



The University of Southern Queensland

## Course specification

<b>Description: Accounting Information Systems</b>						
Subject	Cat-nbr	Class	Term	Mode	Units	Campus
ACC	2101	60008	6, 2005	EXT	1.00	Toowoomba

<b>Academic group:</b>	FOBUS
<b>Academic org:</b>	FOB008
<b>Student contribution band:</b>	2
<b>ASCED code:</b>	080101

### STAFFING

Examiner: Karyn Byrnes

Moderator: Mark Vallely

### REQUISITES

Pre-requisite: (ACC1101 or USQ51002 or USQ51003) and CIS1000

### SYNOPSIS

This course provides students with an introduction to accounting software, together with an analysis of accounting information systems (both manual and electronic). We cover the complete accounting cycle and also the basics of the Goods and Services tax (GST). 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. The accounting software can be purchased from the USQ Bookshop.

### OBJECTIVES

Completion of this course should enable students to:

1. demonstrate knowledge in the use of varying computerised accounting packages and decision support tools;
2. acquire skills and knowledge in using the Mind Your Own Business (M.Y.O.B.) accounting software package;
3. understand the major business cycles and the operation and impact of the GST regime upon Australian firms;
4. demonstrate an understanding of the complete accounting cycle (source documents; journals; ledgers; through to closing and reversing entries);
5. process business transactions and events using a manual accounting system of specialised journals, control accounts and subsidiary ledgers;
6. prepare classified financial reports (Balance Sheet; Profit and Loss Statement);
7. discuss the role and function of internal and computerised controls in the operation of modern business organisations;
8. demonstrate understanding of sound ethical judgement in relation to the accounting information system;

9. appreciate and apply the core concepts associated with computerised accounting information systems;
10. demonstrate knowledge of fraudulent activities in accounting and how to implement security against such activities.

## TOPICS

Description	Weighting (%)
1. Spreadsheet Application: (a) Understand varying formulae used in the construction of decision support analysis, (b) Create spreadsheet workbook for use as complete accounting journals and financial reports as alternative to specialised computer accounting package; MYOB Instruction: (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
2. Accounting for Business Operations: (a) Aspects of the Australian taxation system, (b) Accounting for merchandisers, (c) The manual accounting system, (d) Accounting for liabilities and employee entitlements, (e) Accounting for receivables and fixed assets, (f) The end of year process, (g) Inventory measurement, (h) Cash management, (i) The accounting cycle.	35.00
3. 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, (g) Controls for fraudulent activities in accounting, (h) Ethical issues in accounting information systems, (i) Decision support tools.	35.00

## TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

Students may purchase a customised book from the USQ Bookshop rather than the Romney and Steinbart (2003) and Horngren et al (2004) texts. This customised book contains selected pages from these two texts. A complete study resource package is also available from the USQ Bookshop which contains the customised book, program disk and Vallely (2004).

MYOB Accounting Plus version 13 - STUDENT VERSION Software - PLEASE DO NOT ATTEMPT TO USE ANOTHER VERSION OF MYOB.

Summers, J & Smith, B 2004, Communication skills handbook: how to succeed in written and oral communication (revised & updated edition), John Wiley & Sons, Milton, Queensland OR

Fleet, W, Summers, J & Smith, B 2004, *Communication skills handbook for accounting*, John Wiley & Sons, Milton, Queensland.

Horngren, CT, Harrison, WT, Bamber, LS, Best, PJ, Fraser, DJ & Willett, R 2004, *Financial accounting*, 4th edn, Pearson Education Australia Pty Ltd, Frenchs Forest, New South Wales.

Romney, MB & Steinbart, PJ 2003, *Accounting information systems*, 9th edn, Prentice Hall, Upper Saddle River, New Jersey.

Vallely, M 2004, *MYOB version 13: a hands on approach*, Pearson Education, Frenchs Forest, New South Wales.

## 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 edn, South-Western/Thomson Learning, Cincinnati, Ohio.

Hoggett, J, Edwards, L & Medlin, J 2003, *Financial accounting in Australia*, 5th edn, John Wiley & Sons, Milton, Queensland.

Moscove, SA, Simkin, MG & Baganoff, NA 2001, *Core concepts of accounting information systems*, 8th edn, John Wiley & Sons Inc, New York.

Waddell, D 2002, *e-business in Australia: concepts and cases*, SprintPrint, Frenchs Forest, New South Wales.

## STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessment	30.00
Directed Study	52.00
Private Study	84.00

## ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
ASSIGNMENT 1	100.00	20.00	16 Nov 2005 (see note 1)
ASSIGNMENT 2	100.00	20.00	07 Dec 2005 (see note 2)
EXAM PART A (MULTI-CHOICE)	20.00	20.00	END S6 (see note 3)
EXAM PART B (THEORY)	80.00	40.00	END S6

### NOTES

1. Assignment 1 is due at 12 noon.
2. Assignment 2 is due at 12 noon.
3. 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:  
It is the students' responsibility to attend and participate appropriately in all activities (such as lectures, tutorials, laboratories and practical work) scheduled for them, and 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, eg, if each assignment is worth 100 marks, the aggregate mark is 200. The student must receive 100 marks or more for both assignments to pass the course. 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 available for the assignment will apply for each working day late, eg, if the assignment is worth 150 marks, the student will receive 30 marks (20% of 150) penalty 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/corporateservices/calendar/part5.htm>. Students should also read the Faculty of Business Guide to Policies and Procedures of the Faculty which can be found at the URL <http://www.usq.edu.au/handbook/current/buspolproc.html>.

## **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, both manually and electronically. The onus is on the student to provide proof of the despatch date, if requested by the Examiner. (ii) If requested, students will be required to provide a copy of an assignment submitted for assessment purposes. This should be despatched to the USQ within 24 hours of receipt of a request being made. (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. No extension will be granted if an extension is applied for after the due date of the assignment, eg, a request for an extension included with the late assignment will not be granted. (iv) No extension will be granted after the solution has been made available to students. (v) Assignments are to be submitted in the appropriate assignment folders. (vi) The Examiner will not accept submission of assignments by facsimile. (vii) 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. (viii) 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 Learning Resources: Prescribed text and materials (see above); prescribed reference materials (see above); printed Introductory Book, Solutions Book and Study Book/s; and if available, course Website accessible via USQConnect.
  - 2 Computer/Software requirements are outlined in the Introductory Book for external students.
  - 3 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. Ensure backups are regularly maintained on external storage media, eg CD or floppy disk.
  - 4 Students will require access to email and Internet access to USQConnect for this course.
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