Description: Accounting Information Systems

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-Nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td>2101</td>
<td>20124</td>
<td>1, 2003</td>
<td>ONC</td>
<td>1.00</td>
<td>TW MBA</td>
</tr>
</tbody>
</table>

Academic Group: FOBUS
Academic Org: FOB008
HECS Band: 2
ASCED Code: 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

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Spreadsheet design and functions</td>
<td>12.00</td>
</tr>
<tr>
<td>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</td>
<td>30.00</td>
</tr>
<tr>
<td>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</td>
<td>30.00</td>
</tr>
</tbody>
</table>

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.

ACC2101 study package available from the USQ Bookshop.


(Selected chapters from this text. It is part of the AIS Resource Pack.)
(It is part of the AIS Resource Pack or it can be purchased separately.)

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

**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.


**STUDENT WORKLOAD REQUIREMENTS**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment</td>
<td>20</td>
</tr>
<tr>
<td>Lectures</td>
<td>26</td>
</tr>
<tr>
<td>Private Study</td>
<td>93</td>
</tr>
<tr>
<td>Tutorial</td>
<td>26</td>
</tr>
</tbody>
</table>

**ASSESSMENT DETAILS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
<th>Required</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSIGNMENT 1</td>
<td>100.00</td>
<td>15.00</td>
<td>Y</td>
<td>07 Apr 2003</td>
</tr>
<tr>
<td>ASSIGNMENT 2</td>
<td>100.00</td>
<td>25.00</td>
<td>Y</td>
<td>02 Jun 2003</td>
</tr>
<tr>
<td>EXAM PART A (MULTI-CHOICE) 20.00</td>
<td>20.00</td>
<td>12.00</td>
<td>Y</td>
<td>END S1</td>
</tr>
<tr>
<td>EXAM PART B (PRAC &amp; THEORY) 80.00</td>
<td>80.00</td>
<td>48.00</td>
<td>Y</td>
<td>END S1</td>
</tr>
</tbody>
</table>

**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.
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. If you are an International student
   in Australia it is a requirement of your student visa that you attend all classes at
   your campus.

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

ASSESSMENT NOTES

1 Assignments: (i) Students must retain a copy of each item submitted for assessment. This must be produced within 24 hours if required by the Examiner. (ii) 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. The Examiner shall consider the statement and decide on the outcome. (iii) Assignments are to be submitted with the appropriate assignment cover. (iv) The Examiner will not accept submission of assignments by facsimile.

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 will be outlined in the initial lecture for on-campus 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.