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>54105</td>
<td>2, 2006</td>
<td>EXT</td>
<td>1.00</td>
<td>Toowoomba</td>
</tr>
</tbody>
</table>

Academic group: FOBUS
Academic org: FOB008
Student contribution band: 2
ASCED code: 080101

STAFFING
Examiner: Joseph Mula
Moderator: Mark Vallely

REQUISITES
Pre-requisite: ACC1101 Co-requisite: 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
The course objectives define the student learning outcomes for a course. The assessment item(s) that may be used to assess student achievement of an objective are shown in parentheses after each objective. On successful completion of this course, students should be able to:

1. demonstrate knowledge in the use of varying computerised accounting packages and decision support tools (Assignment 1, Assignment 2, Examination)
2. acquire skills and knowledge in using the Mind Your Own Business (MYOB) accounting software package (Assignment 1, Assignment 2, Examination)
3. understand the major business cycles and the operation and impact of the GST regime upon Australian firms (Assignment 1, Assignment 2, Examination)
4. demonstrate an understanding of the complete accounting cycle (source documents; journals; ledgers; through to closing and reversing entries) (Assignment 1, Assignment 2, Examination)
5. process business transactions and events using a manual accounting system of specialised journals, control accounts and subsidiary ledgers (Assignment 1, Assignment 2, Examination)
6. prepare classified financial reports (balance sheet; income statement) (Assignment 1, Assignment 2, Examination)
7. discuss the role and function of internal and computerised controls in the operation of modern business organisations (Assignment 1, Assignment 2, Examination)
8. demonstrate understanding of sound ethical judgement in relation to the accounting information system (Assignment 1, Assignment 2, Examination)
9. appreciate and apply the core concepts associated with computerised accounting information systems (Assignment 1, Assignment 2, Examination)
10. demonstrate knowledge of fraudulent activities in accounting and how to implement security against such activities (Assignment 1, Assignment 2, Examination).

**TOPICS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>30.00</td>
</tr>
<tr>
<td>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.</td>
<td>35.00</td>
</tr>
<tr>
<td>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.</td>
<td>35.00</td>
</tr>
</tbody>
</table>

**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 (2006) and Horngren et al (2004) texts. This customised book contains selected...
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>30.00</td>
</tr>
<tr>
<td>Directed Study</td>
<td>52.00</td>
</tr>
<tr>
<td>Private Study</td>
<td>84.00</td>
</tr>
</tbody>
</table>
ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSIGNMENT 1</td>
<td>100.00</td>
<td>20.00</td>
<td>15 Sep 2006</td>
</tr>
<tr>
<td>(see note 1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASSIGNMENT 2</td>
<td>100.00</td>
<td>20.00</td>
<td>13 Oct 2006</td>
</tr>
<tr>
<td>(see note 2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXAM PART A (MULTI-CHOICE)</td>
<td>20.00</td>
<td>12.00</td>
<td>END S2</td>
</tr>
<tr>
<td>(see note 3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXAM PART B (THEORY)</td>
<td>80.00</td>
<td>48.00</td>
<td>END S2</td>
</tr>
</tbody>
</table>

NOTES
1. Assignment 1 is due at 5.00pm (AEST).
2. Assignment 2 is due at 5.00pm (AEST).
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:
   If you are an international student in Australia, you are advised to 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 satisfactorily complete an individual assessment item a student must achieve at least 50% of the marks. (Depending upon the requirements in Statement 4 below, students may not have to satisfactorily complete each assessment item to receive a passing grade in this course.)

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 should attempt all of the weighted assessment items, achieve an aggregated mark of at least 50% of the total marks allocated for the assignments, achieve at least 50% in the examination, and at least 50% of the total weighted marks available for the course.

5 Method used to combine assessment results to attain final grade:
   The final grades for students will be assigned on the basis of the aggregate of the weighted marks 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

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)
Students must retain a copy of each assignment submitted for assessment. This must
be produced within 24 hours if required by the Examiner. (iii) The Examiner may grant
an extension of the due date of an assignment only in extenuating circumstances.
Computer systems failure will not be valid grounds for applications for extension of
assignment due dates. 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 texts and materials (see above); recommended reference
materials (see above); printed Introductory Book, Solutions Book and Study Book/s;
and 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.

Students will require access to email and Internet access to USQConnect for this course.