



ACCG922

Accounting Information Systems

S1 Evening 2014

Dept of Accounting & Corporate Governance

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	12
<u>Unit Schedule</u>	13
<u>Policies and Procedures</u>	16
<u>Graduate Capabilities</u>	20
<u>Research and Practice</u>	21
<u>Changes since First Published</u>	21

Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

General Information

Unit convenor and teaching staff

Chadi Aoun

chadi.aoun@mq.edu.au

Contact via chadi.aoun@mq.edu.au

Lecturer

Farhad Daneshgar

farhad.daneshgar@mq.edu.au

Contact via farhad.daneshgar@mq.edu.au

Unit Convenor

Matthew Mansour

matthew.mansour@mq.edu.au

Contact via matthew.mansour@mq.edu.au

Lecturer

Mauricio Marrone Burgoa

mauricio.marrone@mq.edu.au

Contact via mauricio.marrone@mq.edu.au

Credit points

4

Prerequisites

(ACCG611 or ACCG861) and (admission to MAcc(Prof) or MAcc(CPA) or MAcc(Prof)MCom)

Corequisites

Co-badged status

Unit description

This unit provides a deeper understanding of the theory and practice of accounting information systems, its controls and risks as applied to businesses. It includes analysis and application to real life business scenarios of the following technical areas: information technology and the documentation of systems; the use of different systems and electronic commerce; system planning, development and control; computer ethics; computer crime; and other contemporary topics. Research will be incorporated to underpin the theoretical discussions.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

Learning Outcomes

On successful completion of this unit, you will be able to:

Critique the assumptions, constraints and limitations of accounting information system concepts and demonstrate their understanding of such concepts in respect to real-world examples.

Demonstrate an understanding of documentation tools and controls used for information systems.

Solve problems concerning current issues in accounting information systems by identifying and selecting appropriate courses of action in a group setting

Demonstrate effective written and oral communication

Demonstrate an awareness and understanding of ethical issues affecting the role of an accountant in relation to an accounting information system

Demonstrate the ability to use an accounting software package, MYOB

Assessment Tasks

Name	Weighting	Due
<u>Assessed Coursework</u>	15%	Random
<u>Case Study</u>	20%	Week 5
<u>MYOB Assignment</u>	20%	Week 5, Week 9 & 30th June
<u>Final Exam</u>	45%	Examination period

Assessed Coursework

Due: **Random**

Weighting: **15%**

There will be **SIX (6)** random weekly assessment tasks collected by lecturers during the Session. The unit convenor will determine which weeks' work will be collected and this will vary from seminar group to seminar group. This requires students to complete the 'seminar questions' (as outlined under the unit schedule) every week. These collections must be submitted to your lecturer by the end of your normal seminar. No assignments submitted after this time will be accepted. The **best 5 of these** will count with the marks awarded for each being added to give a total mark out of 15. Students **must submit** the answers to the designated homework questions for each week through Turnitin. The ilearn website will list which homework questions must be uploaded through Turnitin as well as all other assessment tasks such as the individual case study report (due in week 5) and group case study report (due in week 10).

Assessment marks for the weekly homework or in-class activities will be awarded based on the marking guide provided by the unit convenor for each of the weekly homework collected and in-class seminar work collected. The 'seminar' questions (as outlined under the unit schedule) will be collected by lecturers in the week determined by the unit convenor, marked and then scaled to a mark out of 3.0.

A mark of zero (work not submitted) - Students who fail to submit their coursework in the designated seminar will receive a mark of zero.

Students can expect to receive feedback concerning each piece collected in the next seminar conducted following the submission of the assessment task, unless unavoidable circumstances arise. Should the assessment task not be returned in the next seminar, students will be informed as to when they will be returned to them.

Within the first four weeks one random collection will act as an early diagnostic of how students are handling the materials. This will allow lecturers to provide advice on how students might address any early problems they are encountering with the content and issues in the unit. If a student experiences difficulties in handling this task then they are advised to seek additional assistance in one of the consultation times listed on the unit website.

Extensions

No extension will be given.

Penalties and Late submission

No late assessments will be accepted.

A mark of Zero will be given if students are unable to participate in the tutorials.

On successful completion you will be able to:

- Critique the assumptions, constraints and limitations of accounting information system concepts and demonstrate their understanding of such concepts in respect to real-world examples.
- Demonstrate an understanding of documentation tools and controls used for information systems.
- Solve problems concerning current issues in accounting information systems by identifying and selecting appropriate courses of action in a group setting

- Demonstrate effective written and oral communication
- Demonstrate an awareness and understanding of ethical issues affecting the role of an accountant in relation to an accounting information system

Case Study

Due: **Week 5**

Weighting: **20%**

Submission

Week 5 Case Study – Individual Report

The Case study will be available in week 2 of Session and will include a number of questions that need to be prepared prior to the week 5 class. You must bring two *typed* copies of your answers to class. One for you to submit for marking at the start of the class and the other for you to write down suggested answers to allow you to prepare for the group report that must be submitted in week 10.

The individual report worth 10 marks will be marked based on the answer guide provided to lecturers by the Unit Convenor.

The case study will be made available at the end of week 2.

The 20 marks for the Case Study Assignment will be calculated based on the following criteria:

- An individual report to be submitted in the week 5 seminar based on the Case Study and questions on the website. These will be collected, marked and scaled to a mark out of 10.
- A group report based on the week 5 case study which answers the additional question(s) for the case provided in week 6. This will be submitted in week 10 and be marked and then scaled to a mark out of 10. The group based report will be prepared based on the discussion of the case covered during week 6.

Students will need to submit your assignment through Turn-it-in and attach the originality report. Otherwise, you will receive zero mark for this assignment.

The assignment must be typed and a complete assignment cover sheet attached. The FBE cover sheet could be obtained from the following link:

http://www.businessandconomics.mq.edu.au/faculty_docs/student_support/Individual_cover_sheet.pdf

Students MUST keep a backup file of your assignment.

Extensions

No extension will be granted for students who are enrolled late in this subject.

If students are unable to submit the assignment on time due to illness or misadventure, please refer to the special consideration procedure as follow:

http://www.businessandconomics.mq.edu.au/current_students/undergraduate/how_do_i

Penalties and Late submission

Submissions after the seminar will be considered as late and will attract a 20% penalty of the maximum mark available per day.

Students can hand in the late submission through Business & Economics Graduate Centre (BEGC E4A Level 2) counter during their business hours only. The late assignment must be date stamped.

Plagiarism

The policy statement on cheating and plagiarism is a cornerstone of academic integrity at Macquarie University. All students are responsible for familiarizing themselves with the policy, seeking further advice if necessary and complying with it at all times. If you use any material, for example textbooks, journal articles, etc, to support your answer, you are to use the Harvard Style of referencing in your answer for both in-text and bibliography referencing.

On successful completion you will be able to:

- Critique the assumptions, constraints and limitations of accounting information system concepts and demonstrate their understanding of such concepts in respect to real-world examples.
- Demonstrate an understanding of documentation tools and controls used for information systems.
- Solve problems concerning current issues in accounting information systems by identifying and selecting appropriate courses of action in a group setting
- Demonstrate effective written and oral communication
- Demonstrate an awareness and understanding of ethical issues affecting the role of an accountant in relation to an accounting information system
- Demonstrate the ability to use an accounting software package, MYOB

MYOB Assignment

Due: **Week 5, Week 9 & 30th June**

Weighting: **20%**

MYOB Assignment 1 (0%)

The following classes for weeks 2 and 8 will be used for MYOB instruction:

NB. These replace your traditional seminar class(es) for the corresponding week(s)

Assignment 1 is all about assisting you in understanding MYOB. It has no mark bearing on it but it is a precursor to Assignment 2. We will be running help sessions to assist you with MYOB also:

You need to download MYOB assignment 1 question from iLearn, print it and bring it with you to the MYOB class on week 2. You also need to download **your** MYOB data file from iLearn to be used for both assignment 1 and assignment 2.

Submission

- Due date: **Week 5**; the assignment must be handed in during your designated seminar
- Please refer to the assignment for **FULL** and detailed instructions regarding submission

Day

Time

Venue

Dates

Monday

9 am – 12 pm

E4B 214

10th March & 5th May

Tuesday

9 am – 12 pm

E4B 214

11th March & 6th May

Tuesday

3 pm – 6 pm

E4B 118

11th March & 6th May

Thursday

12 pm – 3 pm

E4B 214

13th March & 8th May

Thursday

6 pm - 9 pm

E4B 214

13th March & 8th May

Friday

5 pm - 8pm

E4B118

14th March & 9th May

Help Session for using MYOB

MYOB HELP sessions will be conducted in the computer labs on **Friday, 28th March** or **Saturday, 29th March** 2014 in **E4B 118**. These sessions will be held on the Friday and/or Saturday prior to submission of the first MYOB assignment and is **strongly recommended** for students who are experiencing difficulties with MYOB. The sessions will also explore using MYOB efficiently. The sessions will run 9 am-5pm.

Session 1: Fri 28th 5 pm to 7.30 pm

Session 2 Sat 29th 9 am to 11 .30 am

Session 3: Sat 29th 12 pm to 2.30 pm

Session 4: Sat 29th 3 pm to 5.30 pm

You would of registered for one of the Help classes on estudent already. They are known as Practical 2. They will have the date and time also. If in doubt go to timetables.mq.edu.au and look at accg922. It will show all the classes for our unit.

NB. The number of computer terminals is limited, so **ONLY** students who have registered will be allowed a place in the HELP session.

Extensions

- No extension will be granted for students who are enrolled late in this subject.
- If students are unable to submit the assignment on time due to illness or misadventure, please refer to the special consideration procedure as follow:

http://www.businessandconomics.mq.edu.au/current_students/undergraduate/how_do_i

Penalty

This assessment is compulsory to attempt.

MYOB Assignment 2 (5%)

This is a compulsory assignment. The assignment will develop further experience with MYOB AccountRight Plus, including processing transactions and printing reports. Details will be provided in the second MYOB seminar class. The assignment is a continuation of assignment 1 and you will use your own MYOB file from Assignment 1 to complete this assignment.

Students should print out the assignment (from the website) and bring it to class.

For both MYOB assignments, students should use the Neish and Kahwati text as a self-learning resource for resolving any particular problems. Consultation in relation to the content of the assignment will be available via email with George Kahwati (george.kahwati@mq.edu.au) using your university email account only.

Submission

- Due Date: **Week 9**; the assignment must be handed in during your designated Seminar.
- Please refer to the assignment for the FULL and detailed instructions regarding submission

Extension

No extension will be granted for students who are enrolled late in this subject.

If a student is unable to attend seminar due to illness or misadventure, the student should provide proof of such a circumstance (eg. medical certificate covering absence date and subsequent days until submission). Students can apply for special consideration through www.ask.mq.edu.au. Students will need to upload their supporting documentation and then bring the original documents to via Business & Economics Graduate Centre (BEGC E4A Level 2) (BEGC) for sighting.

Penalties

Late submissions (received after the due date) will be penalized at the rate of 20-percent of the available marks per day or part thereof.

Students can hand in the late submission through Business & Economics Graduate Centre (BEGC E4A Level 2) counter during their business hours only. The late assignment must be date stamped.

MYOB Assignment 3 - Practical Exam (15%)

This exam will test your knowledge of the materials covered in weeks 2 and weeks 8 of the MYOB classes. It is highly advisable that you use the MYOB prescribed textbook to consolidate your understanding of the entering of transactions into an MYOB file.

The practical exam will be held on Monday 30th June in a designated computer lab.

Extension

No extension will be granted

If students are unable to submit the assignment on time due to illness or misadventure, please refer to the special consideration procedure as follow:

http://www.businessandeconomics.mq.edu.au/current_students/undergraduate/how_do_i

Penalties

A mark of ZERO will be assigned for non-attendance unless a special consideration application is submitted and approved

On successful completion you will be able to:

- Demonstrate an understanding of documentation tools and controls used for information systems.
- Solve problems concerning current issues in accounting information systems by identifying and selecting appropriate courses of action in a group setting
- Demonstrate the ability to use an accounting software package, MYOB

Final Exam

Due: **Examination period**

Weighting: **45%**

Submission

A three hour final examination for this unit will be held during the University Examination period.

To pass the unit, students **must pass the final exam** and have a satisfactory performance. For

performance to be considered satisfactory for this unit, students must have submitted all assessment tasks and achieve at least 50 percent of the total internal assessment marks.

The final exam assesses students' critical thinking capabilities as well as the ability to apply their knowledge of accounting and information systems to examples of real world problems and cases.

You are expected to present yourself for examination at the time and place designated in the University Examination Timetable. The timetable will be available in Draft form approximately eight weeks before the commencement of the examinations and in Final form approximately four weeks before the commencement of the examinations.

<http://www.timetables.mq.edu.au/exam>

Extension

The only exception to not sitting an examination at the designated time is because of documented illness or unavoidable disruption. In these circumstances you may wish to consider applying for Special Consideration. The University's policy on special consideration process is available at http://www.mq.edu.au/policy/docs/special_consideration/policy.html

If a Supplementary Examination is granted as a result of the Special Consideration process the examination will be scheduled after the conclusion of the official examination period. (Individual Faculties may wish to signal when the Faculties' Supplementary Exams are normally scheduled.) Special consideration will be determined after consideration of a student's performance in all aspects of the course.

If a Supplementary Examination is granted as a result of the Special Consideration process the examination will be scheduled as per the Supplementary Examination timetable of the Faculty. Please note that the supplementary examination will be of the similar format as the final examination.

On successful completion you will be able to:

- Critique the assumptions, constraints and limitations of accounting information system concepts and demonstrate their understanding of such concepts in respect to real-world examples.
- Demonstrate an understanding of documentation tools and controls used for information systems.

- Solve problems concerning current issues in accounting information systems by identifying and selecting appropriate courses of action in a group setting
- Demonstrate effective written and oral communication
- Demonstrate an awareness and understanding of ethical issues affecting the role of an accountant in relation to an accounting information system
- Demonstrate the ability to use an accounting software package, MYOB

Delivery and Resources

Face to face hours

This unit will be taught in the form of weekly 3 hour seminars. This is a combination of lectures and tutorial. Students are required to enrol in one seminar (3 hours of face to face teaching) for this unit. Class attendance for this unit is compulsory. Students are required to attend a minimum of 10 out of 13 classes. The teaching strategies are outlined below:

Seminar:

- Students are required to enrol in seminars online. Seminar enrolment will be closed after the first week of semester. There is no change after this deadline. It is important that you attend the seminar that you are enrolled in. If you attend the seminar that you are not enrolled in, it will not be counted toward the attendance record, with an exception of seminars held on the week of public holidays.
- Any changes to seminars must be made through e-student. You have to finalise your classes by the end of week 2 after which changes are no longer possible.
- No exception for seminar attendances and late assignments will be granted for students who are enrolled late in this subject.
- Your attendance may not be marked if you arrive more than 15 minutes late to your seminars, unless there is an appropriate reason provided to your lecturer.

Textbook

You will require access to the following textbook:

- 1) *Accounting Information Systems: Understanding Business Processes, 4th Edition*, Considine B., Parkes A, Olesen K, Blount Y., Speer D., ISBN: 978-0-7303-0247-6

Copies of the textbook can be purchased from the Co-Op bookstore on campus. Some copies of the text are also available through the reserved section in the library. The content of this text forms the foundation of the unit, but material to be considered (and examined) will go beyond

text content.

2) *Computer Accounting using MYOB business software ver. 19.6 (13th Edition)*, by Neish and Kahwati, Sydney: McGraw-Hill

This text is essential for the MYOB component of the unit, including the assignment. It contains the education version of MYOB. Macquarie computer labs will have MYOB installed. Students are encouraged to do the assignment on home PCs (if available).

Technology used

iLearn: This unit will use iLearn as an online technology for students to access course material, announcements as well as any other documents related to this unit. Students are required to regularly check the iLearn for accessing up-to-dated information about the unit.

Echo is a multi-media learning tool that provides an audio of the lectures which students can download and listen to at their convenience. Echo will be made available at the end of each week via the unit's website (iLearn).

MYOB will be used in this course

What has changed

Overall, the unit is similar to the previous offering. However, there are two changes.

- The final exam in this semester is 45 percent instead of 60 percent.
- Students will be doing a practical exam as one of their assessments

Unit Schedule

Week	Topic	Seminar Questions	Readings
1	Introduction to Accounting Information Systems	N/A	Considine et al., Chapter 1

2	MYOB – Basics & Setup	None – MYOB Basics and Setup	N & K Chapters 1 to 8
3	Ethics, Fraud and Computer Crime	Seminar: Chapter 1 - DQ 1.1, 1.3, 1.6(p. 33) Chapter 1 – Problems 1.3(b); 1.6; (p. 35) Chapter 2 – DQ 2.9, 2.12 (p. 89) Chapter 2 – Problem 2.5, (p.91) Revision: Chapter 1 & 2 – DQ 1.2 and 1.5(p.33); 2.1& 2.10 (p.89) Chapter 1 & 2 - Problems 1.12 (p. 36); 2.7 and 2.18 (p.91-93)	Considine et al., Chapter 16
4	Controls I	Seminar: Chapter 16 – DQ 16.3, 16.4 and 16.8 (p.737) and P 16.2 and 16.3 (p. 738) Revision: Chapter 16 – DQ 16.5 and 16.6 (p. 737)	Considine et al., Chapter 7 & 8
5	Controls II * MYOB Assignment 1 submission	Seminar: Chapter 7 – DQ 7.1, 7.4 and P 7.6 Revision: Chapter 7 – DQ 7.9, 7.11 and P 7.4 and 7.7 Case Study and team participation (see Website for case study and questions for individual report) MYOB 1 – due for submission	Considine et al., Chapter 7 & 8
6	Database concept	Seminar: Chapter 8 – DQ 8.2, 8.5 and P 8.1, 8.3 and 8.7 Revision: Chapter 8 – DQ 8.1, 8.3 and P 8.6	Considine et al., Chapter 3
Mid Semester Break 14th April to 25th April			

7	System Documentation	None as week 6 was the Case Study preparation Week	Considine et al., Chapter 6
8	<i>MYOB – Transactions and Reports</i>	None – MYOB Transactions and Reports	N & K Chapters 4,5,6,7,8 & 9
9	Revenue and Expenditure Cycle	Seminar: Chapter 6 – DQ 6.1, 6.2 Revision: Chapter 6– DQ 6.3 and P 6.8	Considine et al., Chapter 9 & 10
10	System Development (Part 1)	Seminar: Chapter 9 – DQ 9.1, 9.4 and P 9.1, 9.2 and 9.3 Chapter 10 – DQ 10.1, 10.2 and 10.4 Revision: Chapter 9– DQ 9.2 and P 9.4 Chapter 10 – P 10.1, 10.2, 10.3 and 10.4	Considine et al., Chapter 14
11	System Development (Part 2)	Seminar: Chapter 14 – DQ 14.2, 14.3, 14.10 Revision: Chapter 14 – DQ 14.4 and 14.16	Considine et al., Chapter 14
12	Auditing an Information Systems	Seminar: Chapter 14 – DQ 14.5, 14.11, 14.14 and P14.3 Revision: Chapter 14 – DQ 14.6, 14.18 and P 14 .2	Considine et al., Chapter 15
13	Revision As Monday is a public holiday, students are asked to attend another class for this week only.	Seminar: Chapter 15 – DQ 15.2, 15.3, 15.8 and P 15.4 Revision: Chapter 15 – DQ 15.4 and 15.14	
DQ = Discussion Question; P = Problem			

* Each lecture seminar is structured in two sections: presentation of lecture materials, and group work on case study questions

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy <http://mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy <http://mq.edu.au/policy/docs/grading/policy.html>

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Grievance Management Policy http://mq.edu.au/policy/docs/grievance_management/policy.html

Disruption to Studies Policy http://www.mq.edu.au/policy/docs/disruption_studies/policy.html *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

ACADEMIC HONESTY

The nature of scholarly endeavour, dependent as it is on the work of others, binds all members of the University community to abide by the principles of academic honesty. Its fundamental principle is that all staff and students act with integrity in the creation, development, application and use of ideas and information. This means that:

all academic work claimed as original is the work of the author making the claim

- all academic collaborations are acknowledged
- academic work is not falsified in any way
- when the ideas of others are used, these ideas are acknowledged appropriately.

Further information on the academic honesty can be found in the Macquarie University Academic Honesty Policy at

http://www.mq.edu.au/policy/docs/academic_honesty/policy.html

Grades

Macquarie University uses the following grades in coursework units of study:

HD –High Distinction

D – Distinction

CR – Credit

P – Pass

F – Fail

Grade descriptors and other information concerning grading are contained in the Macquarie University Grading Policy which is available at:

<http://www.mq.edu.au/policy/docs/grading/policy.html>

All final grades in the Department of Accounting and Corporate Governance are determined by a grading committee and are not the sole responsibility of the Unit Coordinator.

Students will be awarded one of these grades plus a Standardised Numerical Grade (SNG). The SNG is not necessarily a summation of the individual assessment components.

The final grade and SNG that are awarded reflect the corresponding grade descriptor in the Grading Policy.

In addition, there is a requirement **to pass the final examination** to be awarded a final grade of a Pass or a higher grade.

Grade appeal and final examination script viewing

If, at the conclusion of the unit, you have performed below expectations, and are considering lodging an appeal of grade and/or viewing your final exam script please refer to the following website which provides information about these processes and the cut off dates in the first instance. Please read the instructions provided concerning what constitutes a valid grounds for appeal before appealing your grade.

http://www.businessandeconomics.mq.edu.au/for/new_and_current_students/undergraduate/ad_min_central/grade_appeals.

Special Consideration

The University is committed to equity and fairness in all aspects of its learning and teaching. In stating this commitment, the University recognises that there may be circumstances where a student is prevented by unavoidable disruption from performing in accordance with their ability. A special consideration policy exists to support students who experience serious and unavoidable disruption such that they do not reach their usual demonstrated performance level. The policy is available at: http://www.mq.edu.au/policy/docs/special_consideration/procedure.html

It is a condition of special consideration applications that students have to have a satisfactory performance in their internal assessment component. **Students' special consideration may not be approved, if they do not have a satisfactory performance in internal assessments component.**

For ACCG922, students are required to achieve a minimum of 50 percent of the total mark for Case study as well as MYOB assignments to be considered with a satisfactory performance in their internal assessments component.

Supplementary exam

SPECIAL CONSIDERATION

The University is committed to equity and fairness in all aspects of its learning and teaching. In stating this commitment, the University recognises that there may be circumstances where a student is prevented by unavoidable disruption from performing in accordance with their ability. A special consideration policy exists to support students who experience serious and unavoidable disruption such that they do not reach their usual demonstrated performance level. The policy is available at: http://www.mq.edu.au/policy/docs/special_consideration/policy.html

Special consideration will be determined after consideration of a student's performance in all aspects of the course. For performance to be considered satisfactory for this unit, students must have submitted all assessment tasks and achieve at least 50 percent of the total internal assessment marks, and attended 80 percent of tutorial attendance.

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

Student Support Services

There is a wide range of counseling and health services offered through Macquarie University, with the list of services including financial, welfare, counseling and learning support. The aim of these services is to assist students and staff towards their goal of effective and successful study. The counselling service aims to assist students with matters, which may prevent successful completion of their studies, providing both general counselling and specialist counselling for International Students and students requiring Learning Skills assistance. Information about the Support Services is available at <http://www.sss.mq.edu.au>

International student support services

Macquarie University also offers a range of special support services for international students. If you experience study-related difficulties, do not hesitate to contact the International Office. Macquarie University provides a range of Academic Student

Support Services. Details of these services can be accessed at <http://www.student.mq.edu.au>.

Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at <ask.mq.edu.au>

IT Help

For help with University computer systems and technology, visit <http://informatics.mq.edu.au/help/>.

When using the University's IT, you must adhere to the [Acceptable Use Policy](#). The policy applies to all who connect to the MQ network including students.

Access to all student computing facilities within the Faculty of Business and Economics is restricted to authorised coursework for approved units. Student ID cards must be displayed in the locations provided at all times.

Students are expected to act responsibly when utilising University IT facilities. The following regulations apply to the use of computing facilities and online services:

- Accessing inappropriate web sites or downloading inappropriate material is not permitted. Material that is not related to coursework for approved unit is deemed inappropriate.
- Downloading copyright material without permission from the copyright owner is illegal, and strictly prohibited. Students detected undertaking such activities will face disciplinary action, which may result in criminal proceedings.

Non-compliance with these conditions may result in disciplinary action without further notice.

Graduate Capabilities

PG - Discipline Knowledge and Skills

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen fields.

This graduate capability is supported by:

Learning outcomes

- Critique the assumptions, constraints and limitations of accounting information system concepts and demonstrate their understanding of such concepts in respect to real-world examples.
- Demonstrate an understanding of documentation tools and controls used for information systems.
- Solve problems concerning current issues in accounting information systems by identifying and selecting appropriate courses of action in a group setting
- Demonstrate effective written and oral communication
- Demonstrate an awareness and understanding of ethical issues affecting the role of an accountant in relation to an accounting information system
- Demonstrate the ability to use an accounting software package, MYOB

Assessment tasks

- Case Study
- MYOB Assignment
- Final Exam

PG - Research and Problem Solving Capability

Our postgraduates will be capable of systematic enquiry; able to use research skills to create new knowledge that can be applied to real world issues, or contribute to a field of study or practice to enhance society. They will be capable of creative questioning, problem finding and problem solving.

This graduate capability is supported by:

Learning outcomes

- Critique the assumptions, constraints and limitations of accounting information system concepts and demonstrate their understanding of such concepts in respect to real-world examples.
- Demonstrate an awareness and understanding of ethical issues affecting the role of an

accountant in relation to an accounting information system

- Demonstrate the ability to use an accounting software package, MYOB

Assessment tasks

- Assessed Coursework
- Case Study

PG - Capable of Professional and Personal Judgment and Initiative

Our postgraduates will demonstrate a high standard of discernment and common sense in their professional and personal judgment. They will have the ability to make informed choices and decisions that reflect both the nature of their professional work and their personal perspectives.

This graduate capability is supported by:

Learning outcome

- Solve problems concerning current issues in accounting information systems by identifying and selecting appropriate courses of action in a group setting

Assessment tasks

- Assessed Coursework
- Case Study
- MYOB Assignment

Research and Practice

This unit provides students with practice applying research findings in assessment tasks. All assessment tasks require students to support their assertions with quality scholarly articles. Students will also be encouraged to link research with current industry practice.

Changes since First Published

Date	Description
15/03/2014	Hi Rahat, I had to add Chadi's details as he was not in the system before.
25/02/2014	Minor change to one of the assignment briefs
20/02/2014	Change of date for the Practical Exam, this was actually the original date that was requested by Bill Blair.