

F. 1991-92  
D. Fitzgerald.

GRANDE PRAIRIE REGIONAL COLLEGE  
DEPARTMENT OF BUSINESS ADMINISTRATION  
BA262 - ACCOUNTING INFORMATION SYSTEMS  
DETAILED COURSE OUTLINE

1. Introduction to MIS

TEXT: Whitten - Chapters 1, 2 and 3

Additional Readings: NONE

- 1.1 Definition of an MIS
- 1.2 Managing with Information Systems
- 1.3 Management and Decision Making
- 1.4 Microcomputer Software for Accounting Applications

ASSIGNMENTS: Lotus 123 for Accounting Tutorials  
- see detailed assignment schedule attached

2. Introduction to AIS

TEXT: None

Additional Readings: NONE

- 2.1 Key Systems Concepts
- 2.2 Internal Control and the AIS
- 2.3 The Data Processing Cycle
- 2.4 The Transaction Processing Cycle
- 2.5 Components of an AIS

ASSIGNMENTS: Microcomputer Illustration, The Rahare Company  
DUE: NOV. 29, 1991

3. AIS and Organizations

TEXT: None

Additional Readings: NONE

- 3.1 Organizational Concepts
- 3.2 Organization of Accounting
- 3.3 Goals and Responsibility Accounting
- 3.4 Organization of the Information Systems Function

4. Systems Analysis and Design

TEXT: Whitten - See Universal Real Estate Case

Additional Readings: NONE

- 4.1 The Role of the User
- 4.2 System Life Cycle
- 4.3 Initial Investigation
- 4.4 Selection of a Project
- 4.5 Flowcharting
- 4.6 Computer Aided System Design

ASSIGNMENTS: Universal Real Estate Case (see detailed  
schedule attached)

Case and Exelerator Overview

5. Files and Database Management

TEXT: Whitten - Chapter 14

Additional Readings: To be assigned

- 5.1 Introduction
- 5.2 Transaction Processing
- 5.3 Processing Methods and File Ratios
- 5.4 File Management Systems
- 5.5 Database Management Systems (DBMS)

ASSIGNMENTS: The Rabare Company  
Lotus Tutorials 5 and 8

6. Control of and AIS

TEXT: None

Additional Readings: Internal Control: Handbook of Accounting  
and Auditing

- 6.1 Introduction
- 6.2 Types of Control
- 6.3 Internal AIS Controls
- 6.4 Internal Audit of and AIS
- 6.5 Internal Control Concept
- 6.6 Control and Data Processing
- 6.7 Auditing Computerized AIS
- 6.8 Computer Fraud and Computer Security
- 6.9 Internal Control and the Microcomputer Environment

ASSIGNMENTS: The Rabane Company

7. Systems Evaluations and Implementation

TEXT: See Universal Real Estate References

Additional Readings: Strategic Control of Information Systems

- 7.1 Introduction
- 7.2 Detailed Design
- 7.3 Implementation and Initial Operations
- 7.4 Post Implementation Review
- 7.5 Systems Maintenance
- 7.6 The Accountants Role
- 7.7 Site Preparation for Microcomputers

**ASSIGNMENT:** The Rabane Company

8. AIS Applications

TEXT: None

Additional Readings: To be Announced

- 8.1 Introduction
- 8.2 Sales and Marketing Information Systems
- 8.3 Production and Personnel Systems
- 8.4 Financial Management Systems

**ASSIGNMENTS:** The Rabare Company

9. Decision Support and Expert Systems

TEXT: None

Additional Readings: To be announced

- 9.1 Introduction
- 9.2 Decision Support Systems
- 9.3 Knowledge Representation and Expert Systems

**ASSIGNMENT:** Overview of Microcomputer DSS Package

10. Future Directions in AIS

TEXT: None

Additional Readings: Access and Privacy; The Steps Ahead  
The Conning Computer Era Will Change  
The Face of Work

- 10.1 Strategic Information Resources
- 10.2 Uncontrolled Distributed Information
- 10.3 Regulation

COURSE TIMELINE

<u>Week</u>	<u>Dates</u>		
1	Sept. 3-6	Orientation Week	
2	Sept. 9-13	Introduction to MIS	
3	Sept. 16-20	Introduction to AIS	Tutorials 1,2,3
4	Sept. 23-27	AIS and Organizations	Rabane Company
5	Sept. 30-Oct. 4	Systems Analysis & Design	Universal Real Estate Cases
6	Oct 7-11	Systems Analysis & Design	Universal Real Estate Cases
7	Oct. 10-18	Thanksgiving	
8	Oct. 21-25	Mid-Term Week	
9	Oct.28-Nov.1	Fibs and Data Base Management	Tutorials 5&8
10	Nov. 4-8	Control of an AIS	Rabane Company
11	Nov. 11-15	Systems Evaluation and Implementation	
12	Nov. 18-22	AIS Applications	Tutorial 9
13	Nov. 25-28	Decision Support & External Systems	Tutorial 7&10
14	Dec. 2-6	Future Directions	
15	Dec. 9-13	Last day of classes/Final Exams begin	

LOTUS TUTORIALS - LOTUS 1, 2, 3 FOR ACCOUNTING

<u>Tutorial</u>	<u>Topic</u>	<u>Due Date</u>
1	Recording Business Transactions Creating a Spreadsheet	Oct. 4/91
2	Developing an Adjusted Trial Balance Modify a Spreadsheet	Oct. 4/91
3	Preparing Financial Statements/ Managing Large Spreadsheets	Oct. 4/91
5	Analyzing Inventory/Creating a Database	Nov. 1/91
7	Examining Boards Payable and the Time value of Money (Introduction) What if Modelling	Nov. 29/91
8	Evaluating Performance/Exploring the power of a Database	Nov. 1/91
9	Understanding CVP Relationships/ Creating and Using Macros	Nov. 22/91
10	Capital Budgeting/Modelling for Advanced what if Analysis	Nov. 29/91

<u>Milestone</u>	<u>Topic</u>	<u>Reference</u>
1	Project Proposal	How to Use the Case Book
2	Systems Profile	Chapter 2 - 29-46 Chapter 3 - 47-76
3	Development Life Cycle	Chapter 4 - 77-107 Module A - 706-725
4	Process Modelling with Physical DFD's	Chapter 7 - 178-214
5	Daln Modelling with Logical Entity, Relationship Program	Chapter 8 - 223-271
6	Process Modelling with Logical DFD's	Chapter 9 - 272-325
7	Project Dictionary	Chapter 10 - 329-362 Chapter 11 - 303-393
8	Dolon Baces	Chapter 13 - 433-469 Chapter 14 - 470-505
9	Outputs	Chapter 15 - 506-536
10	Inputs	Chapter 16 - 554-573
11	User Interface	Chapter 17 - 574-605
12	Procedures & Controls	Chapter 18 - 611-650
13	Structured Programs	Chapter 11 - 363-393 Chapter 19 - 651-677
14	Technical Report	Module C - 745-765

WHITTEN

CHAPTER COVER

REC	1	Careers	REQ	12	Design Intro
REL	2	Business	REQ	15	Output Design
REQ	3	Info. System	REQ	13	File Design
REQ	4	Problems Solving	REQ	14	Data Base
REQ	4	Life Cycle	REQ	16	Input Design
REQ	A	Project Mgt.	REQ	17	Dialogue Design
REQ	6	Analysis Intr.	REQ	18	System Flowcharts & Controls
REQ	B	Fact Finding	REC	19	Program Design
REQ	7	DFD's			
REQ	8	ERD's			
REQ	9	Logical DFD's	REC	20	Implementation
REQ	C	Presentations			
REQ	D	Feasibility	REC		Material to be covered on an overview basis
REQ	10	Project Dictionary	REQ		Material to covered in depth
REC	11	Decision Tables Structured English			