



# ACCG6011

## Principles of Accounting

Session 1, In person/Online-scheduled-weekday, North Ryde 2022

*Department of Accounting and Corporate Governance*

### Contents

---

<a href="#"><u>General Information</u></a>	2
<a href="#"><u>Learning Outcomes</u></a>	2
<a href="#"><u>General Assessment Information</u></a>	3
<a href="#"><u>Assessment Tasks</u></a>	4
<a href="#"><u>Delivery and Resources</u></a>	7
<a href="#"><u>Unit Schedule</u></a>	7
<a href="#"><u>Policies and Procedures</u></a>	8
<a href="#"><u>Changes since First Published</u></a>	10

---

#### **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

Unit Convener

Peipei Pan

[accg6011@mq.edu.au](mailto:accg6011@mq.edu.au)

Contact via Email

Room 328, Level 3, 4ER Building, 4 Eastern Road

TBA

Moderator

Jessica Chen

[accg6011@mq.edu.au](mailto:accg6011@mq.edu.au)

Credit points

10

Prerequisites

Admission to MAccg or MAccLead or MBioBus or MCom or MIntBus or GradCertForAccg or GradDipForAccg or MForAccgFinCri or MProfAcc or MProfAccgLead or MBusAnalytics

Corequisites

Co-badged status

Unit description

This unit provides students with a graduate-level understanding of accounting as a business process of recording, measuring, classifying and reporting economic, financial and other related information and transactions for use by a variety of stakeholders. Students completing this unit are expected to be able to prepare, analyse and discuss financial reports in various business contexts. Classes cover the core aspects of the preparation and basic analysis of financial statements and the underlying accounting policies and principles.

## 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:

**ULO1:** Explain the purpose of accounting and accounting processes and appreciate the role of accounting in business sustainability and ethical decision making.

**ULO2:** Identify, record and process business transactions in the accounting system and report their effect by preparing structured financial statements.

**ULO3:** Undertake basic analysis of the financial statements of organisations, through ratio analysis.

**ULO4:** Explain the value of internal control and management's responsibility in relation to it and apply internal control principles to the sales and purchases cycles and the cash guarding procedure.

**ULO5:** Calculate and describe the use of cost–volume–profit (CVP) analysis in management decision making.

**ULO6:** Apply the principles involved in analysing and managing an organisation's cash flow and working capital requirements.

## General Assessment Information

### Online Quiz/Test

- The quiz will be an online multiple-choice test at the end of Week 4. The quiz is weighted 10% and will serve as an early diagnostic indicator of student performance.
- The test will be held online in Week 10 and weighted 20%.
- Detailed information about the tasks will be released on iLearn.

### Virtual experience program

- The virtual experience program is designed to develop students' work-readiness skills that enable students to transition effectively into the world of work. The program will be available online from Week 1 to Week 6. During this period, students can participate in the program at their own pace.
- Students are required to write FIVE journal entries at different stages of the program to reflect on their experience in the program. The assessment is weighted 5% and due in Week 6. Detailed information about the tasks will be released on iLearn.
- No extensions will be granted.

### Xero assignment

- This assignment is designed to prepare students with the accounting software skills they need to work in a modern day practice. Through the completion of an accounting cycle for a fictional business, students will gain experience in the practical and technical skills essential to accounting.

- This assignment is weighted 15% and due in Week 8. Detailed information about the tasks will be released on iLearn.
- No extensions will be granted.

## Final Exam

- A 2-hour online final examination will be held during the University Examination period. Students are expected to access the exam online at the time designated in the University Examination Timetable.
- 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>.
- Students will be awarded one of these grades. All final grades in the Department of Accounting and Corporate Governance are determined by a grading committee and are not the sole responsibility of the Unit Convenor. The final grade awarded reflects the corresponding grade descriptor in the Grading Policy.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#"><u>Class Tests x2</u></a>	30%	No	Week 4, Week 10
<a href="#"><u>Virtual experience program</u></a>	5%	No	Week 6
<a href="#"><u>Xero assignment</u></a>	15%	No	Week 8
<a href="#"><u>Final examination</u></a>	50%	No	Exam period

## Class Tests x2

Assessment Type <sup>1</sup>: Quiz/Test

Indicative Time on Task <sup>2</sup>: 7 hours

Due: **Week 4, Week 10**

Weighting: **30%**

Students are required to attempt one (1) multiple-choice quiz (worth 10%) and one (1) class test comprising of short answer questions (worth 20%). The quiz will be held at the beginning of the session and serve as an early diagnostic indicator of student performance. The class test will be held closer to the end of the session and serves to help students measure and monitor their progress, in preparation for the final exam.

On successful completion you will be able to:

- Explain the purpose of accounting and accounting processes and appreciate the role of accounting in business sustainability and ethical decision making.
- Identify, record and process business transactions in the accounting system and report their effect by preparing structured financial statements.
- Undertake basic analysis of the financial statements of organisations, through ratio analysis.
- Explain the value of internal control and management's responsibility in relation to it and apply internal control principles to the sales and purchases cycles and the cash guarding procedure.
- Calculate and describe the use of cost–volume–profit (CVP) analysis in management decision making.
- Apply the principles involved in analysing and managing an organisation's cash flow and working capital requirements.

## Virtual experience program

Assessment Type <sup>1</sup>: Participatory task

Indicative Time on Task <sup>2</sup>: 5 hours

Due: **Week 6**

Weighting: **5%**

The virtual experience program is designed to develop students' work-readiness skills that enable students to transition effectively into the world of work. Students are required to write FIVE (5) journal entries at different stages of the virtual experience program to reflect on their experience in the program.

On successful completion you will be able to:

- Explain the purpose of accounting and accounting processes and appreciate the role of accounting in business sustainability and ethical decision making.

## Xero assignment

Assessment Type <sup>1</sup>: Practice-based task

Indicative Time on Task <sup>2</sup>: 24 hours

Due: **Week 8**

Weighting: **15%**

This assignment is designed to prepare students with the accounting software skills they need to work in a modern day practice. Through the completion of an accounting cycle for a fictional business, students will gain experience in the practical and technical skills essential to accounting.

On successful completion you will be able to:

- Explain the purpose of accounting and accounting processes and appreciate the role of accounting in business sustainability and ethical decision making.
- Identify, record and process business transactions in the accounting system and report their effect by preparing structured financial statements.
- Explain the value of internal control and management's responsibility in relation to it and apply internal control principles to the sales and purchases cycles and the cash guarding procedure.

## Final examination

Assessment Type <sup>1</sup>: Examination

Indicative Time on Task <sup>2</sup>: 15 hours

Due: **Exam period**

Weighting: **50%**

A 2-hour online final examination will be held during the University Examination period. Students are expected to access the exam online at the time designated in the University Examination Timetable.

On successful completion you will be able to:

- Explain the purpose of accounting and accounting processes and appreciate the role of accounting in business sustainability and ethical decision making.
- Identify, record and process business transactions in the accounting system and report their effect by preparing structured financial statements.
- Undertake basic analysis of the financial statements of organisations, through ratio analysis.
- Explain the value of internal control and management's responsibility in relation to it and apply internal control principles to the sales and purchases cycles and the cash guarding

procedure.

- Calculate and describe the use of cost–volume–profit (CVP) analysis in management decision making.
- Apply the principles involved in analysing and managing an organisation’s cash flow and working capital requirements.

<sup>1</sup> If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the [Writing Centre](#) for academic skills support.

<sup>2</sup> Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

## Delivery and Resources

### Required Text:

- Shirley Carlon, Rosina McAlpine, Chrisann Lee, Lorena Mitrione, Ngaire Kirk, Lily Wong (2022). Accounting: Reporting, Analysis and Decision Making, 7th Edition, Wiley, QLD, Australia. ISBN: 978-0-730-39191-3, 978-0-730-39190-6
- The prescribed textbook can be purchased directly online via the following link: <https://www.wileydirect.com.au/buy/accounting-reporting-analysis-and-decision-making/>
- In addition, copies of the textbook are available in the reserve section of the library.

### Classes:

- The unit has 3 hours of teaching per week.
- The class timetable can be found on the University website at: <http://www.timetables.mq.edu.au/>

## Unit Schedule

Week	Topic	Assessment Due
1	An overview of accounting, the role of ethics and sustainability in accounting, and conceptual framework	
2	The recording process	

3	Accrual accounting concepts	
4	Closing entries and preparing financial statements	Online Quiz
5	Account receivables	
6	Internal control and reconciliations	Reflection on the virtual experience program
7	Inventories (AASB102)	
<b>Mid-Session Break (11 April-24 April)</b>		
8	Non-current assets	Xero Assignment
9	Liabilities and equity	
10	Financial ratio analysis and working capital management	Online Test
11	Statement of cash flows	
12	CVP analysis	
13	Review Week	

## Policies and Procedures

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

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Assessment Procedure](#)
- [Complaints Resolution Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#)

Students seeking more policy resources can visit [Student Policies \(https://students.mq.edu.au/support/study/policies\)](https://students.mq.edu.au/support/study/policies). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

To find other policies relating to Teaching and Learning, visit [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au) and use the [search tool](#).



## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/admin/other-resources/student-conduct>

## Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) 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](http://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## Academic Integrity

At Macquarie, we believe [academic integrity](#) – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free [online writing and maths support](#), [academic skills development](#) and [wellbeing consultations](#).

## Student Support

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

## The Writing Centre

[The Writing Centre](#) provides resources to develop your English language proficiency, academic writing, and communication skills.

- [Workshops](#)
- [Chat with a WriteWISE peer writing leader](#)
- [Access StudyWISE](#)
- [Upload an assignment to Studiosity](#)
- [Complete the Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

## Student Services and Support

Macquarie University offers a range of [Student Support Services](#) including:

- [IT Support](#)
- [Accessibility and disability support](#) with study

- Mental health [support](#)
- [Safety support](#) to respond to bullying, harassment, sexual harassment and sexual assault
- [Social support including information about finances, tenancy and legal issues](#)

## Student Enquiries

Got a question? Ask us via [AskMQ](#), or contact [Service Connect](#).

## IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

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

## Changes since First Published

Date	Description
10/02/2022	The prescribed textbook link has been updated.