**UNSW Course Outline**

# INFS5978 Accounting Information Systems - 2024

Published on the 29 Aug 2024

## General Course Information

**Course Code :** INFS5978
**Year :** 2024
**Term :** Term 3
**Teaching Period :** T3
**Is a multi-term course? :** No
**Faculty :** UNSW Business School
**Academic Unit :** School of Information Systems and Technology Management
**Delivery Mode :** In Person
**Delivery Format :** Standard
**Delivery Location :** Kensington
**Campus :** Sydney
**Study Level :** Postgraduate
**Units of Credit :** 6

<u>Useful Links</u>

<u>Handbook</u> <u>Class Timetable</u>

## Course Details & Outcomes

## Course Description

Accounting Information Systems aims to provide an introduction to the use and management of information systems used within the realm of accounting. The course aims to develop knowledge and understanding of the role of accounting information systems in organisations,

examine the information technology components of information systems and review the means by which organisations acquire and deploy accounting information systems. The course will include hands-on usage of accounting information systems and tools germane to the area. The course also includes a study of contemporary issues confronting accounting information systems, and a consideration of the ethical practices related to the development and use of these systems.

**Note:** Strongly recommended only for students in the 8404 MCom / 8417 MCom (Ext) Accounting Program (ACCTES), and the Professional Accounting Programs (8409 and 8415).

# Course Aims

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.

# 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.

# Course Learning Outcomes

| Course Learning Outcomes | Program learning outcomes |
|---|---|
| CLO1 : Describe Information Systems (IS) components and their use in an organisational setting. | • PLO1 : Business Knowledge |
| CLO2 : Explain how organisations could use IS and IT (Information Technology) to aid with the managerial decision-making processes. | • PLO2 : Problem Solving |
| CLO3 : Describe different approaches for developing information systems. | • PLO1 : Business Knowledge |
| CLO4 : Propose how an organisation could use (IS/IT) to compete in a global marketplace. | • PLO2 : Problem Solving<br>• PLO5 : Responsible Business Practice<br>• PLO6 : Global and Cultural Competence<br>• PLO7 : Leadership Development |
| CLO5 : Evaluate the range of cultural, security, privacy and ethical issues facing individuals and organisations as a result of IS/IT. | • PLO5 : Responsible Business Practice<br>• PLO6 : Global and Cultural Competence |
| CLO6 : Communicate an argument effectively in oral and written form. | |

| Course Learning Outcomes | Assessment Item |
|---|---|
| CLO1 : Describe Information Systems (IS) components and their use in an organisational setting. | • Quizzes<br>• Participation<br>• Final Exam |
| CLO2 : Explain how organisations could use IS and IT (Information Technology) to aid with the managerial decision-making processes. | • Quizzes<br>• Participation<br>• Final Exam |
| CLO3 : Describe different approaches for developing information systems. | • Quizzes<br>• Participation<br>• Final Exam |
| CLO4 : Propose how an organisation could use (IS/IT) to compete in a global marketplace. | • Lab Assignment<br>• Quizzes<br>• Participation<br>• Final Exam |
| CLO5 : Evaluate the range of cultural, security, privacy and ethical issues facing individuals and organisations as a result of IS/IT. | • Quizzes<br>• Participation<br>• Final Exam |
| CLO6 : Communicate an argument effectively in oral and written form. | • Lab Assignment<br>• Quizzes<br>• Participation<br>• Final Exam |

# Learning and Teaching Technologies

Moodle - Learning Management System | Echo 360 | Microsoft Teams

# Learning and Teaching in this course

At the PG/Masters level, the focus is on your self-directed search for knowledge. Textbooks, multimedia interactive materials, 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 your off campus learning; 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.

# Other Professional Outcomes

Not Applicable

# Additional Course Information

Teaching will be based on a 2-hour face-to-face interactive session to encourage discussions. Online tutorial activities and MYOB labs are different course components. Tutorials will be conducted through learning with online group discussions and online activities encapsulated in an approximately 1-hour endeavour each week. MYOB labs will be tutor-assisted sessions for students to work on their lab assignments.  Assessment will include online participation, online quizzes, and MYOB lab assignments, and a final exam.

# Assessments

## Assessment Structure

| Assessment Item | Weight | Relevant Dates | Program learning outcomes |
|---|---|---|---|
| Quizzes<br>Assessment<br>Format: Individual | 15% | | • PLO1 : Business Knowledge<br>• PLO2 : Problem Solving<br>• PLO3 : Business Communication<br>• PLO5 : Responsible Business Practice<br>• PLO6 : Global and Cultural Competence<br>• PLO7 : Leadership Development |
| Participation<br>Assessment<br>Format: Individual | 25% | | • PLO1 : Business Knowledge<br>• PLO2 : Problem Solving<br>• PLO3 : Business Communication<br>• PLO4 : Teamwork<br>• PLO5 : Responsible Business Practice<br>• PLO6 : Global and Cultural Competence<br>• PLO7 : Leadership Development |
| Lab Assignment<br>Assessment<br>Format: Group | 10% | | • PLO3 : Business Communication<br>• PLO4 : Teamwork<br>• PLO7 : Leadership Development |
| Final Exam<br>Assessment<br>Format: Individual | 50% | | • PLO1 : Business Knowledge<br>• PLO2 : Problem Solving<br>• PLO5 : Responsible Business Practice<br>• PLO6 : Global and Cultural Competence<br>• PLO7 : Leadership Development |

## Assessment Details
### Quizzes

Assessment Overview

There will be 3 quizzes that will take place online. More information will be provided by the LiC about the format of the quizzes and the content they will cover.

Course Learning Outcomes

- CLO1 : Describe Information Systems (IS) components and their use in an organisational setting.
- CLO2 : Explain how organisations could use IS and IT (Information Technology) to aid with the managerial decision-making processes.
- CLO3 : Describe different approaches for developing information systems.
- CLO4 : Propose how an organisation could use (IS/IT) to compete in a global marketplace.
- CLO5 : Evaluate the range of cultural, security, privacy and ethical issues facing individuals and organisations as a result of IS/IT.
- CLO6 : Communicate an argument effectively in oral and written form.

<u>Detailed Assessment Description</u>

There will be 3 quizzes that will take place online. More information will be provided by the LiC about the format of the quizzes and the content they will cover.

<u>Assessment Length</u>

TBA

<u>Submission notes</u>

Please refer to Moodle for more information

<u>Assessment information</u>

Not Applicable

<u>Assignment submission Turnitin type</u>

Not Applicable

<u>Generative AI Permission Level</u>

## No Assistance

This assessment is designed for you to complete without the use of any generative AI. You are not permitted to use any generative AI tools, software or service to search for or generate information or answers.

For more information on Generative AI and permitted use please see [here](#).

# Participation

<u>Assessment Overview</u>

In summary, this component of the course grade constitutes the following:

- Participation on Moodle in posting their burning questions about the lecture content, and/or attempt the discussion questions, and/or share external content they found to be relevant (with explanation of its connection) to the lectures.
- Participation can also come in the form of peer assistance. In other words, students can offer their own take to burning questions or doubts (with clear justification) about course content posted by fellow students.

For this component, we are interested in the frequency, intensity, and thoughtfulness of participation. A student who is consistent, diligent, and thoughtful in participating either in live webinars and/or in online forums is considered the bare minimum for this component. Proactively carrying out external research and highlighting external materials that are relevant (with explanation of why and how they are relevant) to the course content is also appreciated.

More details about the grading of this assessment component will be provided on Moodle due to the lack of space here.

## Course Learning Outcomes

- CLO1 : Describe Information Systems (IS) components and their use in an organisational setting.
- CLO2 : Explain how organisations could use IS and IT (Information Technology) to aid with the managerial decision-making processes.
- CLO3 : Describe different approaches for developing information systems.
- CLO4 : Propose how an organisation could use (IS/IT) to compete in a global marketplace.
- CLO5 : Evaluate the range of cultural, security, privacy and ethical issues facing individuals and organisations as a result of IS/IT.
- CLO6 : Communicate an argument effectively in oral and written form.

## Detailed Assessment Description

In summary, this component of the course grade constitutes the following:

- Participation on Moodle in posting their burning questions about the lecture content, and/or attempt the discussion questions, and/or share external content they found to be relevant (with explanation of its connection) to the lectures.
- Participation can also come in the form of peer assistance. In other words, students can offer their own take to burning questions or doubts (with clear justification) about course content posted by fellow students.

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More details about the grading of this assessment component will be provided on Moodle due to the lack of space here.

## Assessment Length

TBA

## Submission notes

Please refer to Moodle for more information

## Assessment information

Not Applicable

Assignment submission Turnitin type

Not Applicable

Generative AI Permission Level

**No Assistance**

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# Lab Assignment

Assessment Overview

Students will have to complete two MYOB tasks by the end of your enrolled MYOB tutorials in Week 06 and Week 10 respectively. Students will have up to four weeks to complete each of these two tasks. Each task is worth 5% that will add up to a total of 10% of the course grade attributed to the MYOB component of the course.

The MYOB tasks can be carried out during your enrolled tutorial time slots where you can work individually or in groups with the guidance of your tutors. You need to work on the MYOB tasks on your own devices. Students have access to MYOB through MyAccess portal provided by UNSW. Do not use the Mac or other versions. The tutors and lecturers are not obligated to solve any technical issues you might face with your own devices.

Course Learning Outcomes

- CLO4 : Propose how an organisation could use (IS/IT) to compete in a global marketplace.
- CLO6 : Communicate an argument effectively in oral and written form.

Detailed Assessment Description

Students will have to complete two MYOB tasks by the end of your enrolled MYOB tutorials in Week 06 and Week 10 respectively. Students will have up to four weeks to complete each of these two tasks. Each task is worth 5% that will add up to a total of 10% of the course grade attributed to the MYOB component of the course.

The MYOB tasks can be carried out during your enrolled tutorial time slots where you can work in groups with the guidance of your tutors. You need to work on the MYOB tasks on your own devices. Students have access to MYOB through MyAccess portal provided by UNSW. Do not use the Mac or other versions. The tutors and lecturers are not obligated to solve any technical

issues you might face with your own devices.

## Assessment Length

TBA

## Submission notes

Please refer to Moodle for more information

## Assessment information

Not Applicable

## Assignment submission Turnitin type

This is not a Turnitin assignment

## Generative AI Permission Level

### No Assistance

This assessment is designed for you to complete without the use of any generative AI. You are not permitted to use any generative AI tools, software or service to search for or generate information or answers.

For more information on Generative AI and permitted use please see here.

# Final Exam

## Assessment Overview

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 materials in INFS5978. 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 lecture in the final week.

## Course Learning Outcomes

- CLO1 : Describe Information Systems (IS) components and their use in an organisational setting.
- CLO2 : Explain how organisations could use IS and IT (Information Technology) to aid with the managerial decision-making processes.
- CLO3 : Describe different approaches for developing information systems.
- CLO4 : Propose how an organisation could use (IS/IT) to compete in a global marketplace.
- CLO5 : Evaluate the range of cultural, security, privacy and ethical issues facing individuals and organisations as a result of IS/IT.
- CLO6 : Communicate an argument effectively in oral and written form.

Detailed Assessment Description

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 materials in INFS5978. 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 lecture in the final week.

Assessment Length

TBA

Submission notes

Please refer to Moodle for more information

Assessment information

Not Applicable

Assignment submission Turnitin type

Not Applicable

Generative AI Permission Level

**No Assistance**

This assessment is designed for you to complete without the use of any generative AI. You are not permitted to use any generative AI tools, software or service to search for or generate information or answers.
For more information on Generative AI and permitted use please see here.

# General Assessment Information

As a student at UNSW you are expected to display academic integrity in your work and interactions. Where a student breaches the UNSW Student Code with respect to academic integrity, the University may take disciplinary action under the Student Misconduct Procedure. To assure academic integrity, you may be required to demonstrate reasoning, research and the process of constructing work submitted for assessment.

To assist you in understanding what academic integrity means, and how to ensure that you do comply with the UNSW Student Code, it is strongly recommended that you complete the Working with Academic Integrity module before submitting your first assessment task. It is a free, online self-paced Moodle module that should take about one hour to complete.

You are expected to complete all assessment tasks for your courses in the School of Information Systems and Technology Management. Classes are highly practical and relevant to your assessments, so you are expected to attend at least 80% of all scheduled classes.

Where group assignments are used, team members are expected to work in a harmonious and professional fashion, which includes adequate management of non-performing members. You should inform your tutor as soon as possible if you experience problems within a project team. You may be required to evaluate the contribution of each team member (including yourself) in group work and marks for individual students may be adjusted based on peer assessment.

### Grading Basis

Standard

### Requirements to pass course

Not Applicable

# Course Schedule

| Teaching Week/Module | Activity Type | Content |
|---|---|---|
| Week 1 : 9 September - 15 September | Lecture | • Introduction to Information Systems and Course Delivery Mechanism<br>• Chapters + Learning Materials provided on Moodle<br>• No MYOB Lab this week |
| Week 2 : 16 September - 22 September | Lecture | • Online MYOB Demo Lecture 01<br>• Chapters + Learning Materials provided on Moodle + MYOB Task 01<br>• MYOB Lab 01 is live this week |
| | Laboratory | MYOB Task 01 |
| Week 3 : 23 September - 29 September | Lecture | • Information Systems, Organizations, and Strategy<br>• Chapters + Learning Materials provided on Moodle<br>• No MYOB Lab this week |
| Week 4 : 30 September - 6 October | Lecture | • E-Business, E&M-Commerce, + Social and Web 2.0<br>• Chapters + Learning Materials provided on Moodle + MYOB Task 01<br>• MYOB Lab 02 is live this week |
| | Laboratory | MYOB Task 01 |
| Week 5 : 7 October - 13 October | Lecture | • Online MYOB Demo Lecture 02. (Please note, no lecture on will be held on Monday, 7 October 2024. A replacement lecture will be held on Tuesday, 8 October 2024)<br>• Chapters + Learning Materials provided on Moodle + MYOB Task 01 + Quiz 01<br>• MYOB Lab 03 is live this week |
| | Laboratory | MYOB Task 01 |
| Week 6 : 14 October - 20 October | Lecture | • Enterprise Information Systems + Supply Chain + Customer Relationship Management Systems<br>• Chapters + Learning Materials provided on Moodle + MYOB Task 01<br>• MYOB Lab 04 is live this week |
| | Laboratory | MYOB Task 01 |
| Week 7 : 21 October - 27 October | Lecture | • Decision Support and Business Intelligence + Database Management Systems  Database Design, Relational Databases + Data analytics + Use of Big Data in Organizations<br>• Chapters + Learning Materials provided on Moodle + MYOB Task 02<br>• MYOB Lab 05 is live this week |
| | Laboratory | MYOB Task 02 |
| Week 8 : 28 October - 3 November | Lecture | • Building Information Systems + Managing Projects<br>• Chapters + Learning Materials provided on Moodle + MYOB Task 02 + Quiz 02<br>• MYOB Lab 06 is live this week |
| | Laboratory | MYOB Task 02 |
| Week 9 : 4 November - 10 November | Lecture | • Security, Ethical and Social Issues in Information Systems + Blockchain, Fintech, and Artificial Intelligence, and Future of Business<br>• Learning Materials provided on Moodle + MYOB Task 02<br>• MYOB Lab 07 is live this week |
| | Laboratory | MYOB Task 02 |
| Week 10 : 11 November - 17 November | Lecture | • Review and Exam Preparation<br>• MYOB Task 02 + Quiz 03<br>• MYOB Lab 08 is live this week |
| | Laboratory | MYOB Task 02 |

# Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

# General Schedule Information

Not Applicable

# Course Resources

## Prescribed Resources

The prescribed texts for the course are as follows:

- Management Information Systems, Australian Edition (1st Edition), Gray, H., Issa, T., Pye, G., Troshani, I., Rainer, K., Prince, B., and Watson, H. Wiley, 2015 (ISBN: 9780730363309).

IMPORTANT NOTE: Our recommendation would be for students to acquire the digital textbook that includes digital videos and interactive learning materials. You can buy the digital package at:

https://www.wileydirect.com.au/buy/management-information-systems-1st-australian-edition/

The digital package, which is available for the course duration, costs $65 AUD whereas the print version of the textbook costs $169.95 AUD. The digital package contains many interactive features that will be helpful to your learning experience in the course and they will not be available with the print version of the textbook.

Furthermore, even if you are considering selling the textbook after the course, your out- of-pocket expense (assuming you can recoup half of the full price you paid for the print version of the textbook) is still about $70 AUD.

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.

To complete the MYOB tasks, we are using the MYOB PC version 19.10. Please do not install the MAC version of the software. This is because the MAC version is scaled down and certain options and features are missing. If you have a MAC version, please do not use it to complete your tasks because they will not be accepted.

The website for this course is on Moodle.

## Recommended Resources

Not Applicable

## Additional Costs

Not Applicable

# Course Evaluation and Development

Gathering, analyzing, and acting upon student feedback is crucial for improving the quality of the

course and the overall student learning experience. Based on past feedback, we found that students felt the pace of the course was too fast. To address this, we adjusted the course schedule to allow more time for complex topics and incorporated more in-class activities that reinforce learning. Similarly, feedback indicated that students wanted more real-world examples and application-based learning. Hence, we added more real-world examples to the curriculum. The process of gathering, analyzing, and acting on feedback is continuous and essential for improving the course and the overall student learning experience.

# Staff Details

| Position | Name | Email | Location | Phone | Availability | Equitable Learning Services Contact | Primary Contact |
|----------|------|-------|----------|-------|--------------|-------------------------------------|-----------------|
| Convenor | Rojith Stanly | | Quad 2084 | +61 432340111 | TBA | No | Yes |

# Other Useful Information

## Academic Information

### COURSE POLICIES AND SUPPORT

The Business School expects that you are familiar with the contents of this course outline and the UNSW and Business School learning expectations, rules, policies and support services as listed below:

- Program Learning Outcomes
- Academic Integrity and Plagiarism
- Student Responsibilities and Conduct
- Special Consideration
- Protocol for Viewing Final Exam Scripts
- Student Learning Support Services

Further information is provided on the Policies and Guidelines page.

Students may not circulate or post online any course materials such as handouts, exams, syllabi or similar resources from their courses without the written permission of their instructor.

### STUDENT LEARNING OUTCOMES

The Course Learning Outcomes (CLOs) – under the Outcomes tab – are  what you should be

able to demonstrate by the end of this course, if you participate fully in learning activities and successfully complete the assessment items.

CLOs also contribute to your achievement of the Program Learning Outcomes (PLOs), which are developed across the duration of a program. PLOs are, in turn, directly linked to UNSW graduate capabilities. More information on Coursework PLOs is available on the Policies and Guidelines page. For PG Research PLOs, including MPDBS, please refer to UNSW HDR learning outcomes.

## Academic Honesty and Plagarism

As a student at UNSW you are expected to display academic integrity in your work and interactions. Where a student breaches the UNSW Code of Conduct with respect to academic integrity, the University may take disciplinary action. To assure academic integrity, you may be required to demonstrate reasoning, research and the process of constructing work submitted for assessment.

To assist you in understanding what academic integrity means, and how to ensure that you do comply with the UNSW Code of Conduct, it is strongly recommended that you complete the Working with Academic Integrity module before submitting your first assessment task. It is a free, online self-paced Moodle module that should take about one hour to complete.

## Submission of Assessment Tasks

### SHORT EXTENSIONS

Short Extension is a new process that allows you to apply for an extended deadline on your assessment without the need to provide supporting documentation, offering immediate approval during brief, life-disrupting events. Requests are automatically approved once submitted.

Short extensions are ONLY available for some assessments. Check your course outline or Moodle to see if this is offered for your assessments. Where a short extension exists, all students enrolled in that course in that term are eligible to apply. Further details are available the UNSW Current Students page.

### SPECIAL CONSIDERATION

You can apply for special consideration when illness or other circumstances beyond your control

interfere with your performance in a specific assessment task or tasks, including online exams. Special consideration is primarily intended to provide you with an extra opportunity to demonstrate the level of performance of which you are capable.

Applications can only be made online and will NOT be accepted by teaching staff. Applications will be assessed centrally by the Case Review Team, who will update the online application with the outcome and add any relevant comments. The change to the status of the application immediately sends an email to the student and to the assessor with the outcome of the application. The majority of applications will be processed within 3-5 working days.

For further information, and to apply, see Special Consideration on the UNSW Current Students page.

LATE SUBMISSION PENALTIES

For assessments other than examinations, late submission will incur a penalty of 5% per day or part thereof (including weekends) from the due date and time. An assessment will not be accepted after 5 days (120 hours) of the original deadline unless special consideration has been approved. In the case of an approved Equitable Learning Plan (ELP) provision, special consideration or short extension, the late penalty applies from the date of approved time extension. After five days from the extended deadline, the assessment cannot be submited.

An assessment is considered late if the requested format, such as hard copy or electronic copy, has not been submitted on time or where the 'wrong' assessment has been submitted.

For assessments which account for 10% or less of the overall course grade, and where answers are immediately discussed or debriefed, the LIC may stipulate a different penalty. Details of such late penalties will be available on the course Moodle page.

FEEDBACK ON YOUR ASSESSMENT TASK PERFORMANCE

Feedback on student performance from formative and summative assessment tasks will be provided to students in a timely manner. Assessment tasks completed within the teaching period of a course, other than a final assessment, will be assessed and students provided with feedback, with or without a provisional result, within 10 working days of submission, under normal circumstances. Feedback on continuous assessment tasks (e.g. laboratory and studio-

based, workplace-based, weekly quizzes) will be provided prior to the midpoint of the course.

## Faculty-specific Information

### PROTOCOL FOR VIEWING FINAL EXAM SCRIPTS

UNSW students have the right to view their final exam scripts, subject to a small number of very specific exemptions. The UNSW Business School has set a protocol under which students may view their final exam script. Individual schools within the Faculty may also set up additional local processes for viewing final exam scripts, so it is important that you check with your School.

If you are completing courses from the following schools, please note the additional school-specific information:

- Students in the **School of Accounting, Auditing & Taxation** who wish to view their final examination script should also refer to this page.
- Students in the **School of Banking & Finance** should also refer to this page.
- Students in the **School of Information Systems & Technology Management** should also refer to this page.

### COURSE EVALUATION AND DEVELOPMENT

Feedback is regularly sought from students and continual improvements are made based on this feedback. At the end of this course, you will be asked to complete the myExperience survey, which provides a key source of student evaluative feedback. Your input into this quality enhancement process is extremely valuable in assisting us to meet the needs of our students and provide an effective and enriching learning experience. The results of all surveys are carefully considered and do lead to action towards enhancing educational quality.

### 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.

### TEACHING TIMES AND LOCATIONS

Please note that teaching times and locations are subject to change. Students are strongly advised to refer to the Class Timetable website for the most up-to-date teaching times and locations.