



# ACCG250

## Accounting Systems Design and Development

S1 Day 2016

*Dept of Accounting & Corporate Governance*

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#### **Disclaimer**

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## General Information

Unit convenor and teaching staff

Unit Convenor

Mauricio Marrone

[accg250@mq.edu.au](mailto:accg250@mq.edu.au)

E4A 339

During semester: Thursday from 1-3pm

Credit points

3

Prerequisites

18cp including (ACCG100 or ACCG106)

Corequisites

Co-badged status

Unit description

This unit aims to introduce students to the accounting issues associated with the business use of information systems. The topics covered in this unit include: the role of accounting and accounting information systems, internal controls, information security, business processes, ethics, systems development and audit of the accounting information system. The material covered in this unit is presented through an accounting lens, thus allowing the full benefits of information systems within a practical and relevant context to be drawn out and evidenced to students. This makes the unit more than just 'how to use computers'. Rather, the emphasis is placed on students appreciating the critical role that information systems play in supporting the accounting function, and the need for a critical nexus between the accounting and information systems functions. This unit also provides the foundation for the student's further studies in the accounting and business information systems disciplines. This unit develops graduate capabilities centred upon effective communication and higher order analysis and critical thinking using a range of case-based materials.

## 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:

Explain the role of Information Systems in general, and Accounting Information Systems

specifically, in supporting the business processes of an organization.

Demonstrate the importance and benefits of systems development methodologies.

Evaluate the role of ethics and ethical decision making within the Accounting Information System context.

Analyze risks and develop control plans pertinent to primary business activities

Explain the key objectives and common technologies that underpin the business transaction cycles

## Assessment Tasks

| Name                       | Weighting | Due                           |
|----------------------------|-----------|-------------------------------|
| <u>Assessed Coursework</u> | 35%       | Weeks 3 - 12 during tutorials |
| <u>Report</u>              | 15%       | Week 8 - 6th of May at 5:00pm |
| <u>Presentation</u>        | 10%       | Week 10 during tutorials      |
| <u>Final Exam</u>          | 40%       | Examination Period            |

### Assessed Coursework

Due: **Weeks 3 - 12 during tutorials**

Weighting: **35%**

Assessed coursework is divided into two sections, tutorial coursework, and online coursework.

In the next section, I will explain how to prepare for the assessments, I provide an overview of the task, as well as discussing extensions, penalties & late submissions, and the student workload.

### ONLINE COURSEWORK

#### Preparing for the Assessment

Each week we will look at a different aspect of an Accounting Information System (AIS) using a simulation. Before being allowed to do the online coursework task, you will need to complete the simulations for the week being assessed as well as the simulation for previous weeks. In this online coursework, you will have to complete a task related to material presented during the simulation.

#### Task Overview & Submission

A total of THREE (3) online coursework tasks will be assessed throughout the semester. The online coursework tasks are due in weeks Three, Five and Twelve. The tasks will be available from Monday until Sunday 11:59 PM. Please note, that to access the assessment tasks, you must have carried out all the simulations prior to and including the weeks assessed (in other

words, you have to have completed all previous material to be able to access the assessment task). You must master the content before moving forward to subsequent material. The three online coursework tasks are worth ten (10) marks; each task is worth approximately 3.3 marks. If you miss an online coursework task, the simulations will still be available. However, you will be unable to submit the online coursework assessment. Submissions will be done online.

Extension Given that you have one whole week to do the assessment, no extension is applicable.

A mark of zero (0) will be given if students are unable to submit by the due date. Disruptions of Study will only be accepted if the student has been sick during the whole week. An alternative assessment task will only be considered if it meets the following criteria:

1. Students read the policy on Disruption to Studies [http://students.mq.edu.au/student\\_admin/exams/disruption\\_to\\_studies/](http://students.mq.edu.au/student_admin/exams/disruption_to_studies/)
2. Students submit a notification of non-attendance through [ask.mq.edu.au](http://ask.mq.edu.au) with the reason for the non-attendance.

Students must read the policy to ensure that the criteria for disruption are met prior to submitting their request.

Penalties and Late submission

No late assessments will be accepted. See rubric for details on marking criteria on iLearn.

What is required to complete the unit satisfactorily

Satisfactory performance in all assessment components including a pass in the final exam.

Estimated student workload

1 hour a week

## **TUTORIAL COURSEWORK**

Preparation Instructions

During tutorials, you will have to solve tasks given to you at the start of the tutorial. The tasks will relate in most cases to the previous week's lecture topics. Teaching staff will expect that students have gone to the lecture and have read the relevant textbook chapter before attending the tutorial. There will be no time to consult with the book or other resources during the tutorial, so being prepared for the tutorial will be of utmost importance.

Task Overview & Submission mode

Each week students will participate in a task allocated in their tutorial. A total of **FIVE (5)** random weekly assessed coursework submissions will be assessed throughout the semester. The tutor will determine which weeks' work will be marked and this will vary from tutorial group to tutorial group. The best 4 out of 5 will count with the marks awarded for each being added to give a total mark out of 25. That is, each task is worth 6.25 marks. A mark of zero (0) will be given if students are unable to participate in the tutorials.

Within the first four weeks, one tutorial assessed coursework will act as an early diagnostic of

how students are handling the materials. This will allow the tutors and 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 from their tutor in one of the consultation times listed on the unit website.

### Extensions

Not applicable - undertaken in class. A mark of zero (0) will be given if students are unable to participate in the tutorials. An alternative assessment task will only be considered if it meets the following criteria:

1. Students read the policy on Disruption to Studies [http://students.mq.edu.au/student\\_admin/exams/disruption\\_to\\_studies/](http://students.mq.edu.au/student_admin/exams/disruption_to_studies/)
2. Students submit a notification of non-attendance through [ask.mq.edu.au](http://ask.mq.edu.au) with the reason for the non-attendance.

Students must read the policy to ensure that the criteria for disruption are met prior to submitting their request.

### Penalties and Late submission

No late assessments will be accepted. See rubric for details on marking criteria.

### What is required to complete the unit satisfactorily

Satisfactory performance in all assessment components including a pass in the final exam.

### Estimated student workload

2 hours per week.

### Marking criteria

Given that tutorial tasks will vary, a marking criteria will be provided by tutor before handing out the assessed coursework.

On successful completion you will be able to:

- Explain the role of Information Systems in general, and Accounting Information Systems specifically, in supporting the business processes of an organization.
- Demonstrate the importance and benefits of systems development methodologies.
- Evaluate the role of ethics and ethical decision making within the Accounting Information System context.
- Explain the key objectives and common technologies that underpin the business transaction cycles

## Report

Due: **Week 8 - 6th of May at 5:00pm**

Weighting: **15%**

#### Task overview & Submission

The assessment task is to write a **three thousand-word** report that will address diverse topics of Accounting Information System (full details available on iLearn). The report must be submitted through the Turnitin Assignment link in iLearn by Friday, 6th of May at 5:00 pm AEST (Week 8).

#### Preparation Instructions

Information of deliverables for this assignment is specified in greater detail in the Assessment Guide, which can be found in iLearn.

#### Marking Criteria

In iLearn you will find the rubric guide.

#### Extension

No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission – 20% penalty). This penalty does not apply for cases in which an application for disruption of studies is made and approved. No submission will be accepted after solutions have been posted.

#### Estimated student workload

25 hours.

#### Marking criteria

A marking criteria will be available in iLearn.

On successful completion you will be able to:

- Demonstrate the importance and benefits of systems development methodologies.
- Analyze risks and develop control plans pertinent to primary business activities

## Presentation

Due: **Week 10 during tutorials**

Weighting: **10%**

#### Submission

To sharpen your communication skills, a presentation on the findings of your report will be required. Students must create a video presentation that will last between 3 to 4 minutes. Students will have to present their video in week 10.

#### Extension

Not applicable - undertaken in class. Students that do not present their video in week 10, they will be awarded a mark of zero (0) for the task, except for cases in which the unit convenor

approves an alternative assessment task. An alternative assessment task will only be considered if it meets the following criteria:

1. Students read the policy on Disruption to Studies [http://students.mq.edu.au/student\\_admin/exams/disruption\\_to\\_studies/](http://students.mq.edu.au/student_admin/exams/disruption_to_studies/)

2. Students must submit a Disruption to Studies prior to the tutorial when the presentation is due through [ask.mq.edu.au](http://ask.mq.edu.au) with the reason for the non-attendance.

Students must read the policy to ensure that the criteria for disruption is met prior to submitting their request.

Penalties

Not applicable - see rubric for details on marking criteria.

Marking Criteria

In iLearn you will find the rubric guide.

What is required to complete the unit satisfactorily

Satisfactory performance in all assessment components including a pass in the final exam.

Estimated student workload

10 hours.

Marking criteria

A marking criteria will be available in iLearn.

On successful completion you will be able to:

- Explain the role of Information Systems in general, and Accounting Information Systems specifically, in supporting the business processes of an organization.
- Analyze risks and develop control plans pertinent to primary business activities

## Final Exam

Due: **Examination Period**

Weighting: **40%**

Submission

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

What is required to complete the unit satisfactorily

Satisfactory performance in all assessment components including a pass in the final exam.

Supplementary Exams

If a Supplementary Examination is granted as a result of the Disruption to Studies Policy 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.

Estimated student workload

41 hours.

Marking criteria

A marking criteria will be discussed in the Lecture in Week 13.

On successful completion you will be able to:

- Explain the role of Information Systems in general, and Accounting Information Systems specifically, in supporting the business processes of an organization.
- Demonstrate the importance and benefits of systems development methodologies.
- Evaluate the role of ethics and ethical decision making within the Accounting Information System context.
- Analyze risks and develop control plans pertinent to primary business activities
- Explain the key objectives and common technologies that underpin the business transaction cycles

## **Delivery and Resources**

### Face to face teaching

This unit will be taught in the form of weekly lectures and tutorials. Students are required to enrol in one lecture (2 hours of face to face teaching) and one tutorial (1 hour of face to face teaching) for this unit. The teaching strategies are outlined below:

### Lectures

A two-hour lecture will be two times a week. It is expected that students complete their prescribed reading for the week prior to attending the lecture.

### Tutorial attendance

Each student must register for a tutorial and must attend the tutorial that they have registered for. There will be a one-hour tutorial each week from weeks 2 to 13. Students must finalise their tutorial enrolment by end of Week 2. Tutorial changes can ONLY be made through eStudent. Students wishing to change tutorial times should log onto eStudent and enrol in a class where there is a vacancy.

If you attend the tutorial that you are not enrolled in, it will not be counted toward the attendance record, with an exception of tutorials held on the week of public holidays. It will also not count towards your assessed coursework. No exception for tutorial 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 tutorials unless there is an appropriate reason provided to your tutors.



### Textbook

Digital Transformations in Business, Custom Publication by Mauricio Marrone. ISBN: 9781119922612. PUBLISHER: John Wiley. Students can purchase this text from the Macquarie University Co-op Bookshop.

### 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-date 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).

E-reserve: Students can find extra readings on a link on the university's website, called e-Reserve. Some of these extra readings will be used for tutorial activities and lecture content. Students need to download all relevant information to complete their tutorial questions and their learning objectives.

Timetables: Students can find the timetable for classes on the University website at: <http://timetables.mq.edu.au>.

### Research and Practice, Global and Sustainability

This unit addresses global and sustainability issues as direct areas of study and as necessary implications arising from the materials, assessment and academic discussion and debate in classes/seminars. We promote sustainability by developing ability in students to research and locate information within the accounting discipline. We aim to provide students with an opportunity to obtain skills which will benefit them throughout their career.

The unit's textbook has a reference list at the end of each chapter containing all references cited by the author. These provide some guidance to references that could be used to research particular issues.

## Unit Schedule

| Topic  | Chapter | Week |
|--|---------|------|
| Introduction to Accounting Information Systems   | 1       | 1    |
| Organizational Strategy, Competitive advantage, and Information Systems                                    | 2       | 2    |
| Information Systems Within the Organization & Customer Relationship Management and Supply Chain Management | 3 & 4   | 3    |
| Internal Controls  | 5       | 4    |
| Revenue Cycle  | 6       | 5    |
| Expenditure Cycle  | 7       | 6    |
| BREAK  | -       | -    |

|   |         |    |
|---|---------|----|
| HR Management and Payroll Cycle                     | 8       | 7  |
| Guest Speaker on Digital Transformation in Business | -       | 8  |
| General Ledger and Financial Reporting              | 9       | 9  |
| Acquiring Information Systems                       | 10      | 10 |
| Ethics and Privacy                                  | 11      | 11 |
| Big Data  | 12 & 13 | 12 |
| Review  | 13      | 13 |

## 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](http://mq.edu.au/policy/docs/academic_honesty/policy.html)

**New Assessment Policy in effect from Session 2 2016** [http://mq.edu.au/policy/docs/assessment/policy\\_2016.html](http://mq.edu.au/policy/docs/assessment/policy_2016.html). For more information visit [http://students.mq.edu.au/events/2016/07/19/new\\_assessment\\_policy\\_in\\_place\\_from\\_session\\_2/](http://students.mq.edu.au/events/2016/07/19/new_assessment_policy_in_place_from_session_2/)

Assessment Policy prior to Session 2 2016 <http://mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy prior to Session 2 2016 <http://mq.edu.au/policy/docs/grading/policy.html>

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

Complaint Management Procedure for Students and Members of the Public [http://www.mq.edu.au/policy/docs/complaint\\_management/procedure.html](http://www.mq.edu.au/policy/docs/complaint_management/procedure.html)

Disruption to Studies Policy [http://www.mq.edu.au/policy/docs/disruption\\_studies/policy.html](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/](https://students.mq.edu.au/support/student_conduct/)

## Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [ask.mq.edu.au](http://ask.mq.edu.au).

## 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](http://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](http://ask.mq.edu.au)

## IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

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

## Graduate Capabilities

### Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

#### Learning outcome

- Explain the role of Information Systems in general, and Accounting Information Systems specifically, in supporting the business processes of an organization.

## Assessment tasks

- Assessed Coursework
- Report

## Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

## Learning outcomes

- Explain the role of Information Systems in general, and Accounting Information Systems specifically, in supporting the business processes of an organization.
- Demonstrate the importance and benefits of systems development methodologies.
- Evaluate the role of ethics and ethical decision making within the Accounting Information System context.
- Analyze risks and develop control plans pertinent to primary business activities
- Explain the key objectives and common technologies that underpin the business transaction cycles

## Assessment tasks

- Assessed Coursework
- Report
- Presentation
- Final Exam

## Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

## Learning outcomes

- Analyze risks and develop control plans pertinent to primary business activities
- Explain the key objectives and common technologies that underpin the business transaction cycles

## Assessment tasks

- Assessed Coursework
- Report
- Presentation
- Final Exam

## Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

## Learning outcomes

- Demonstrate the importance and benefits of systems development methodologies.
- Evaluate the role of ethics and ethical decision making within the Accounting Information System context.
- Analyze risks and develop control plans pertinent to primary business activities
- Explain the key objectives and common technologies that underpin the business transaction cycles

## Assessment tasks

- Assessed Coursework
- Report
- Final Exam

## Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

## Assessment tasks

- Presentation
- Final Exam

## Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

## Learning outcome

- Evaluate the role of ethics and ethical decision making within the Accounting Information System context.

## Changes from Previous Offering

Major redevelopments have been done to the unit. We have introduced the Accounting Information System Xero, and have also changed the topics to be more transaction cycle focused. Coursework Assessment has been changed to now introduce assessment for Xero knowledge.