



The University of Southern Queensland

Course Specification

Description: Accounting Information Systems

| Subject | Cat-Nbr | Class | Term | Mode | Units | Campus |
|---------|---------|-------|---------|------|-------|--------|
| ACC | 2101 | 14129 | 2, 2002 | EXT | 1.00 | TWMBA |

| | |
|------------------------|--------|
| Academic Group: | FOBUS |
| Academic Org: | FOB008 |
| HECS Band: | 2 |
| ASCED Code: | 080101 |

STAFFING

Examiner: Penny Richards

Moderator: Noel Brown

PRE-REQUISITES

Pre-requisite: ACC1101 or USQ51002 or USQ51003 and CIS1000

SYNOPSIS

This course provides students with an introduction to electronic spreadsheeting and electronic accounting software, together with an analysis of accounting information systems (both manual and electronic). In the course ACC1101 Accounting for Decision-Making, students were introduced to transaction analysis and we build upon this by covering the basics of the GST (Goods and Services Tax) and the operational or cash flow aspects of the Australian taxation system. Further, we will extend your knowledge of the manual accounting environment by covering the complete accounting cycle (specialised journals, subsidiary ledgers, the worksheet and closing and reversing entries). We will also undertake a comprehensive review of the MYOB accounting software package. Students will be instructed on the use and application of Microsoft Excel, building upon the knowledge already gained in the course CIS1000 Introduction to Computing. Throughout this course, students will become familiar with the concepts associated with accounting information systems, both manual and electronic. Enrolment in this course requires continuous access to an IBM PC or IBM compatible microcomputer, either via a student's own arrangements or a USQ study centre, as well as access to Microsoft Excel for Windows. The accounting software can be purchased from the USQ Bookshop.

OBJECTIVES

Completion of this course should enable students to:

- describe and specify the desirable characteristics of structured spreadsheet design;

- demonstrate basic skills in the use of some of the Excel spreadsheet functions and the use of data lists;
- understand the major business cycles and the operation and impact of the GST regime upon Australian firms;
- demonstrate an understanding of the complete accounting cycle (source documents; journals; ledgers; through to closing and reversing entries);
- process business transactions and events using a manual accounting system of specialised journals, control accounts and subsidiary ledgers;
- prepare classified financial reports (Balance Sheet; Profit and Loss Statement);
- discuss the role and function of internal controls in the operation of modern business organisations;
- acquire skills and knowledge in using the Mind Your Own Business (M.Y.O.B.) accounting software package;
- appreciate and apply the core concepts associated with computerised accounting information systems.

TOPICS

| Description | Weighting (%) |
|---|---------------|
| 1. Spreadsheet design, functions and data lists | 12.00 |
| 2. Accounting for Business Operations | 30.00 |
| 2.1. Aspects of the Australian Taxation System | |
| 2.2. Accounting for Merchandisers | |
| 2.3. The Manual Accounting System | |
| 2.4. Accounting for Employee Entitlements | |
| 2.5. Accounting for Fixed Assets | |
| 2.6. The End of Year Process | |
| 2.7. Inventory Measurement | |

| | |
|---|-------|
| 3. MYOB Workshops | 30.00 |
| 3.1. Introduction to MYOB | |
| 3.2. MYOB - The Purchasing Cycle | |
| 3.3. MYOB - The Revenue Cycle | |
| 3.4. MYOB - The Inventory Command Centre | |
| 3.5. MYOB - The Payroll Command Centre | |
| 3.6. MYOB - Managing Non-Current Assets | |
| 3.7. MYOB - End of Year Procedures | |
| 4. Core Concepts in Accounting Information Systems | 28.00 |
| 4.1. Accounting Information Systems and the Accountant | |
| 4.2. Technology and the Accounting Information System | |
| 4.3. Documenting Accounting Information Systems | |
| 4.4. Transaction Processing and the Major Business Cycles | |
| 4.5. Introduction to Internal Control Systems | |
| 4.6. Controls for Computerised Accounting Information Systems | |
| 4.7. Databases and Data Modelling | |

TEXT and MATERIALS required to be PURCHASED or ACCESSED:

Books can be ordered by fax or telephone. For costs and further details use the 'Book Search' facility at <http://bookshop.usq.edu.au> by entering the author or title of the text.

You are expected to acquire: MYOB Accounting Plus version 11 - Test Drive Software - PLEASE DO NOT ATTEMPT TO USE ANOTHER VERSION OF M.Y.O.B.

Hoggett, J. & Edwards, L 2000, *Financial Accounting in Australia*, 4th edition, John Wiley & Sons, Brisbane.

(Selected chapters from this text. It is part of the AIS Resource Pack.)

Moscove, S.A., Simkin, M.G. & Bagranoff, N.A 2001, *Core Concepts of Accounting Information Systems*, 7th edition, John Wiley & Sons Inc, New York.

(It is part of the AIS Resource Pack.)

Vallely, M. 2002, *Potty About Pots - A Computerised Accounting Practise Set using MYOB version 11*, John Wiley & Sons, Brisbane.

(MYOB test case. It is part of the AIS Resource Pack.)

REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

Gelinas, U.J. & Sutton, S.G 2002, *Accounting Information Systems*, 5th edition, South-Western College Publishing, Cincinnati, Ohio.

Romney, M.B. & Steinbart, P.J. 2000, *Accounting Information Systems*, 8th edition, Prentice Hall, Upper Saddle River, New Jersey.

STUDENT WORKLOAD REQUIREMENTS

| ACTIVITY | HOURS |
|----------------|-------|
| Assessment | 20 |
| Directed Study | 52 |
| Private Study | 93 |

ASSESSMENT DETAILS

| Description | Marks Out of | Wtg(%) | Required | Due Date |
|----------------------------|--------------|--------|----------|-----------------------------|
| ASSIGNMENT 1 | 10.00 | 10.00 | Y | 26 Aug 2002 (see note 1) |
| ASSIGNMENT 2 | 100.00 | 20.00 | Y | 28 Oct 2002 |
| EXAM PART A (MULTI-CHOICE) | 20.00 | 14.00 | Y | END S2 (see note 3) |
| EXAM PART B (THEORY) | 80.00 | 56.00 | Y | END S2 |

NOTES:

1. The Examiner has granted an extension on assignment 1. It is now due on 29 August.
3. Students will be advised of the official examination date for Exam (Parts A and B) after the timetable has been finalised. The total working time for Exam (Parts A and B) is 3 hours.

OTHER REQUIREMENTS

- 1 To be assured of a passing grade in this course, students must attempt all of the assessments and achieve 50% in the examination and achieve an aggregated mark of at least 50% in the total marks allocated for the assignments, and at least 50% of the available marks for the course. Final grades for the course will be determined by the addition of the marks obtained in each assessment item, weighted as in the Assessment Details.
- 2 Students must retain a copy of all pieces of assessment which must be produced if/when required by the lecturer.
- 3 **LATE ASSIGNMENTS** (i) All assessments submitted after the due date (and not approved for extension) in accordance with university policy will be penalised 20% per working day. (ii) If students submit assignments after the due date and wish to claim extenuating circumstances then they shall provide validated documentary evidence with the assignment, explaining the circumstances. (iii) The course examiner shall consider the statement accompanying a late assignment and decide on the outcome.
- 4 Assignments not submitted in the appropriate assignment folders will be deemed as not being received.
- 5 **DISHONEST ACTIONS** (i) Any student who is alleged to having performed a dishonest action relating to any assessment in the course will have a course of action taken against him/her as outlined in the Academic Regulations. (ii) Pieces of assessment should be the work of individual students. Joint pieces of assessment are not permitted unless written approval has been obtained from the course leader. (iii) Dishonest action in relation to assessment includes: copying or attempting to copy the work of others; use of or attempting to use information prohibited from use in that form of assessment; submitting the work of another as your own; consciously committing acts of plagiarism, ie taking and using another's thoughts or writings as one's own with intent to deceive, which occurs when paragraphs, sentences, a single sentence or significant parts of a sentence which are copied directly, are not enclosed in quotation marks and appropriately footnoted or referenced in the text; direct quotations are not used, but text is paraphrased or summarised, and the source of the material is not acknowledged by footnoting or other reference in the text.
- 6 **DEFERRED EXAMINATIONS** (i) Deferred examinations will be granted at the Dean's discretion based on non-attendance for medical, compassionate or employment-related reasons having regard to item 1. If a deferred examination is granted, students shall sit the deferred examination in the next semester examination period. If, for whatever reason, this deferred examination is not taken then the student will be graded 'F'. (ii) To be eligible for consideration for a deferred examination, students must have submitted a genuine attempt at all mandatory assessment items. (iii) Deferral of an examination CANNOT be granted on an existing deferral in that course. (iv) Requests must be in writing to the Faculty Operations Manager clearly stating student name, student number, current address, course alpha-numeric identifier and name for the examination not attended. (v) Requests MUST BE supported by original or suitably authenticated documentation. (vi) Requests and documentation must be submitted to the Faculty Operations

Manager within ten (10) calendar days of the missed examination date. (vii) Requests based on medical reasons must be supported by medical evidence on the appropriate University of Southern Queensland medical certificate or doctor's certificate. A medical certificate must be dated with the same date as the period of illness for which the absence from examination is being sought and clearly indicate the student's name and, if possible, student number (retrospective medical certificates will not be accepted for either assignment work or examinations). Only original or authenticated medical certificates will be accepted. A student's medical condition must be stated clearly (IN ENGLISH). (Certificates stating a student has a 'medical condition' may not be sufficient grounds for deferment of examination). Medical evidence must cover the student for the day(s) of the missed examination(s). (viii) Requests based on family/personal reasons must be supported by a clear statement (IN ENGLISH) from a medical practitioner, counsellor or independent member of the community. (ix) Requests based on employment-related reasons must be supported by a clear statement (IN ENGLISH) from the student's employer. (x) Students who have a medical condition or genuine compassionate or employment-related problems on the day of the examination are advised to obtain the relevant documentary evidence and NOT attempt the examination. If a student makes an attempt at the examination, the assessment item will be marked and a grade awarded. In these cases, a student cannot, after receiving a 'fail' grade, request a deferred examination or special consideration. (xi) Students who have been granted deferred examinations will not be granted a waiver of prerequisites, without the permission of the Heads of Department, in subsequent semesters (if they do not have a passing grade).

- 7 Course weightings of topics should not be interpreted as applying to the number of marks allocated to questions testing those topics in an examination paper. The examination may test material already tested in assignments.
 - 8 Mechanised erasers are not permitted in exam venues.
 - 9 The examination will be restricted. Students will be allowed to bring a quiet, battery-operated non-programmable calculator into the examination. Dictionaries are NOT to be used in the examination.
 - 10 Computer/Software requirements are outlined in the introductory book for external students or will be outlined in the initial lecture for on-campus students.
 - 11 Students are required to have or have access to a Personal Computer system that is fully operational PRIOR to the commencement of the semester in which the course is offered. Systems failure will not be valid grounds for applications for extension of assignment due dates.
-