



ACCG100

Accounting IA

MQC2 Day 2015

Dept of Accounting & Corporate Governance

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	8
<u>Unit Schedule</u>	10
<u>Learning and Teaching Activities</u>	11
<u>Policies and Procedures</u>	11
<u>Graduate Capabilities</u>	14
<u>Research and Practice</u>	16

Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

General Information

Unit convenor and teaching staff

Moderator

Nicholas McGuigan

nicholas.mcguigan@mq.edu.au

Contact via nicholas.mcguigan@mq.edu.au

Unit Convenor

Nazila Razi

nazila.razi@mqc.edu.au

Contact via nazila.razi@mqc.edu.au

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:

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.

Assessment Tasks

Name	Weighting	Due
<u>Class Tests</u>	20%	Weeks 4 and 10
<u>Assignment</u>	10%	Week 12
<u>Assessed coursework</u>	10%	Ongoing
<u>Final Examination</u>	60%	University Examination Period

Class Tests

Due: **Weeks 4 and 10**

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 week 1, 2, 3

Test 2 – Week 10: This test will cover topics week 4, 5, 6, 7 and 8.

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

Any student who fails to complete a test in their prescribed lecture 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.

On successful completion you will be able to:

- 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.

Assignment

Due: **Week 12**

Weighting: **10%**

Students are required to complete an online practice set assignment that will count towards the overall assessment mark for this unit. The practice set has been designed to provide students with experience in the practical and technical skills essential to accounting, through the completion of a one month accounting cycle for a fictional business. The assignment questions will relate to the material learned in the tutorials weeks 2 to 12. The assignment will commence in the beginning of week five and it is due to submission at the end of week 12. No extensions will be granted. Students who have not submitted the assignment prior to the deadline will be awarded a mark of zero for the assignment, except for cases in which an application for special consideration is made and approved

Submission

Final online assignment submission deadline is last day of Week 12.

Extension

No extensions will be granted. Students who have not submitted the assignment prior to the deadline will be awarded a mark of 0 for the assignment, except for cases in which an application for special consideration is made and approved.

Penalties

Zero mark for non submission by due date.

On successful completion you will be able to:

- 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.

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 marks** – 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 tutor 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.

On successful completion you will be able to:

- 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.

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.

Time commitment

Your commitment to this unit should entail approximately **150 hours**. An estimate of the amount of time that each task should take is shown in the following table:

Tasks

Total hours

Weekly class attendance (4 hrs per week)

52

Weekly study, preparation of homework, which includes the following components:

Assessed coursework + weekly homework (2 hrs per week)

24

Class tests (3 hrs per topic)

27

51

Assignment

20

Final examination preparation

27

Total

150

On successful completion you will be able to:

- 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.

Delivery and Resources

Classes

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

The timetable for classes can be found on the MQC Student Porta 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. (2012), Accounting, 8th Edition, John Wiley & Sons Australia, Queensland [hereafter referred to as Hoggett].

Prescribed workbook

Perdisco

The practice set workbook is assessed online. See Assessment Tasks for details.

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.

Online practice set

You are required to complete the online practice set. You have two attempts; the higher score of the two will count towards your final mark. The practice set is an opportunity to practice your understanding of the key concepts and techniques discussed in this unit.

Unit Schedule

Week beginning	Lecture topic	Textbook chapter
1	Role of accounting	1
2	Financial statements and accounting assumptions	2
3	Recording transactions	3
4	Accounting systems (excluding MYOB)	7
5	Adjusting entries and preparing financial statements	4
6	Completing the accounting cycle	5
7	Accounting for Depreciation	20
8	Accounting for retailing	6
9	Accounting for inventory	19
10	Accounting for Receivables	18
11	Cash management and control	10
12	Ethics The relevant material will be posted to iLearn prior to the lecture	Refer to iLearn
13	Revision	

Learning and Teaching Activities

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 workshop questions and extend themselves by doing additional reading, questions and problems.

Workshops – small group learning

Workshops 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 workshop questions. A workshop is also an active forum to present to the tutor difficulties that you encountered when preparing for the pre-set workshop questions. Ask your tutor questions and further guidance on how to approach questions. The workshop may also involve additional questions for discussion, practice and revision.

Online practice set

You are required to complete the online practice set. You have two attempts; the higher score of the two will count towards your final mark. The practice set is an opportunity to practice your understanding of the key concepts and techniques discussed in this unit.

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.

Academic Honesty

The nature of scholarly endeavour, dependent as it is on the work of others, binds all members of the University community to abide by the principles of academic honesty. Its fundamental principle is that all staff and students act with integrity in the creation, development, application and use of ideas and information. This means that:

- all academic work claimed as original is the work of the author making the claim
- all academic collaborations are acknowledged
- academic work is not falsified in any way
- when the ideas of others are used, these ideas are acknowledged appropriately.

Further information on the academic honesty and schedule of penalties that will apply to breaches of the Academic Honesty Policy can be found at: http://www.mq.edu.au/policy/docs/academic_honesty/policy.html

If you are unsure about how to incorporate scholarly sources into your own work, please speak to your Lecturer or the Student Services team well in advance of your assessment.

Grades

Macquarie University uses the following grades in coursework units of study:

- HD - High Distinction
- D - Distinction

- CR - Credit
- P - Pass
- F – Fail

In addition, there is a requirement to pass the final examination to be awarded a final grade of a Pass or a higher grade

Grade descriptors and other information concerning grading are contained in the Macquarie University Grading Policy which is available at:

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

For further information, please refer to page 71 of the 2013 Calendar of Governance, Legislation and Rules- Undergraduate Rules at

http://www.universitycouncil.mq.edu.au/pdfs/2013-Undergraduate_rules.pdf

Grade Appeals and Final Examination Script Viewing

If, at the conclusion of the unit, you have performed below expectations, and are considering lodging an appeal of grade and/or viewing your final exam script please refer to the following website which provides information about these processes and the cut off dates in the first instance. Please read the instructions provided concerning what constitutes a valid grounds for appeal before appealing your grade.

http://www.city.mq.edu.au/new_and_current_students/gradeappeals/

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 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.

Assessment tasks

- Class Tests
- Assignment
- Assessed coursework
- 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 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.

Assessment tasks

- Class Tests
- Assignment
- Assessed coursework
- Final Examination

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 outcomes

- 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.

Assessment tasks

- Class Tests
- Assignment
- Assessed coursework
- 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 outcomes

- understand and explain underlying accounting concepts and link them to the recording process and to the reporting of financial information.
- ability to prepare a set of Financial Statements for both internal and external users.

Assessment tasks

- Assignment
- Assessed coursework

Research and Practice

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.