Leaders will also ensure that the marking of your assessments is fair, consistent and reliable.
Your Seminar Leaders will work in conjunction with your Module Leaders in delivering the teaching and learning experience to you. They will also provide support and guidance, including formative feedback, for your assessments.

Academic Librarian

Name	Contact Details
Deborah Lenihan **Isabel Virgo** **Tom Vickers**	businesslibrarians@brookes.ac.uk

Changes made to this module in response to student and other feedback

Students are asked for feedback on their experience of every module at the mid-point of the semester and towards the end of the module. This is your opportunity to discuss with the module team what is working well for you and more importantly if there are things that concern you regarding this module.

The feedback you provide at the mid-semester point is used to provide additional guidance, support or clarification. The feedback you provide towards the end of the module is used in

'In response to student feedback and the Module Review Report of the previous run of the module, no changes were recommended for implementation this semester'.

Section 2: How Your Teaching and Learning is Organised

Module Aim

The module provides students with practical experience of using business accounting systems in a variety of business contexts, equips them with techniques for describing them accurately and introduces the analysis of accounting systems from different perspectives.

Students will gain knowledge of the underlying concepts and principles of business accounting systems as well as an ability to evaluate and interpret these within context. Students will critically evaluate different business accounting systems that are commercially available and develop judgements as to their suitability to specific scenarios.

It builds on the introduction to using an accounting package in Introduction to Accounting 1 and provides more opportunity to practice this. There will also be an introduction to enterprise software. Students will learn how to describe the significant features of business accounting systems and evaluate them from the perspective of fitness for purpose, suitability of controls and value to the user.

Students who undertake this module will recognise further links with issues dealt with in Audit modules and will develop appropriate transferrable skills necessary for employment which may require the use of business accounting systems with some level of personal responsibility.

Module Learning Outcomes

On successful completion of this module, students will be able to:		Brookes Attribute developed	Other BAs developed, if applicable
1	Describe, document & explain the significant features of business accounting systems.	Academic literacy	Digital and information literacy
2	Use accounting software to collect, process and present accounting data and information	Digital and information literacy	Critical self-awareness and personal literacy
3	Analyse and critically appraise computerised business accounting systems.	Research literacy	Digital and information literacy
4	Propose appropriate and effective accounting systems for business needs.	Research literacy	Digital and information literacy

Module Teaching and Learning Strategy

There is a weekly lecture in which core concepts are introduced and discussed. Short exercises during the lecture will be used to enhance understanding.

The seminars take place in computer rooms and involve hands-on experience of the use of accounting systems. The students work on case-based exercises in which they use a variety of systems. There is continuous feedback in the seminars on the work in progress.

LEARNING HOURS (10 NOTIONAL LEARNING HOURS PER CREDIT)

Scheduled learning and teaching activities	Contact hours
Lectures	12
Seminars	12
Guided independent study	**Learning hours**
Directed/independent study	70
Preparation for assessments	56
Placement/Study Abroad	0
TOTAL:	**150**

Module Teaching and Learning Resources

Moodle

The Moodle site for this module is presented in weekly format with other sections containing other information and resources.

Students should monitor the Moodle site regularly for the latest information on the module as well as to review the Q&A forum for the module.

All other teaching and learning resources are to be found on the site along with links to other resources e.g. reading lists etc.

Reading List and Other Resources

The Module Reading List is available via the link in Moodle, repeated here.

ACFI4012 BAS Reading List

Module Study Plan

Week	Lecture – 1pm	Seminar – 2pm & 3pm	Directed Learning
1	**Lecture 1: Introduction to Business Accounting Systems** • Overview of the module objectives and outcomes. • Importance of business accounting systems in modern enterprises. • Comparison of manual vs. computerized systems.	General intro etc Group forming for CW1 Selecting 2 Accounts systems for CW1 from those allocated to each group.	Commence research into chosen/allocated Accounting Systems. Weekly quiz.
2	**Lecture 2: Core Concepts of Accounting Information Systems** • Definitions and components of accounting information systems (AIS). • The role of AIS in decision-making and reporting. • Key features of effective accounting systems.	Sage/Xero practice CW1 group working	CW1 research/writing. Weekly quiz.
3	**Lecture 3: Documenting and Designing Accounting Systems** • Methods for documenting accounting processes (flowcharts, narratives). • Best practices for designing systems tailored to business needs. • Introduction to risk and control considerations in design.	Sage/Xero practice CW1 group working	CW1 research/writing. Weekly quiz.
4	**Lecture 4: Revenue Cycle in Business Processes** • Overview of the revenue cycle. • Key documents and processes: sales orders, invoices, and receipts. • Common risks and controls in the revenue cycle.	Sage/Xero practice CW1 group working	CW1 research/writing. Weekly quiz.

5	**Lecture 5: Expenditure Cycle in Business Processes** • Overview of the expenditure cycle. • Documentation: purchase orders, bills, and payment processing. • Risk exposure and control mechanisms in expenditures.	Sage/Xero practice CW1 group working	CW1 research/writing. Weekly quiz.
6	**Lecture 6: Internal Controls in Accounting Systems** • Purpose and types of internal controls (preventive, detective, corrective). • Evaluating control effectiveness within AIS. • Case studies of control failures and lessons learned.	Sage/Xero practice CW1 group working	**Coursework 1 deadline** CW1 research/writing. Weekly quiz.
7	**Lecture 7: Introduction to ERP Software** • Overview of popular ERP software packages.	Sage/Xero practice	Commence research/comparison of allocated ERP systems Weekly quiz.
8	**Lecture 8: Business Analysis through AIS** • Using AIS to generate financial and operational reports. • Techniques for analyzing and interpreting data from AIS. • Scenario-based exercises for strategic decision-making.	Sage/Xero practice	CW2 research Weekly quiz.
9	**Lecture 9: Evaluating Accounting Systems** • Criteria for evaluating AIS: fitness for purpose, usability, scalability. • Review of commercially available accounting systems. • Group activity: comparing and presenting findings on specific systems.	Sage/Xero practice	CW2 research Weekly quiz.

10	**Lecture 10: Emerging Trends and the Future of AIS** • The role of AI and machine learning in accounting systems. • Introduction to XBRL (eXtensible Business Reporting Language). • Discussion on cloud-based AIS and cybersecurity concerns.	Sage/Xero practice	CW2 research Weekly quiz.
11	Review of Coursework 2 requirements and Q&A opportunities	Coursework 2 workshops in normal seminar rooms at usual times	CW2 research
Easter Break – 2 weeks First week is Semester 1 Resits Week			
12	**Coursework 2 surgery – face-to-face and online (Zoom)** • Details on Moodle	Drop-ins at first seminars only. 2pm until 3pm in usual seminar rooms. All seminar groups.	Finalize CW2 **Coursework 2 Deadline Friday 2nd May 1pm**
13			**Coursework 3 Deadline Friday 9th May**

Section 3: How Your Assessment and Feedback is Organised

Module Assessment Strategy

This module follows the principles of the University's Assessment and feedback policy developed in conjunction with the Student Union, to ensure good practice and transparency in assessment and feedback processes. The Assessment and feedback policy can be found on your Programme's Moodle site.

Please note: the Institutional University Handbook which will provide you with information that is central to your studies, including policies and regulations, student support and wellbeing and all the services available to you through Student Support. The core information is also available on Moodle via the drop-down menu under 'Student Help'.

There is a group coursework worth 20% of the overall mark in which students need to evaluate selected small/medium accounting systems. This is submitted part way through the module.

80% of the assessment is for an individual report in which a wider range of business accounting systems is evaluated against a set of issues. Included in this assessment is a hands-on exercise, using contemporary business accounting software packages, to set up a company, process a set of transactions and produce appropriate reports. Following each weekly session there is an online quiz which tests students' understanding of the principles and issues covered in the seminar and workshop. Short online homework tasks are set regularly to encourage students to stay on top of the material and to provide immediate feedback on progress and understanding. Gaining at least 70% in each of the homework tasks is a requirement for passing the module. The homework tasks can be attempted multiple times to encourage students to identify and remedy weaknesses. Online remedial material will be provided.

There are short exercises in several lectures that are used to give instant feedback on understanding. The main formative assessment and feedback will take place during the seminars, in which students (in groups) work on case-study based exercises. Feedback is given while they are working on their tasks, and model-answers and feedback will be shared through Moodle. Students also receive written feedback on their group report.
To encourage engagement with the module there are weekly online quizzes which test the students understanding of the material. Achieving a grade of 70% for each quiz is compulsory in order to pass the module but these grades do not count towards the overall mark for the module. Students have unlimited attempts at each quiz. Feedback is also built into each quiz.

Key Dates

Assessment Component	Weighting	Learning Outcomes Assessed	Submission Date	Feedback Date
Coursework 1 Group report	20%	All	Week 6 – Friday 7th March 1pm	Week 9 – Friday 28th March
Coursework 2 Individual report	80%	All	Week 12 – Friday 2nd May 1pm	University results release date
Coursework 3 Weekly quizzes	0% but must pass all to pass module.	All	Week 13 – Friday 9th May	Immediate after each quiz

Please ensure you submit your assignment no later than the deadline set above (these are fixed deadlines, but students may exceptionally secure an extension if last minute untoward circumstances affect your ability to submit on time). Please see your Programme Handbook for more details. Please note the use of this extension is monitored and restrictions in place for overuse. Exceptional circumstances guidance

If there are circumstances preventing you from being able to study and meet the ongoing requirements of this or other modules then please get in touch with your Academic Adviser of Student Support Co-ordinator for advice.

SUMMATIVE ASSIGNMENTS

	Word count/ length of exam	Learning outcomes assessed	Weighting %
Coursework:			
Written assignment (group) Group report	1000 words	All	20%
Written assignment (individual). Individual report	2000 words	All	80%
Set Exercise: Series of online quizzes	First 10 weeks of sessions, 1 per week	All	Pass/ Refer/ Fail

Inclusive Support Plan (ISP) arrangements

Recommendations for Reasonable Adjustments are made in accordance with the provisions of the Equality Act 2010. These are detailed in Inclusive Support Plans (ISPs) and need to be implemented unless there is a clear rationale for this not being possible, in which case we are accountable as a university for this decision.

Students who have an extension because of an ISP, please contact your Module Leader if you are unclear about your revised deadlines.

If you would like to request a review of your Inclusive Support Plan (ISP) or to have your needs assessed for an ISP, contact the Inclusive Support Service.on inclusivesupport@brookes.ac.uk

The **Blue Marking Card adjustment** is only available to students who have an Inclusive Support Plan (ISP) specifying this adjustment. Eligible students who wish to use this adjustment must add a blue card:

Blue Card guidance

Inclusive Support Plan (ISP) extensions cannot be used for all group work assignments i.e. Coursework 1.

Inclusive Support Plan (ISP) coursework extensions cannot be given for Coursework 3 as this is a series of set exercises over the first 10 weeks of the module and should be done over this time period.

Contact the Module Leader if you have any queries.

If you have an Inclusive Support Plan you can check the full details of the adjustments, including whether you have an extra time allowance in Student Self Service.

Coursework Brief 1

Summary information

Type of assessment:	Report
Individual or group:	Group
Component weighting:	Contributes 20% of the total module grade
Learning outcomes assessed	1-4
Submission date:	Week 6 – Friday 7th March 1pm
Feedback date:	Week 9 – Friday 28th March

Assessment instructions

In Week 1 each group will be allocated 2 accounting systems to study.

As a group, you should research these and prepare a group report about them (1,000 words, worth 20% of module marks). The report should answer the following questions:

- What accounting functions are supported by the systems you have researched?
- What type of organisations – and users – are they aimed at?
- What other systems (e.g., payroll) are the system designed to integrate with?
- What technology options are available in each case (e.g., hosted, shrink-wrapped)?
- What claims are made by the vendors about the quality of their systems?
- What is your view of the pros and cons of each system (imagine you were offering advice to a business owner or manager)?

The report should include an introduction, and provide examples and illustrations, such as screenshots (these are not part of the word count) where appropriate. Avoid being just 'descriptive' in your report: also, make use of use of material from the lectures and module texts (i.e., to conceptualise and analyse issues). You should also include a list of references (not included in the word count). Appendices are allowed but are not included in the word count and do not attract marks.

Group work

All student members of a BAS team are individually and collectively responsible for submitting the group coursework. All students in the team will receive the same mark for team-assessed assignment(s). Whilst working in teams it is useful to keep a record of events including attending meetings and the allocation of tasks and the deadlines by which tasks should be completed.

You are encouraged to meet with the whole team at least once a week – either before or after the seminar, for example. Try to avoid sub-team meetings, as this can easily cause misunderstandings. Please be sure that minutes of each meeting are taken and signed by all members.

Occasionally, however, not all team members give their full commitment to a task and this places an unfair burden on others. Dealing with dysfunctional team members is hard work, but it is very important to act early and adequately. No-one wants to see students getting

marks for work they haven't done themselves. But do not overreact! People have different work- and communication styles, which are the largest cause of issues in teams. Right from the start you should establish and agree a clear and open way of working with your team, so any issues can be discussed and dealt with.

Managing dysfunctional group members

A dysfunctional member is defined as, *'a person who either actively or passively fails to give their full commitment to the activities of the team'*. Some examples of dysfunctional behaviour (not exhaustive) are: failure to attend meetings, allocated tasks not completed by the date agreed, failure to pro-actively communicate with other members outside of meetings, not contributing to meetings or ignoring others' views. In the event of problems with teamwork, students are advised to:

1. Discuss issues within the team and try to agree a course of action that will deal with the problems, for example tighter deadlines, some extra support for the dysfunctional member, clearer task descriptions, etc.

2. When (1) doesn't work, notify the module leader (and/or the seminar tutor) as soon as possible prior to the assessment deadline and document any evidence and/or through minutes of their meetings.

3. Meet with the module leader (or seminar tutor) to discuss the issues. Following this meeting, students will agree a course of action and any deviations from the agreed course of action must be notified to the module leader.

4. Should a team decide that an uneven distribution of marks is appropriate, this can only be implemented after discussion with, and approval by, the module leader.

Groups will be self-selected in the week 1 seminars, we do not allocate people to groups. The ideal/maximum group size is 4 however there may be a requirement to reduce that to 3 for some groups depending on seminar set sizes.

Basic guidance on group working will be given in the week 1 lecture and seminar.

Presenting coursework for assessment

Your assignment when submitted should not include your name – we use a system of anonymous marking to reduce the risk of any unconscious bias. For some authentic assessments, there may be an exception to this, so please confirm with your Module Leader.

The authentic and essential requirements for this piece of assessed work are as follows:

Your assignment(s) must be presented in the following format:

❑ It must be word-processed in 11 point Arial font and double-spaced.

❑ All pages must be numbered.

❑ Margins must be as follows: Top: 1 inch, Bottom: 1 inch (2.5 cm), Left: 1.25 inches, Right: 1.25 inches (3.2 cm).

❑ **It should not contain your name(s) or student number(s).**

Assignment length / equivalent

Whilst we acknowledge that learners will prepare and produce assessments in different ways and at different paces, an indication as to how much time it will take you to prepare, produce, edit and submit this assessment is detailed below.

The maximum word count of the report is 1,000. There is no plus or minus on this figure. Appendices can be used and do not count towards the word count; however, they do not directly attract marks.

Each team member should expect to spend typically 2 hours per week in preparing the material for the group work report.

Submission instructions

Assignments should be submitted by the deadline given above, by uploading a copy to Moodle (upload link in Assessments section of Moodle). As this is group work only 1 person in the group needs to submit the assignment. Grades will automatically be allocated to each group member accordingly.

> **Note that ISP allowances/extensions do not apply to this assignment.**
>
> **Blue cards can be used.**

How your work will be marked

Once the submission date has past your module tutors will begin to mark your work. There are a number of phases to this which ensure fairness is maintained across the whole team including a pre marking calibration meeting, marking and post-marking internal moderation of grades. Following internal moderation, a sample of work is reviewed by the External Examiner for the programme to ensure that the standards applied are comparable to those at other institutions. To read how your work is moderated please go to your programme handbook for details.

Feedback

Feedback on your work will be provided in a range of ways at various times throughout this module, and different feedback will serve slightly different purposes. Feedback is designed to support your learning and help you to improve subsequent work, so you need to engage and get the most out of the feedback provided.

Please note that feedback is provided throughout the module not just on formally assessed tasks. It will be provided on your work and contribution in class, on the formal assessment tasks and, in some circumstances, during student office hours.

If you would like further information about feedback, or how to use it, please talk to your academic tutor on this module or your Academic Adviser or Programme Lead.

Assessment feedback will normally be provided within 15 working days of submission. Please note that all marks are provisional until they are ratified by an Examination Committee.

Assessment criteria rubric assessment 1

Marking criteria:

1. Research
    1.1. Evidence of research into the two chosen systems
    1.2. Coverage of system functionality, including intended users/organisations
    1.3. Coverage of technology models (e.g. is it modular, hosted, etc)
 	
(worth 30%)

2. Claims
    2.1. Assessment of claims made by vendors about their products
    2.2. Discussion of the relative pros and cons of each system
 	
(worth 30%)

3. Theories & Critical Thinking
    3.1. Application of accounting and IS theory and concepts
    3.2. Critical thinking
    3.3. Use of referencing and evidence
 	
(worth 30%)

4. Presentation   4.1. Overall presentation of the report (and observance of word limit), including introduction, conclusion and use of diagrams and graphics **(worth 10%)**

Coursework Brief 1 – *** RESIT ***

Summary information

Type of assessment:	Report
Individual or group:	**Individual**
Component weighting:	Contributes 20% of the total module grade
Learning outcomes assessed	1-4
Submission date:	End of Semester 2 Resit period
Feedback date:	Exam Board resit results release date

Assessment instructions

You will be allocated 2 accounting systems to study.

You should research these and prepare a report about them (1,000 words, worth 20% of module marks). The report should answer the following questions:

- What accounting functions are supported by the systems you have researched?
- What type of organisations – and users – are they aimed at?
- What other systems (e.g., payroll) are the system designed to integrate with?
- What technology options are available in each case (e.g., hosted, shrink-wrapped)?
- What claims are made by the vendors about the quality of their systems?
- What is your view of the pros and cons of each system (imagine you were offering advice to a business owner or manager)?

The report should include an introduction, and provide examples and illustrations, such as screenshots (these are not part of the word count) where appropriate. Avoid being just 'descriptive' in your report: also, make use of use of material from the lectures and module texts (i.e., to conceptualise and analyse issues). You should also include a list of references (not included in the word count). Appendices are allowed but are not included in the word count and do not attract marks.

Presenting coursework for assessment

Your assignment when submitted should not include your name – we use a system of anonymous marking to reduce the risk of any unconscious bias. For some authentic assessments, there may be an exception to this, so please confirm with your Module Leader.

The authentic and essential requirements for this piece of assessed work are as follows:

Your assignment(s) must be presented in the following format:

- It must be word-processed in 11 point Arial font and double-spaced.
- All pages must be numbered.
- Margins must be as follows: Top: 1 inch, Bottom: 1 inch (2.5 cm), Left: 1.25 inches, Right: 1.25 inches (3.2 cm).
- **It should not contain your name or student number.**

Assignment length / equivalent

Whilst we acknowledge that learners will prepare and produce assessments in different ways and at different paces, an indication as to how much time it will take you to prepare, produce, edit and submit this assessment is detailed below.

The maximum word count of the report is 1,000. There is no plus or minus on this figure. Appendices can be used and do not count towards the word count, however, they do not directly attract marks.

Submission instructions

Assignments should be submitted by the deadline given above, by uploading a copy to Moodle (upload link in Resits section of Moodle).

Note that ISP allowances/extensions do not apply to this assignment.

Blue cards can be used.

How your work will be marked

Once the submission date has passed your module tutors will begin to mark your work. There are a number of phases to this which ensure fairness is maintained across the whole team including a pre marking calibration meeting, marking and post-marking internal moderation of grades. Following internal moderation, a sample of work is reviewed by the External Examiner for the programme to ensure that the standards applied are comparable to those at other institutions. To read how your work is moderated please go to your programme handbook for details.

Feedback

Feedback on your work will be provided in a range of ways at various times throughout this module, and different feedback will serve slightly different purposes. Feedback is designed to support your learning and help you to improve subsequent work, so you need to engage and get the most out of the feedback provided.

Please note that feedback is provided throughout the module not just on formally assessed tasks. It will be provided on your work and contribution in class, on the formal assessment tasks and, in some circumstances, during student office hours.

If you would like further information about feedback, or how to use it, please talk to your academic tutor on this module or your Academic Adviser or Programme Lead.

Assessment feedback will normally be provided within 15 working days of submission. Please note that all marks are provisional until they are ratified by an Examination Committee.

Assessment criteria rubric assessment 1

Marking criteria:

1. Research
  1.1. Evidence of research into the two chosen systems
  1.2. Coverage of system functionality, including intended users/organisations
  1.3. Coverage of technology models (e.g. is it modular, hosted, etc)
	(worth 30%)

2. Claims
  2.1. Assessment of claims made by vendors about their products.
  2.2. Discussion of the relative pros and cons of each system
	(worth 30%)

3. Theories & Critical Thinking
  3.1. Application of accounting and IS theory and concepts.
  3.2. Critical thinking
  3.3. Use of referencing and evidence
	(worth 30%)

4. Presentation 4.1. Overall presentation of the report (and observance of word limit), including introduction, conclusion and use of diagrams and graphics	**(worth 10%)**

Coursework Brief 2

Summary information

Type of assessment:	Report
Individual or group:	Individual
Component weighting:	Contributes 80% of the total module grade
Learning outcomes assessed	1-4
Submission date:	Week 12 – Friday 2nd May 1pm
Feedback date:	General University results release date.

Assessment instructions

The report should address the following related question:

> **What issues do today's organisations face in choosing systems that will meet their finance and accounting needs?**

In producing your report, you should research the 2 ERP solutions allocated to you. Check with your seminar leader in the Week 9 seminar (if not earlier) to make sure you are on the right lines.

Your report should be a maximum of 2,000 words. Appendices may be used. The report should include an introduction and conclusion, as well as examples. Diagrams and screenshots can be used (perhaps annotated) without being part of the word count.

Your report should address the following issues (pay attention to how many marks are available for each criterion listed below):

- A thorough discussion of the 2 ERP systems allocated to you. DO NOT simply regurgitate the makers features as presented on their website or in their literature. Look for third party reviews etc and try to be critical. Remember you are producing a comparison of the 2 systems.
- A discussion of issues involved in using different types of BAS (e.g. implementation, integration, flexibility, security/control and training) including how modern technologies are changing the work of accountants. As well as a discussion of decision-making issues in AIS.
- Throughout the report you should include/apply accounting and IS theories and concepts as presented/discussed in the lectures/seminars. You should demonstrate awareness of contemporary issues in BAS and related technology along with applying critical thinking where possible. Try to use evidence wherever appropriate/possible.
- Provide a comparison of Sage Accounts and Xero as you experienced them in the seminars/workshops. Discuss the pro's and con's of each system based on your actual experience. Finally choose a preferred system and justify why you prefer it. Do not rely on the software manufacturers information but, rather, write about your experience of using them both.
- The overall presentation of the report (and observance of word limit) should include an introduction, conclusion, and citations/references (Harvard format) as well as diagrams and graphics as necessary.

Your report should make good use of module theory and concepts. **Aim to be critical and analytical in discussing the issues: avoid being simply descriptive.**

You should also include a section (typically 600 words from the 2,000 word limit) detailing your reflections on your personal use of Sage Accounts and Xero as discussed above. You should include a comparison of the 2 products based on your experiences, providing the pro's and con's of the 2 systems. Finally you should state your preferred system with brief justifications.

Presenting coursework for assessment

Your assignment when submitted should not include your name – we use a system of anonymous marking to reduce the risk of any unconscious bias. For some authentic assessments, there may be an exception to this, so please confirm with your Module Leader.

The authentic and essential requirements for this piece of assessed work are:

Your assignment must be presented in the following format:

- • It must be word-processed in 11 point Arial font and double-spaced
- • All pages must be numbered
- • Margins must be as follows: Top: 1 inch, Bottom: 1 inch (2.5 cm), Left: 1.25 inches, Right: 1.25 inches (3.2 cm)
- • It should not contain your name(s) or student number.

Assignment length / equivalent

Whilst we acknowledge that learners will prepare and produce assessments in different ways and at different paces, an indication as to how much time it will take you to prepare, produce, edit and submit this assessment is detailed below.

The maximum word count of the report is 2,000. There is no plus or minus on this figure. Appendices can be used and do not count towards the word count; however, they do not directly attract marks.

You should expect to spend typically 4 hours per week in preparing the material for the report.

You will need to think carefully about how best to explain your case within the permitted number of words, using, for example, an appropriate mix of text, drawings, diagrams and tables, supplemented by information contained in appendices.

Please also remember that a report can be enhanced or damaged through layout, for example, placing all tables and drawings in appendices can hamper the flow of discussion. Decisions therefore need to be made about the most appropriate place to use tables etc., to support your case.

The specified word count refers to the main body of the report and does not include front cover, title page, contents page, executive summary (not needed), reference list, bibliography or appendices.

Appendices themselves will not be marked. However, inappropriate use of appendices will be taken into consideration when awarding the final mark.

Words that exceed the maximum allowed will not be marked. If in doubt, you should discuss this with the Module Leaders before submission.

Use of Turnitin

The new Turnitin policy effective from September 2022 can be found via this link. You are expected to be familiar with it. It is important to know that the reference list and quotations are included in the overall similarity report, and that these matches are expected and not problematic.

For more information on how to interpret your similarity index report, please refer to this link.

Submission instructions

Assignments should be submitted by the deadline above, by uploading a copy to either Moodle (group work) or TurnItIn via Moodle (individual report). Links are in the Assessments section of Moodle.

Also available in the Assessments section of Moodle is a draft submission dropbox for you to test the similarity score reported by Turnitin, before submitting your final piece of work to the main dropbox.

Students with ISP extensions or Exceptional Circumstances extensions should submit as normal to the main dropbox.

Blue cards should be used if appropriate.

How your work will be marked

Once the submission date has past your module tutors will begin to mark your work. There are a number of phases to this which ensure fairness is maintained across the whole team including a pre marking calibration meeting, marking and post-marking internal moderation of grades. Following internal moderation, a sample of work is reviewed by the External Examiner for the programme to ensure that the standards applied are comparable to those at other institutions. To read how your work is moderated please go to your programme handbook for details.

Feedback

Feedback on your work will be provided in a range of ways at various times throughout this module, and different feedback will serve slightly different purposes. Feedback is designed to support your learning and help you to improve subsequent work, so you need to engage and get the most out of the feedback provided.

Please note that feedback is provided throughout the module not just on formally assessed tasks. It will be provided on your work and contribution in class, on the formal assessment tasks and, in some circumstances, during student office hours.

If you would like further information about feedback, or how to use it, please talk to your academic tutor on this module or your Academic Adviser or Programme Lead.

Feedback on this work will be available on the day that the results for all modules are released. This is a general University release date.

Please note that all marks are provisional until they are ratified by an Examination Committee.

Coursework Brief 2 - *** RESIT ***

Resit instructions.

The resit tasks for this coursework are to repeat the tasks given above but using 2 newly allocated ERP systems. You should contact the Module Leader for these.

The Sage/Xero reflection task can be repeated/improved as you see fit.

Submission of your new report will be to the Assessment 2 Turnitin Resit Dropbox in the Resits section on Moodle.

The deadline is 1pm on the final Friday of the Semester 2 resits period.

Assessment criteria rubric assessment 2

Marking Criteria Marks will be awarded based on the quality of coverage in the follow areas:

1. ERP research
    1.1. Evidence of research into different types of systems
    1.2. Understanding of ERP technologies and delivery models
    1.3. Discussion of system contrasts in terms of functionality and scale
                                                                                                      (worth 20%)

2. Choosing BASs
    2.1. Discussion of issues involved in using different types of BAS (e.g. implementation, integration, flexibility, security/control and training)
    2.2. How modern technologies are changing the work of accountants.
    2.3. Discussion of decision-making issues in AIS
 	
                                                                                                      (worth 20%)

3. Theory and concepts
    3.1. Application of accounting and IS theory and concepts.
    3.2. Awareness of contemporary issues in BAS and related technology
    3.3. Critical thinking
    3.4. Use of evidence
 	
                                                                                                      (worth 10%)

4. Comparison and reflection of Accounting systems (Sage & Xero)
    4.1. Provide a brief comparison of the 2 systems.
    4.2. Pro's and con's of the 2 systems.
    4.3. Justification of preferred system.
                                                                                                      (worth 40%)

5. Overall presentation of the report (and observance of word limit), including introduction, conclusion, use of references and use of diagrams and graphics   **(worth 10%)**

A detailed marking grid for Assignment 2 is included in the Assessments section of Moodle.

Coursework Brief 3

Summary information

Type of assessment:	Weekly quizzes/set exercise
Individual or group:	Individual
Component weighting:	Contributes 0% of the total module grade, however, **you must pass all weekly quizzes in order to pass the module** (a 'must pass' component)
Learning outcomes assessed	1-4
Submission date:	Week 13 – Friday 9th May 1pm
Feedback date:	Immediate with each quiz

Assessment instructions

The quizzes are available soon after teaching concludes each week and are in each weekly section on Moodle (NOT in the Assessments section).

Each quiz is related to the topics presented in that week's lecture/seminar.

You must pass all quizzes in order to pass the module, even if you achieve good marks for the groupwork and individual reports.

The marks for each quiz do not count towards your final marks/grade for the module.

Assignment length / equivalent

Each quiz should take about 30 minutes to complete, some may well take a lot less as most of the questions are Multiple Choice.

You are strongly encouraged to keep 'on top' of the weekly quizzes throughout the semester. Leaving them all until nearer the deadline is a risky strategy.

Submission instructions

You have unlimited attempts at each quiz and the pass mark is 70%. **You cannot, however, move on to the following week's quiz until you have completed the current quiz.** All of the quizzes are linked this way.

How your work will be marked

Moodle marks your attempt at a quiz immediately, giving you instant feedback on which questions you have got right, and which are incorrect. You can then reattempt the quiz focussing on the incorrect ones as it will remember the ones that were correct (each attempt builds on the previous attempt).

The pass mark for each quiz is 70%, once you have achieved at least 70% you can then proceed to the following week's quiz if it is available.

Some students keep going on each quiz to achieve 100%. This is not necessary, but it is a useful revision/reminder tool to underpin your learning each week.

Feedback

Feedback on your work will be provided immediately by Moodle. The Moodle site also includes a 'Course completion status' block on the right-hand side of the main screen which allows you to see how you are progressing through the weekly quizzes.

Please note that all marks are provisional until they are ratified by an Examination Committee.

Resit tasks for Coursework 3, the weekly quizzes.

Coursework 3 (the weekly quizzes) should be completed using the original quizzes, you do not need to start again, simply finish all the quizzes.

The deadline is 1pm on the final day of the Semester 2 resit period.