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| |  |  | | --- | --- | | **The Ministry of Education and Training**  **HOCHIMINH CITY OPEN UNIVERSITY** | **SOCIALIST REPUBLIC OF VIETNAM**  **Independence – Liberty – Happiness**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |  |

**BACHELOR PROGRAM**

**SYLLABUS**

**ACCO 3315 - ACCOUNTING INFORMATION SYSTEMS 1**

1. **COURSE OUTLINES**
   1. Name: **ACCOUNTING INFORMATION SYSTEMS 1**
   2. Course code: ACCO3315
   3. Course Credit: 03 credits
   4. Requisite Financial Accounting 1
2. **COURSE DESCRIPTION:**

The Accounting Information Systems 1 course provides students with basic knowledge on accounting information system and fundamental skills of practising accounting data in applying informatics combined to spreadsheet. Accounting general journal form is used as guideline for accounting data extraction and information presentation. The spreadsheet software used in this course for demonstration is Microsoft Excel. Students are required to complete Financial Accounting 1 before registering this course. It is also prerequisite to take Accounting Information Systems 2 course.

1. **COURSE OBJECTIVES: General objectives**

This course aims to provide basic knowledge and skills related to organizing accounting data and formularise pre-set for accounting forms and reports. The students, who take this course, should be able to understand relationship among organization data and accounting information output. Moreover, various hand-on exercises enhances students’ skills in creating basic accounting spreadsheet applications for small-size companies.

1. **APPROACHES TO LEARNING AND TEACHING**

Lectures: 4 hours per week.  
  
Practical/lab: 2 hours per week. You will be encouraged to practise hand-on exercises in a progress of building spreadsheet accounting system to address weekly learning objectives. These activities provide you with formative feedback on your progress.

1. **ASSESSMENTS**

Students will be expected to undertake the following assessments related to the learning outcomes of this course.

Students will receive feedbacks from academics based upon their engagement with and completion of practical tasks and will be encouraged to assess their own progress via homework exercises with suggested solutions.

* 1. Name of assessment: Final computer-based exam
  2. Group or individual: group-work project and individual midterm exam
  3. Due date: End of semester
  4. Score grading scale: The course grading scale is 10-point system, with ten being the highest and zero being the lowest.
  5. Type of assessment: computer-based exam. The students do not allow to using study materials during the examination time.
  6. Method and conduct of assessment:

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| **No.** | **Method of assessment** | **Ratio** |
| 1 | Group-work project and mid-term exam | 40% |
| 2 | Final computer-based exam | 60% |

1. **STUDY MATERIALS**
   1. Text books

**Đặng Văn Sáng**, *Accounting Information Systems*, Labour Publishing House, HCM Open University textbook, 2013.

* 1. References  
     **Smith Gaylord N**., *Excel application for accounting principles 4e*, South Western Publisher, 2012.