



ACCG100

Accounting IA

MQC3 Evening 2015

Dept of Accounting & Corporate Governance

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General Information

Unit convenor and teaching staff

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Credit points

3

Prerequisites

(Admission to BAppFin or BCom or BCom-Accg or BCom-ProfAccg or BComBA-Psych or BBusLeadCom) or (12cp and GPA of 2.0 (out of 4.0))

Corequisites

Co-badged status

Unit description

This unit is the first step towards an accounting career. It provides an introduction to the principles and concepts relating to financial accounting. It takes a decision-making focus and encourages students to not only prepare information but to understand how such information assists users in making important business decisions. The unit begins with discussion of the decision-making environment. By the end of the unit students are able to record basic business transactions, complete a worksheet and prepare a statement of financial performance and statement of financial position. An online practice set is used to consolidate the discrete topics taught and to connect classroom learning with practice. Learning materials which emphasise ethical practice and effective professional communication are also used to develop graduate capabilities. The unit practices constructive alignment in assessment. Graduate capability skills development is embedded in the learning experiences to enhance students' future employability in the profession.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

Learning Outcomes

On successful completion of this unit, you will be able to:

1. identify users of financial information and the use of the information for decision

making in business. 2. understand and explain underlying accounting concepts and link them to the recording process and to the reporting of financial information. 3. account for company operations and main elements of financial statements, including assets, liabilities, equity, income and expenses. 4. ability to record adjusting entries, closing entries and reversing entries. 5. ability to prepare a set of Financial Statements for both internal and external users.

Assessment Tasks

Name	Weighting	Due
<u>Class Tests</u>	20%	Weeks 4 and 8
<u>Assessed Coursework</u>	10%	Ongoing
<u>In class quizzes</u>	10%	Weeks 2 -12
<u>Final Examination</u>	60%	University Examination Period

Class Tests

Due: **Weeks 4 and 8**

Weighting: **20%**

Class Tests

Due: **Weeks 4 and 8** Weighting: **20%**

Two class tests (weeks 4 and 10) will be conducted in tutorials during the session, each worth 10% of the total assessment. The tests will cover all lecture material and readings from the weeks indicated.

Test 1 – Week 4: This test will cover topics covered in weeks 1, 2 and 3

Test 2 – Week 8: This test will cover topics covered in weeks 4, 5, 6 and 7.

It is each student's responsibility to ensure that they attend the tutorial they are registered in to attempt the Test.

Any student who fails to complete a test in their prescribed tutorial will receive zero marks unless a legitimate request for disruptions to studies is received.

Feedback concerning student's performance on each of the tests will be provided within two weeks of the conclusion of the availability of each test.

Submission

You are required to sit for the test in your registered tutorial.

Extension

No extensions will be granted. Students who are absent from the test will be awarded a mark of ZERO, except for cases in which an application for 'disruption to studies' is made and approved.

Penalties

A mark of zero will be awarded to students who are absent from the test.

This Assessment Task relates to the following Learning Outcomes:

- identify users of financial information and the use of the information for decision making in business.
- understand and explain underlying accounting concepts and link them to the recording process and to the reporting of financial information.
- account for company operations and main elements of financial statements, including assets, liabilities, equity, income and expenses.
- ability to record adjusting entries, closing entries and reversing entries.
- ability to prepare a set of Financial Statements for both internal and external users.

On successful completion you will be able to:

- 1. identify users of financial information and the use of the information for decision making in business. 2. understand and explain underlying accounting concepts and link them to the recording process and to the reporting of financial information. 3. account for company operations and main elements of financial statements, including assets, liabilities, equity, income and expenses. 4. ability to record adjusting entries, closing entries and reversing entries. 5. ability to prepare a set of Financial Statements for both internal and external users.

Assessed Coursework

Due: **Ongoing**

Weighting: **10%**

Assessed coursework

Due: **Ongoing** Weighting: **10%**

There will be twelve weekly assignments collected by tutors during the session. This requires students to complete the 'tutorial questions' as outlined on pages 13-14 for every week. These collections must be submitted to your tutor **at the start** of your normal tutorial. No assignments submitted after this time will be accepted. Tutorial homework questions will be graded as follows:

1 mark – satisfactory completion (bona fide attempt has been made to complete **all** assigned questions) , **½ mark** – unsatisfactory completion (partial attempt of assigned questions),

A mark of zero (work not submitted) - Students who fail to submit their assignment in the designated tutorial will receive a mark of zero.

Within the first four weeks three collections will act as another early diagnostic of how students are handling the materials in the unit. This will allow tutors to provide advice on how students might address any early problems they are encountering with the content and issues in the unit. If a student experiences difficulties in handling this task then they are advised to seek additional assistance in one of the consultation times listed on the unit website.

Submission

You are required to submit your assessed coursework in your registered tutorial.

Extension

Not applicable

Penalties

Zero for non submission in registered tutorial.

This Assessment Task relates to the following Learning Outcomes:

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- ability to record adjusting entries, closing entries and reversing entries.

On successful completion you will be able to:

- 1. identify users of financial information and the use of the information for decision making in business. 2. understand and explain underlying accounting concepts and link them to the recording process and to the reporting of financial information. 3. account for company operations and main elements of financial statements, including assets, liabilities, equity, income and expenses. 4. ability to record adjusting entries, closing entries and reversing entries. 5. ability to prepare a set of Financial Statements for both internal and external users.

In class quizzes

Due: **Weeks 2 -12**

Weighting: **10%**

In class Quizzes

Due: **Weeks 2 - 12** Weighting: **10%**

Five in-class quizzes will be conducted in tutorials during the session, each worth 2% of the total

assessment. The quizzes will be open book.

It is each student's responsibility to ensure that they attend the tutorial they are registered in to attempt the quiz.

Any student who fails to complete a quiz in their prescribed tutorial will receive zero marks unless a legitimate request for disruptions to studies is received.

Feedback concerning student's performance on each of the quizzes will be provided.

Submission

You are required to sit for the quiz in your registered tutorial.

Extension

No extensions will be granted. Students who are absent from the quiz will be awarded a mark of ZERO, except for cases in which an application for 'disruption to studies' is made and approved.

Penalties

A mark of zero will be awarded to students who are absent from the quiz.

This Assessment Task relates to the following Learning Outcomes:

- identify users of financial information and the use of the information for decision making in business.
- understand and explain underlying accounting concepts and link them to the recording process and to the reporting of financial information.
- account for company operations and main elements of financial statements, including assets, liabilities, equity, income and expenses.
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On successful completion you will be able to:

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Final Examination

Due: **University Examination Period**

Weighting: **60%**

Final Examination

Due: **University Examination Period** Weighting: **60%**

A final examination is included as an assessment task for this unit to provide assurance that:

1. The product belongs to the student and
2. The student has attained the knowledge and skills tested in the exam.

A 3 hour closed book final examination for this unit will be held during the University Examination period. More information will be released in the revision lecture in week 13. Students **MUST PASS** the final examination (regardless of their performance during the session) to gain a passing grade in this unit.

You are expected to present yourself for examination at the time and place designated in the Final Examination Timetable. The timetable will be available in Provisional form approximately in week ten of this Session. You will have 1 week to give feedback to the Student Administration Manager. Prior to the examination period, you should ensure that you are familiar with the Examination Regulations. You can find these under *Exam Information* on the [Student Portal Noticeboard](#).

Submission

Please check for the University Examination period.

You are expected to present yourself for examination at the time and place designated in the University Examination Timetable. The timetable will be available in Draft form approximately eight weeks before the commencement of the examinations and in Final form approximately four weeks before the commencement of the examinations. <http://exams.mq.edu.au/>

Extension

The only exception to not sitting an examination at the designated time is because of documented illness or unavoidable disruption. In these circumstances you may wish to consider applying for 'Disruption to Studies' application. The relevant website is provided in the 'Policies and Procedures Section' of this Unit Guide,

However, only those applications will be approved if students who have satisfactory performance in this unit. **Satisfactory performance** means that students must achieve **at least 50%** in their coursework. If the criterion is not met in an application for special consideration subsequently, it will be rejected as 'Invalid'.

If a Supplementary Examination is granted as a result of the Special Consideration process, the examination will be scheduled as per the Supplementary Examination timetable of the Faculty. Please note that the supplementary examination will be of the similar format as the final examination.

Supplementary examination information for session 2, 2014 will be available in due course.

The Macquarie university examination policy details the principles and conduct of examinations at the University. The policy is available at:

<http://www.mq.edu.au/policy/docs/examination/policy.htm>

Penalties

A 'Fail' grade will be awarded to students who are absent from the final exam.

On successful completion you will be able to:

- 1. identify users of financial information and the use of the information for decision making in business. 2. understand and explain underlying accounting concepts and link them to the recording process and to the reporting of financial information. 3. account for company operations and main elements of financial statements, including assets, liabilities, equity, income and expenses. 4. ability to record adjusting entries, closing entries and reversing entries. 5. ability to prepare a set of Financial Statements for both internal and external users.

Delivery and Resources

Classes

The unit has 4 hours face-to-face teaching per week consisting of 1x2-hour lecture and 1x2 hour tutorial.

The timetable for classes can be found on the MQC Student Portal at: <https://student.mqc.edu.au/>

Required and Recommended Texts and/or Materials

Prescribed textbook: Hoggett J., Medlin, J., Edwards, L., Tilling, M. and Hogg E. (2015), Accounting, 9th Edition, John Wiley & Sons Australia, Queensland [hereafter referred to as Hoggett].

Technology Used and Required

Students require computer technology sufficient to regularly access the ACCG100 iLearn webpage via the internet and to complete the online practice set.

Unit Web Page

Unit materials, suggested solutions, announcements and other relevant information are found on iLearn for the unit at: <http://ilearn.mq.edu.au>.

Students are expected to visit the unit webpage on a regular basis..

Learning and Teaching Activities

There are four contact hours of teaching per week. Students are expected to read the prescribed readings and lecture materials prior to attending the lectures. Students are expected to come to class ready to discuss their answers and may be called upon to present their answers to the class. All students are expected to contribute to class discussions and are encouraged to raise any questions that they have about each weekly topic during the class.

The teaching philosophy is articulated as follows:

· **Lectures – large group learning**

In lectures, students are expected to grasp the main concepts and techniques that relate to the subject matter. Students are expected to read the readings corresponding to the weekly topics prior to attending lectures. Lecture materials for each week will be distributed online via the ACCG100 unit webpage on iLearn in the week before the lecture. It is the student's responsibility to obtain a copy of the lecture notes before class, in order to make appropriate notes.

· **Independent learning – learning by doing**

ACCG100 relies heavily on independent learning with students required to read the relevant chapter, revise the lecture notes, prepare answers to the pre-set tutorial questions and extend themselves by doing additional reading, questions and problems.

· **Tutorials – small group learning**

Tutorials constitute a critical learning experience of this unit and students must attend them. The tutor will facilitate a highly student-centred discussion of answers to pre-set tutorial questions. A tutorial is also an active forum to present to the tutor difficulties that you encountered when preparing for the pre-set tutorial questions. Ask your tutor questions and further guidance on how to approach questions. The tutorial may also involve additional questions for discussion, practice and revision.

Unit Schedule

Week	Lecture topic	Textbook chapter
1	Introduction to accounting	1,2
2	Recording transactions	3
3	The accounting cycle	3
4	Adjusting entries and preparing financial statements	4
5	Completing the accounting cycle	4,5
6	Accounting systems	7
7	Accounting for retailing	6
8	Accounting for inventory	19
9	Accounting for Depreciation	20
10	Cash management and control	10

11	Cash flow statements	24
12	Accounting for Receivables	18
13	Revision	

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy <http://mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy <http://mq.edu.au/policy/docs/grading/policy.html>

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Grievance Management Policy http://mq.edu.au/policy/docs/grievance_management/policy.html

Disruption to Studies Policy http://www.mq.edu.au/policy/docs/disruption_studies/policy.html *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit ask.mq.edu.au.

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)

- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit <http://informatics.mq.edu.au/help/>.

When using the University's IT, you must adhere to the [Acceptable Use Policy](#). The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcome

- 1. identify users of financial information and the use of the information for decision making in business. 2. understand and explain underlying accounting concepts and link them to the recording process and to the reporting of financial information. 3. account for company operations and main elements of financial statements, including assets, liabilities, equity, income and expenses. 4. ability to record adjusting entries, closing entries and reversing entries. 5. ability to prepare a set of Financial Statements for both internal and external users.

Assessment tasks

- Class Tests
- Assessed Coursework

- In class quizzes
- Final Examination

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcome

- 1. identify users of financial information and the use of the information for decision making in business. 2. understand and explain underlying accounting concepts and link them to the recording process and to the reporting of financial information. 3. account for company operations and main elements of financial statements, including assets, liabilities, equity, income and expenses. 4. ability to record adjusting entries, closing entries and reversing entries. 5. ability to prepare a set of Financial Statements for both internal and external users.

Assessment tasks

- Class Tests
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Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcome

- 1. identify users of financial information and the use of the information for decision making in business. 2. understand and explain underlying accounting concepts and link them to the recording process and to the reporting of financial information. 3. account for company operations and main elements of financial statements, including assets,

liabilities, equity, income and expenses. 4. ability to record adjusting entries, closing entries and reversing entries. 5. ability to prepare a set of Financial Statements for both internal and external users.

Assessment tasks

- Class Tests
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- In class quizzes
- Final Examination

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcome

- 1. identify users of financial information and the use of the information for decision making in business. 2. understand and explain underlying accounting concepts and link them to the recording process and to the reporting of financial information. 3. account for company operations and main elements of financial statements, including assets, liabilities, equity, income and expenses. 4. ability to record adjusting entries, closing entries and reversing entries. 5. ability to prepare a set of Financial Statements for both internal and external users.

Assessment tasks

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Research and Practice

RESEARCH AND PRACTICE, GLOBAL AND SUSTAINABILITY

This unit addresses global and sustainability issues as direct areas of study and as necessary implications arising from the materials, assessment and academic discussion and debate in classes/seminars. We promote sustainability by developing ability in students to research and locate information within accounting discipline. We aim to provide students with an opportunity to

obtain skills which will benefit them throughout their career.

This unit gives you opportunities to conduct your own research with regard to the concepts discussed in the unit. Further reading of relevant texts, academic journals and the business press is recommended to provide valuable real-life context to the concepts discussed.

Changes since First Published

Date	Description
15/11/2015	co badged status changed research and practice section added