

306-106 Business Process Analysis

Credit Points:	12.50
Level:	1 (Undergraduate)
Dates & Locations:	2009, This subject commences in the following study period/s: Semester 1, - Taught on campus. Semester 2, - Taught on campus.
Time Commitment:	Contact Hours: Two 1-hour lectures and a 1-hour tutorial per week Total Time Commitment: Not available
Prerequisites:	306-108 Accounting Transactions and Analysis (/view/2009/306-108) or 306-104 Accounting 1B.
Corequisites:	306-108 Accounting Transactions and Analysis (/view/2009/306-108) or 306-104 Accounting 1B.
Recommended Background Knowledge:	None
Non Allowed Subjects:	None
Core Participation Requirements:	<p><p>For the purposes of considering request for Reasonable Adjustments under the Disability Standards for Education (Cwth 2005), and Student Support and Engagement Policy, academic requirements for this subject are articulated in the Subject Overview, Learning Outcomes, Assessment and Generic Skills sections of this entry.</p> <p>It is University policy to take all reasonable steps to minimise the impact of disability upon academic study, and reasonable adjustments will be made to enhance a student's participation in the University's programs. Students who feel their disability may impact on meeting the requirements of this subject are encouraged to discuss this matter with a Faculty Student Adviser and Student Equity and Disability Support: http://services.unimelb.edu.au/disability</p></p>
Coordinator:	Mr Trevor Tonkin
Subject Overview:	The objective of this subject is to provide students with a broad introduction to core business processes that underpin organisational business activities and the role and operation of information systems associated with these. In particular, the subject will discuss methods for documenting business processes and information systems; internal controls for business processes and information systems; core business processes associated with revenue, expenditure, production transaction cycles and business reporting.
Objectives:	<p>On successful completion of this subject a student will be able to:</p> <ul style="list-style-type: none"> # <i>explain</i> what an enterprise system is; # <i>describe</i> and <i>explain</i> the two key accounting processes: Order-to-Cash Process; Purchase-to-Pay Process; # <i>document</i> business processes; # <i>explain</i> the importance of internal control; # <i>recommend</i> internal control plans to cover key business process risks and to achieve key business process operation and information control goals; # <i>identify</i> the activities and business processes that generate specific accounting data; # <i>evaluate</i>, <i>analyse</i> and <i>interpret</i> the efficacy of business processes, the supporting enterprise systems and the reliability of accounting data generated within business processes; # <i>recommend</i> how business processes can be redesigned to improve operational efficiency and effectiveness, and achieve a high level of internal control.

Assessment:	A 3-hour end-of-semester examination (50%), assignments totalling not more than 4000 words (40%) and class participation (10%). Successful completion of this subject requires a minimum 50% pass in the end-of-semester examination.
Prescribed Texts:	To be advised.
Recommended Texts:	To be advised.
Breadth Options:	<p>This subject potentially can be taken as a breadth subject component for the following courses:</p> <ul style="list-style-type: none"> # Bachelor of Arts (https://handbook.unimelb.edu.au/view/2009/D09) # Bachelor of Biomedicine (https://handbook.unimelb.edu.au/view/2009/J07) # Bachelor of Environments (https://handbook.unimelb.edu.au/view/2009/A04) # Bachelor of Music (https://handbook.unimelb.edu.au/view/2009/M05) # Bachelor of Science (https://handbook.unimelb.edu.au/view/2009/R01) # Bachelor of Engineering (https://handbook.unimelb.edu.au/view/2009/355-AA) <p>You should visit learn more about breadth subjects (http://breadth.unimelb.edu.au/breadth/info/index.html) and read the breadth requirements for your degree, and should discuss your choice with your student adviser, before deciding on your subjects.</p>
Fees Information:	Subject EFTSL, Level, Discipline & Census Date, http://enrolment.unimelb.edu.au/fees
Generic Skills:	<ul style="list-style-type: none"> # High level of development: collaborative learning; problem solving; team work; interpretation and analysis; critical thinking; evaluation of data and other information; use of computer software. # Moderate level of development: oral communication; written communication; application of theory to practice; synthesis of data and other information; accessing data and other information from a range of sources; receptiveness to alternative ideas.
Notes:	Students may not gain credit for both 306-106 Business Process Analysis (/view/2009/306-106) and 615-150 Organisational Processes (/view/2009/615-150) .