Unit Outline (Higher Education)

Institute / School:	Institute of Innovation, Science & Sustainability
Unit Title:	COMPUTERISED ACCOUNTING AND PRACTICE
Unit ID:	BUACC2605
Credit Points:	15.00
Prerequisite(s):	Nil
Co-requisite(s):	Nil
Exclusion(s):	Nil
ASCED:	080101

Description of the Unit:

The focus of this unit is on computerised accounting and on continuous developments and advancements in the use of information technology to aid the accounting profession. This unit enables students to operate computerised accounting software packages to carry out routine accounting tasks. A key emphasis will be on learning how to create accounts, process accounting information in respect of different business transactions and prepare accounting statements in order to assist in business decision making. Students will learn how to prepare business activity statements and other necessary statements required either by accounting practices or to comply with legislative requirements. The key emphasis is on equipping students with the latest developments in computerised accounting software to enable them to be job ready at the completion of their degree. Students will not only prepare accounting statements but will be able to analyse and interpret both routine and non-routine business transactions. Student will learn to prepare non-complex management reports and gain understanding of setting up and maintaining a payroll system. The scope of this unit also includes managing the accounting systems of a small office and ensuring relevant legal requirements are adhered to.

Grade Scheme: Graded (HD, D, C, P, MF, F, XF)

Work Experience:

Not wholly work experience: Student is not undertaking work experience in industry or student is undertaking work experience in industry where learning and performance is directed by the provider.

Placement Component: No

Supplementary Assessment: Yes

Where supplementary assessment is available a student must have failed overall in the Unit but gained a final

mark of 45 per cent or above, has completed all major assessment tasks (including all sub-components where a task has multiple parts) as specified in the Unit Description and is not eligible for any other form of supplementary assessment

Course Level:

Level of Unit in Course	AQF Level of Course					
	5	**6**	**7**	**8**	**9**	**10**
Introductory	☐	☐	✔	☐	☐	☐
Intermediate	☐	☐	☐	☐	☐	☐
Advanced	☐	☐	☐	☐	☐	☐

Learning Outcomes:

Knowledge:

K1. Understand the role of technology in aiding recording, processing and analysis of business transactions

K2. Identify the key technological developments that drive the functioning of contemporary accounting information systems and understand the history of use of technology in processing accounting information

K3. Comprehend the issues associated with implementing new or updated computer accounting applications within an organisation and related corporate governance issues

K4. Gain a functional understanding of key computerised accounting packages used in business transactions processing

Skills:

S1. Recognise the practical issues related to the selection, procurement and implementation of accounting information systems, and how these issues might be best managed within given resource constraints

S2. Critically reflect on the structural and operational changes that accounting systems in organisations have undergone as the automation of accounting data processing has made more information available on-demand throughout the organisation

S3. Recognise the risks of online presence regarding processing, storage and sharing of accounting information

S4. Reflect on the continuously evolving and ever-changing technology framework in which accounting operates and stay ahead in responding to such changes, including to unknown risks

Application of knowledge and skills:

A1. Apply the milestones in the evolution of Accounting Information Systems, and the organisational changes that have been enabled and driven by these developments

A2. Demonstrate data entry and information retrieval system skills and document the process both from the perspective of the technical principles embodied, and the learning style adopted, to cope with acquiring a new skill

A3. Demonstrate an understanding of various computerised accounting solutions available for businesses and analyse their suitability

A4. Demonstrate an understanding of the latest technological advances and challenges faced by businesses working the online environment

Unit Content:

- The role of accounting information systems

- The transaction cycles – payment, revenue, and general ledger
- Ethics and codes of conduct
- Selection and implementation of accounting information systems
- Computerised accounting systems
- E-commerce
- Cloud computing and security risks
- Information technology governance and audit

Learning Task and Assessment:

Learning Outcomes Assessed	Assessment Tasks	Assessment Type	Weighting
K1, K2, K3, S1, S2, S3, A1	Review of selected topics.	Test	10-20%
K2, K3, K4, S1, S2, S3, S4 , A2, A3, A4	Case studies	Assignment	30-40%
K1, K2, K3, K4, S1, S2, S3, S4 , A1, A2	Comprehensive review of topics.	Invigilated exam	40-50%

Adopted Reference Style:

APA

Refer to the library website for more information

Fed Cite - referencing tool