

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 course is on computerised accounting and on continuous developments and advancements in the use of information technology to aid the accounting profession. This course 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 course 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:

No work experience

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 | <input type="checkbox"/> | <input type="checkbox"/> | ✓ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Intermediate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Advanced | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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

FEDTASKS

Federation University Federation recognises that students require key transferable employability skills to prepare them for their future workplace and society. FEDTASKS (**T**ransferable **A**tttributes **S**kills and **K**nowledge) provide a targeted focus on five key transferable Attributes, Skills, and Knowledge that are be embedded within curriculum, developed gradually towards successful measures and interlinked with cross-discipline and Co-operative Learning opportunities. *One or more FEDTASK, transferable Attributes, Skills or Knowledge must be evident in the specified learning outcomes and assessment for each FedUni Unit, and all must be directly assessed in each Course.*

| FEDTASK attribute and descriptor | | Development and acquisition of FEDTASKS in the Unit | |
|---|--|---|-----------------------|
| | | Learning Outcomes (KSA) | Assessment task (AT#) |
| FEDTASK 1 Interpersonal | Students will demonstrate the ability to effectively communicate, inter-act and work with others both individually and in groups. Students will be required to display skills in-person and/or online in: <ul style="list-style-type: none"> Using effective verbal and non-verbal communication Listening for meaning and influencing via active listening Showing empathy for others Negotiating and demonstrating conflict resolution skills Working respectfully in cross-cultural and diverse teams. | Not applicable | Not applicable |
| FEDTASK 2 Leadership | Students will demonstrate the ability to apply professional skills and behaviours in leading others. Students will be required to display skills in: <ul style="list-style-type: none"> Creating a collegial environment Showing self-awareness and the ability to self-reflect Inspiring and convincing others Making informed decisions Displaying initiative | Not applicable | Not applicable |
| FEDTASK 3 Critical Thinking and Creativity | Students will demonstrate an ability to work in complexity and ambiguity using the imagination to create new ideas. Students will be required to display skills in: <ul style="list-style-type: none"> Reflecting critically Evaluating ideas, concepts and information Considering alternative perspectives to refine ideas Challenging conventional thinking to clarify concepts Forming creative solutions in problem solving. | Not applicable | Not applicable |
| FEDTASK 4 Digital Literacy | Students will demonstrate the ability to work fluently across a range of tools, platforms and applications to achieve a range of tasks. Students will be required to display skills in: <ul style="list-style-type: none"> Finding, evaluating, managing, curating, organising and sharing digital information Collating, managing, accessing and using digital data securely Receiving and responding to messages in a range of digital media Contributing actively to digital teams and working groups Participating in and benefiting from digital learning opportunities. | Not applicable | Not applicable |

| FEDTASK attribute and descriptor | | Development and acquisition of FEDTASKS in the Unit | |
|--|---|---|-----------------------|
| | | Learning Outcomes (KSA) | Assessment task (AT#) |
| FEDTASK 5 Sustainable and Ethical Mindset | Students will demonstrate the ability to consider and assess the consequences and impact of ideas and actions in enacting ethical and sustainable decisions. Students will be required to display skills in: <ul style="list-style-type: none"> • Making informed judgments that consider the impact of devising solutions in global economic environmental and societal contexts • Committing to social responsibility as a professional and a citizen • Evaluating ethical, socially responsible and/or sustainable challenges and generating and articulating responses • Embracing lifelong, life-wide and life-deep learning to be open to diverse others • Implementing required actions to foster sustainability in their professional and personal life. | Not applicable | Not applicable |

Learning Task and Assessment:

| Learning Outcomes Assessed | Assessment Tasks | Assessment Type | Weighting |
|--|--|-----------------------|-----------|
| K1, K2, K3, S1, S2, S3, S4, 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 | Demonstrate knowledge and skills gained in the unit via an interactive live independently invigilated assessment | Invigilated oral exam | 40-50% |

Adopted Reference Style:

APA ()

Refer to the [library website](#) for more information

Fed Cite - [referencing tool](#)