



APPLIES TO ACADEMIC YEAR 2014/2015

## REV 3408 Organizing Business and Accounting

### Programme

Bachelor of Accountancy (1. year)

### Responsible for the course

Svein A Løken

### Department

Department of Accounting - Auditing and Law

### Term

According to study plan

### ECTS Credits

7,5

### Language of instruction

Norwegian

### Introduction

The course deals with challenges related to the processing and registering of transactions and events in the enterprise, including the organization of the enterprise, business processes and internal control.

### Learning outcome

#### Acquired knowledge

On completion of the course the students shall have:

- Learnt the main principles of sound business management, including the responsibilities of the board of directors, the general manager and the auditor.
- Knowledge about the most central routines and business processes of the enterprise.
- Established knowledge of the most basic bookkeeping principles of the Bookkeeping Act and be familiar with Norwegian bookkeeping standards and good bookkeeping practice.
- Be familiar with the other provisions of Act relating to Annual Accounts (The Accounting Act) and Act relating to Bookkeeping (The Bookkeeping Act).
- Knowledge of the principles of IT-based bookkeeping systems.
- Knowledge of requirements related to security and controls in ICT-systems.

#### Acquired skills

On completion of the course the students are to be able to:

- Identify, assess and understand risk.
- Apply methods for risk analysis and risk management, including familiarity with the COSO and Cobit models.
- Design measures ensuring effective internal control.
- Account for the regulations related to accountants and good practice for accountants, including the role of accountants.

### Reflection

The students are to be familiar with general control mechanisms, application control mechanisms for the accounting system and be able to reflect on organizational relations related to internal control.

### Prerequisites

### Compulsory reading

#### Books:

Moen, Tove-Gunn og Bjørgunn Havstein. 2014. Regnskapsorganisering : bokføring og intern kontroll. 6. utg. Cappelen Damm Akdemisk Forlag. 260 sider

#### Other:

- Utdelt materiale under forelesningene.
- Relevant lovgivning.
- Norske Bokføringsstandarder.

### Recommended reading

#### Books:

Moen, Tove-Gunn, Ingjerd Moen og Terje Tvedt. 2013. Bokføringsloven. 8. utg. Den norske revisorforening : DnR kompetanse. 228 sider

### Course outline

#### Course content

- A good accounting system – what is it?
- Formal requirements, the Accounting Act and the Bookkeeping Act, good bookkeeping practice
- Internal control, Coso and control environment
- Accounting system, structure and connection with help systems
- Risk assessment and control measures
- Accounting routines, roles and practical accounting work
- IT systems: data capture, registration, tables and reports
- Dependable and reliable accounting data. Storage duty regarding the accounting data
- Electronic signature and proof of authenticity for electronically stored data.
- Automatic exchange of accounting data. JSON and XML, bank transactions and Altinn.
- Closings: short-period and annual closings. Systems for closing of the accounts for the year
- Operating audit and financial audit
- Audit and certification of accounting matters where technological risk is important

### Computer-based tools

Accounting systems will be presented during lectures.

### Learning process and workload

The course consists of 45 hours of lectures over one semester.

Recommended use of time for the students:

Activity	Hours
Class participation	45
Preparation for lectures/literature	50
Work on assignments	40
Self-study/colloquia	50
Preparation for the examination	15
<b>Recommended total use of time</b>	<b>200</b>

### BI web-based programmes

The web teacher will use It's learning for the publication of course-related material, assignments and digital learning resources, and the students will have an opportunity to communicate with the web teacher and fellow students. Intensive teaching modules will be offered at the beginning of the semester and shortly before the examination. The web students are also offered a study guide. The study guide is intended as a supplement to the syllabus and contains reading plans, relevant exercises, references and comments on the syllabus of the course.

Recommended use of time for BI web-based programmes:

Activity	Hours
Class participation	10
Work on the study guide, send-in assignments, activities on It's learning	70
Work on assignments	50
Self-study/colloquia	55
Preparation for the examination	15
<b>Recommended total use of time</b>	<b>200</b>

### Use of hours

**Examination**

The course is concluded by a three-hour individual written examination.

**Examination code(s)**

REV 34081 –Written examination, counts 100% toward the grade for the course REV 3408 Organizing Business and Accounting, 7.5 credits.

**Examination support materials**

All support materials are allowed.

**Re-sit examination**

A re-sit examination is offered in connection with the next ordinary course.

**Additional information**