



ACCG922

Accounting Information Systems

MQC S1 Day 2014

Dept of Accounting & Corporate Governance

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Disclaimer

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General Information

Unit convenor and teaching staff

Moderator

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Unit Convenor

Nitya Karmakar

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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 MQC assignment cover sheet attached.

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 a student is unable to attend seminar due to illness or misadventure, it is essential to provide proof of such a circumstance(eg. medical certificate covering submission date and subsequent days until submission). Students can apply for special consideration via MQC student services with supporting documents.

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 MQC student services. The late assignment must

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

2pm– 5 pm

MQC Lab 307

10th March(Week 2) & 5th May(Week 8)

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(North Ryde)**. 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

MQC students need to take their own laptops as the number of computer terminals is limited, so **ONLY** students who have a prior permission with Mr Kahwati 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 a student is unable to submit the assignment on time due to illness or misadventure, they should provide proof of such a circumstance (eg. medical certificate covering the submission date and subsequent days until submission). Students can apply for special consideration via MQC student services with supporting documents.

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 submit the assignment on time due to illness or misadventure, the student should provide proof of such a circumstance (eg. medical certificate covering the submission date and subsequent days until submission). Students can apply for special consideration via MQC student services with supporting documents.

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 MQC student services counter during the business hours. 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 Saturday 14th June in a designated computer lab at MQC.

Extension

No extension will be granted

If a student is unable to sit for the MYOB practical exam due to illness or misadventure, the student should provide proof of such a circumstance(eg. medical certificate covering the submission date and subsequent days until submission). Students can apply for special consideration via MQC student services with supporting documents.

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

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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 (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:

- 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.

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
Beginning			
Week 1 Mon 3rd March	Introduction to Accounting Information Systems	N/A	Considine et al., Chapter 1
Week 2 Mon 10th March	<i>MYOB – Basics & Setup</i>	None – MYOB Basics and Setup	N & K Chapters 1 to 8

<p>Week 3</p> <p>Mon 17th March</p>	<p>Ethics, Fraud and Computer Crime</p>	<p>Seminar: Chapter 1 - DQ 1.1, 1.3, 1.6(p. 33)</p> <p>Chapter 1 – Problems 1.3(b); 1.6; (p. 35)</p> <p>Chapter 2 – DQ 2.9, 2.12 (p. 89)</p> <p>Chapter 2 – Problem 2.5, (p.91)</p> <p>Revision: Chapter 1 & 2 – DQ 1.2 and 1.5(p.33); 2.1& 2.10 (p.89)</p> <p>Chapter 1 & 2 - Problems 1.12 (p. 36); 2.7 and 2.18 (p.91-93)</p>	<p>Considine et al., Chapter 16</p>
<p>Week 4</p> <p>Mon 24th March</p>	<p>Controls I</p>	<p>Seminar: Chapter 16 – DQ 16.3, 16.4 and 16.8 (p.737) and P 16.2 and 16.3 (p. 738)</p> <p>Revision: Chapter 16 – DQ 16.5 and 16.6 (p. 737)</p>	<p>Considine et al., Chapter 7 & 8</p>
<p>Week 5</p> <p>Mon 31st March</p>	<p>Controls II</p> <p>* MYOB Assignment 1 submission</p>	<p>Seminar: Chapter 7 – DQ 7.1, 7.4 and P 7.6</p> <p>Revision: Chapter 7 – DQ 7.9, 7.11 and P 7.4 and 7.7</p> <p>Case Study and team participation</p> <p>(see Website for case study and questions for individual report)</p> <p>MYOB 1 – due for submission</p>	<p>Considine et al., Chapter 7 & 8</p>
<p>Week 6</p> <p>Mon 7th April</p>	<p>Database concept</p>	<p>Seminar: Chapter 8 – DQ 8.2, 8.5 and P 8.1, 8.3 and 8.7</p> <p>Revision: Chapter 8 – DQ 8.1, 8.3 and P 8.6</p>	<p>Considine et al., Chapter 3</p>
<p>Mid Semester Break</p> <p>14th April to 25th April</p>			
<p>Week 7</p> <p>Mon 28th April</p>	<p>System Documentation</p>	<p>None as week 6 was the Case Study preparation Week</p>	<p>Considine et al., Chapter 6</p>

<p>Week 8</p> <p>Mon 5th May</p>	<p><i>MYOB – Transactions and Reports</i></p>	<p>None – MYOB Transactions and Reports</p>	<p>N & K Chapters 4,5,6,7,8 & 9</p>
<p>Week 9</p> <p>Mon 12th May</p>	<p>Revenue and Expenditure Cycle</p>	<p>Seminar: Chapter 6 – DQ 6.1, 6.2</p> <p>Revision: Chapter 6– DQ 6.3 and P 6.8</p>	<p>Considine et al., Chapter 9 & 10</p>
<p>Week 10</p> <p>Mon 19th May</p>	<p>System Development (Part 1)</p>	<p>Seminar: Chapter 9 – DQ 9.1, 9.4 and P 9.1, 9.2 and 9.3</p> <p>Chapter 10 – DQ 10.1, 10.2 and 10.4</p> <p>Revision: Chapter 9– DQ 9.2 and P 9.4</p> <p>Chapter 10 – P 10.1, 10.2, 10.3 and 10.4</p>	<p>Considine et al., Chapter 14</p>
<p>Week 11</p> <p>Mon 26th May</p>	<p>System Development (Part 2)</p>	<p>Seminar: Chapter 14 – DQ 14.2, 14.3, 14.10</p> <p>Revision: Chapter 14 – DQ 14.4 and 14.16</p>	<p>Considine et al., Chapter 14</p>
<p>Week 12</p> <p>Mon 2nd June</p>	<p>Auditing an Information Systems</p>	<p>Seminar: Chapter 14 – DQ 14.5, 14.11, 14.14 and P14.3</p> <p>Revision: Chapter 14 – DQ 14.6, 14.18 and P 14.2</p>	<p>Considine et al., Chapter 15</p>
<p>Week 13</p> <p>Mon 9th June</p>	<p>Revision</p> <p>As Monday is a public holiday, students are asked to attend another class for this week only.</p>	<p>Seminar: Chapter 15 – DQ 15.2, 15.3, 15.8 and P 15.4</p> <p>Revision: Chapter 15 – DQ 15.4 and 15.14</p>	
<p>DQ = Discussion Question; P = Problem</p>			

* 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/

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>

For further information, please refer to page 71 of the 2013 Calendar of Governance, Legislation and Rules- Postgraduate Rules at

http://universitycouncil.mq.edu.au/pdfs/2013-Postgraduate_rules.pdf

Grade Appeals 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.city.mq.edu.au/reviews-appeals.html>

Special Consideration Policy

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

The University defines serious and unavoidable disruption to studies as resulting from an event or set of circumstances that:

- could not have reasonably been anticipated, avoided or guarded against by the student; **and**
- was beyond the student's control; **and**
- caused substantial disruption to the student's capacity for effective study and/or the completion of required work; **and**
- substantially interfered with the otherwise satisfactory fulfilment of unit or course requirements; **and**
- was of at least three (3) consecutive days duration within a study period and/or prevented completion of the final examination.

A Special Consideration application is deemed to be valid if all the following criteria have been satisfied:

- The Special Consideration application is completed by the student and submitted online

through www.ask.mq.edu.au within five (5) working days after the due date of the associated assessment task / final examination.

- The application contains supporting evidence to demonstrate the severity of the circumstance(s) and that substantial disruption has been caused to the student's capacity for effective study. (The University will not follow up on outstanding evidence, nor contact any person or body on behalf of the student. The application will be considered as submitted.)
- The original supporting documentation has been sighted by MQC reception staff within five (5) working days after the due date of the associated assessment task.
- Where the particular circumstances are medical in nature, a *Professional Authority Form* including the health professional's Medicare Provider Number is included. (If a *Professional Authority Form* cannot be obtained, an original medical certificate indicating the severity (serious / not serious) and impact of the circumstances must be included with the application.)
- Where the particular circumstances are non-medical in nature, appropriate supporting evidence indicating the severity (serious / not serious) and impact of the circumstances is included with the application.
- The student was performing satisfactorily in the unit up to the date of the unavoidable disruption. (If a student's work in the unit was previously unsatisfactory, subsequent unavoidable disruption will not overcome the fact that the earlier work was unsatisfactory).

Unacceptable grounds for Special Consideration

The University has determined that some circumstances are not acceptable grounds for claiming Special Consideration. These grounds include, but are not limited, to:

- routine demands of employment
- routine family problems such as tension with or between parents, spouses, and other people closely involved with the student
- difficulties adjusting to university life, to the self-discipline needed to study effectively, and the demands of academic work
- stress or anxiety associated with examinations, required assignments or any aspect of academic work
- routine need for financial support
- routine demands of sport, clubs and social or extra-curricular activities.

Acute Problems

The University defines acute problems as those involving fewer than three (3) consecutive days within a study period. In these cases, students should not apply for special consideration via ask.mq.edu.au, but contact their Unit Convenor within 5 working days of the assessment due date so that a local solution may be discussed, except where the disruption affects completion of

a final examination. (If a final examination is affected, the student should submit a special consideration application via ask.mq.edu.au.)

Prior Conditions Conditions existing prior to commencing a unit of study are not grounds for Special Consideration, except in the event of unavoidable deterioration of the condition. The student is responsible for managing their workload in light of any known or anticipated problems. Students with a pre-existing disability/ chronic health condition may contact the [Disability Service](#) for information on available support.

In submitting a request for Special Consideration, the student is acknowledging that they may be required to undertake additional work and agreeing to hold themselves available so that they can complete any extra work as required. The time and date, deadline or format of any required extra assessable work as a result of an application for Special Consideration is not negotiable.

Attendance

All Students are required to attend at least 80% of the scheduled course contact hours each Session. Additionally MQC monitors the course progress of international students to ensure that the student complies with the conditions of their visa relating to attendance.

This minimum level of attendance includes all lectures and tutorials. Tutorial attendance will be recorded weekly. If any scheduled class falls on a public holiday this will be rescheduled as advised by your Lecturer. Attendance at any mid-Session or in-class test is compulsory unless otherwise stated.

Unavoidable non-attendance due to illness or circumstances beyond your control must be supported by appropriate documentation to be considered for a supplementary test. Other non-attendance will obtain zero for the test. You should refer to the section below on Special Consideration for more details about this.

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 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

Student Support

Students who require assistance are encouraged to contact the Student Services Manager at Macquarie City Campus. Please see reception to book an appointment.

Macquarie University provides a range of Academic Student Support Services. Details of these services can be accessed at <http://students.mq.edu.au/support/>

At any time students (or groups of students) can book our Student Advising rooms on Level 6 by emailing info@city.mq.edu.au with a day and time and nominated contact person. There are additional student study spaces available on Level 1.

Macquarie University Campus Wellbeing also has a presence on the City Campus each week. If you would like to make an appointment, please email info@city.mq.edu.au or visit their website at: <http://www.campuslife.mq.edu.au/campuswellbeing>

StudyWISE provides:

- Online learning resources and academic skills workshops http://www.mq.edu.au/learning_skills
- Personal assistance with your learning & study related questions

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.

IT Help

If you wish to receive IT help, we would be glad to assist you at <http://informatics.mq.edu.au/help/> or call 02 9850-4357.

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 and it outlines what can be done.

Students must use their Macquarie University email addresses to communicate with staff as it is

University policy that the University issued email account is used for official University communication.

Students are expected to act responsibly when utilising Macquarie City Campus 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.

If you would like to borrow headphones for use in the Macquarie City Campus computer labs (210, 307, 311, 608) at any point, please ask at Level 2 Reception. You will be required to provide your MQC Student ID card. This will be held as a deposit while using the equipment.

For assistance in the computer labs, please see a Lab Demonstrator (usually they can be found in Lab 311, otherwise ask at Level 2 Reception).

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.