



The University of Southern Queensland

## Course Specification

### Description: Accounting Information Systems

Subject	Cat-Nbr	Class	Term	Mode	Units	Campus
ACC	2101	24130	2, 2003	EXT	1.00	TWMBA

<b>Academic Group:</b>	FOBUS
<b>Academic Org:</b>	FOB008
<b>HECS Band:</b>	2
<b>ASCED Code:</b>	080101

### STAFFING

Examiner: Wendy James  
Moderator: Mark Vallely

### PRE-REQUISITES

Pre-requisite: ACC1101 or USQ51002 or USQ51003 and CIS1000

### SYNOPSIS

This course provides students with an introduction to electronic spreadsheeting and 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;

- acquire skills and knowledge in using the Mind Your Own Business (M.Y.O.B.) accounting software package;
- 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;
- appreciate and apply the core concepts associated with computerised accounting information systems.

## TOPICS

Description	Weighting (%)
1. Spreadsheet design, functions	12.00
2. MYOB Workshops (a) Introduction to MYOB (b) MYOB - The Purchasing Cycle (c) MYOB - The Revenue Cycle (d) MYOB - The Inventory Command Centre (e) MYOB - The Payroll Command Centre (f) MYOB - End of Period Procedures	30.00
3. Accounting for Business Operations (a) Aspects of the Australian Taxation System (b) Accounting for Merchandisers (c) The Manual Accounting System (d) Accounting for Employee Entitlements (e) Accounting for Fixed Assets (f) The End of Year Process (g) Inventory Measurement	30.00
4. Core Concepts in Accounting Information Systems (a) Accounting Information Systems and the Accountant (b) Technology and the Accounting Information System (c) Documenting Accounting Information Systems (d) Transaction Processing and the Major Business Cycles (e) Introduction to Internal Control Systems (f) Controls for Computerised Accounting Information Systems	28.00

## 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 MYOB.

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, SA, Simkin, MG & Bagranoff, NA 2001, *Core concepts of accounting information systems*, 7th edition, John Wiley & Sons Inc, New York.

(It is part of the AIS Resource Pack or it can be purchased separately.)

Richards, P & Vallely, M 2003, *Bazza's Bikes: MYOB accounting practice set*, Pearson Education Australia, Frenchs Forest, Sydney.

## 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, UJ & Sutton, SG 2002, *Accounting information systems*, 5th edition, South-Western/Thomson Learning, Cincinnati, Ohio.

Horngren, CT, Harrison, WT, Bamber, LS, Best, PJ, Fraser, DJ & Willett, R 2001, *Financial accounting*, 3rd edition, Pearson Education Australia Pty Ltd, Frenchs Forest, New South Wales.

Romney, MB & Steinbart, PJ 2003, *Accounting information systems*, 9th edition, Pearson Education Inc, 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	100.00	15.00	Y	25 Aug 2003
ASSIGNMENT 2	100.00	25.00	Y	20 Oct 2003
EXAM PART A (MULTI-CHOICE)	20.00	20.00	Y	END S2 (see note )
EXAM PART B (PRAC & THEORY)	80.00	40.00	Y	END S2

### NOTES:

- . The examination is scheduled to be held in the end-of-semester examination period. 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.

## IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:

If you are an International student in Australia it is a requirement of your student visa that you attend all classes at your campus. For all other students, there are no attendance requirements for this course. However, it is the students' responsibility to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.

- 2 Requirements for students to complete each assessment item satisfactorily:  
To complete the assignments satisfactorily, students must obtain at least 50% of the marks available for the assignments in aggregate. To complete the examination satisfactorily, students must obtain at least 50% of the marks available for the examination.
- 3 Penalties for late submission of required work:  
If students submit assignments after the due date without prior approval then a penalty of 20% of the total marks gained by the student for the assignment will apply for each working day late.
- 4 Requirements for student to be awarded a passing grade in the course:  
To be assured of receiving a passing grade a student must attempt all of the summative assessment items, achieve at least 50% in the examination, achieve an aggregated mark of at least 50% in the total marks allocated for the assignments, and at least 50% of the available weighted marks for the summative assessment items.
- 5 Method used to combine assessment results to attain final grade:  
The final grades for students will be assigned on the basis of the weighted aggregate of the marks (or grades) obtained for each of the summative assessment items in the course.
- 6 Examination information:  
This is a restricted examination. Candidates are allowed access to specific materials during the examination. The only materials that candidates may use in the restricted examination for this course are: writing materials (non-electronic and free from material which could give the student an unfair advantage in the examination); calculators which cannot hold textual information (students must indicate on their examination paper the make and model of any calculator(s) they use during the examination). Students are not permitted to take mobile telephones, pagers or other electronic means of communication into the examination room.
- 7 Examination period when Deferred/Supplementary examinations will be held:  
Any Deferred or Supplementary examinations for this course will be held during the next examination period.
- 8 University Regulations:  
Students should read USQ Regulations 5.1 Definitions, 5.6 Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL: <http://www.usq.edu.au/SECARIAT/calendar/Part5/> or in the printed version of the current USQ Handbook. Students should also read The Guide to Policies and Procedures of the Faculty which can be found at the URL: <http://www.usq.edu.au/handbook/2003/title663.html> or in the printed version of the current USQ Handbook.

## **ASSESSMENT NOTES**

- 1 Assignments: (i) The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner. (ii) Students must retain a copy of each item submitted for assessment. This must be produced within five days if required by the Examiner. (iii) The Examiner may grant an extension of the due date of an assignment in extenuating circumstances. If students wish to claim extenuating circumstances then they shall provide validated documentary evidence explaining the circumstances prior to relevant due date. The Examiner shall consider the statement and decide on the outcome. (iv) Assignments are to be submitted in the appropriate assignment folders. (v) The Examiner will not accept submission of assignments by facsimile. (vi) Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the Examiner to negotiate such special arrangements prior to the submission date. (vii) In the event that a due date for an assignment falls on a local public holiday in their area, such as a Show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the Examiner's convenience.
- 2 Course Weightings: 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.

## **OTHER REQUIREMENTS**

- 1 Computer/Software requirements are outlined in the introductory book for external students.
  - 2 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.
  - 3 Students will require access to email and Internet access to USQConnect for this course.
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