



# ACCG1001

## Accounting and Governance

Session 3, Online-scheduled-weekday 2022

*Department of Accounting and Corporate Governance*

### Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	5
<u>Delivery and Resources</u>	7
<u>Unit Schedule</u>	9
<u>Policies and Procedures</u>	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

Administrator

Charmaine D'Souza

[charmaine.dsouza@mq.edu.au](mailto:charmaine.dsouza@mq.edu.au)

Cissy Zhan

[cissy.zhan@mq.edu.au](mailto:cissy.zhan@mq.edu.au)

Credit points

10

Prerequisites

ACCG100 or ACCG106 or ACCG1000

Corequisites

Co-badged status

Unit description

This unit focuses on the role of accounting in governance and accountability. The link between accounting and governance is discussed through the concepts of measurement, valuation, conceptual framework, reporting and communication of financial and non-financial information. The unit also acquaints students with how to apply computerised accounting software to record financial transactions and adjust accounting entries, and to prepare bank reconciliation and financial statements. On the completion of this unit, students are expected to understand the role of accounting in discharging accountability, provide accounting treatment for assets, liabilities and equity, analyse and interpret financial statements, and understand the regulatory accounting environment. Critical, analytical and integrative thinking, problem solving, communication and teamwork skills are developed through treatments of accounting transactions and events, and the completion of a business report and group project.

## 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:** Identity and describe the role of accounting in organisational governance and stewardship, and in discharging accountability to stakeholders.

**ULO2:** Apply skills in processing accounting information and explain classifications and/or treatments to essential accounting processes and the use of accounting software.

**ULO3:** Analyse financial statements and integrate knowledge and skills to solve business problems including working capital.

**ULO4:** Explain the regulatory accounting environment and its impact for the accounting profession.

**ULO5:** Prepare financial statements, and provide advice on routine accounting issues from appropriate regulatory and/or governance perspectives.

## General Assessment Information

### Online Class test

Assessment Type <sup>1</sup>: Quiz/Test Indicative Time on Task <sup>2</sup>: 24 hours Due: **5/1/2023** Weighting: **20%**

The online class test is designed to give feedback to students' understanding of key topics and concepts covered and to identify any particular learning challenges or areas of difficulty prior to the final examination.

On successful completion you will be able to:

- Identity and describe the role of accounting in organisational governance and stewardship, and in discharging accountability to stakeholders.
- Apply skills in processing accounting information and explain classifications and/or treatments to essential accounting processes and the use of accounting software.
- Explain the regulatory accounting environment and its impact for the accounting profession.

### Business Report

Assessment Type <sup>1</sup>: Practice-based task Indicative Time on Task <sup>2</sup>: 20 hours  
Due: **Report:Friday 6/1/2023; Presentation: Monday 9/1/ 2023** Weighting: **15%**

During the session students are required to prepare a business report that analyses a company's reporting of specific accounting transactions and corporate governance

On successful completion you will be able to:

- Identity and describe the role of accounting in organisational governance and

stewardship, and in discharging accountability to stakeholders.

- Apply skills in processing accounting information and explain classifications and/or treatments to essential accounting processes and the use of accounting software.
- Analyse financial statements and integrate knowledge and skills to solve business problems including working capital.
- Prepare financial statements, and provide advice on routine accounting issues from appropriate regulatory and/or governance perspectives.

## MYOB Assignment

Assessment Type <sup>1</sup>: Quantitative analysis task Indicative Time on Task <sup>2</sup>: 15 hours Due: **15/1/2023** Weighting: **10%**

During the session students are required to undertake an accounting task using the MYOB accounting software

On successful completion you will be able to:

- Apply skills in processing accounting information and explain classifications and/or treatments to essential accounting processes and the use of accounting software.
- Analyse financial statements and integrate knowledge and skills to solve business problems including working capital.
- Prepare financial statements, and provide advice on routine accounting issues from appropriate regulatory and/or governance perspectives.

## Final Examination

Assessment Type <sup>1</sup>: Examination Indicative Time on Task <sup>2</sup>: 30 hours Due: **Exam period** Weighting: **55%**

A two-hour online examination (open book) will be held during the University Examination period.

On successful completion you will be able to:

- Identify and describe the role of accounting in organisational governance and stewardship, and in discharging accountability to stakeholders.
- Apply skills in processing accounting information and explain classifications and/or treatments to essential accounting processes and the use of accounting software.
- Analyse financial statements and integrate knowledge and skills to solve business

problems including working capital.

- Explain the regulatory accounting environment and its impact for the accounting profession.
- Prepare financial statements, and provide advice on routine accounting issues from appropriate regulatory and/or governance perspectives.

<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

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Online Class test</a>	20%	No	Thursday 5/1/2023
<a href="#">Final Examination</a>	55%	No	TBA Exam Period
<a href="#">Business Report</a>	15%	No	Friday 6/1/2023
<a href="#">MYOB Assignment</a>	10%	No	Sunday 15/01/2023

### Online Class test

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

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

Due: **Thursday 5/1/2023**

Weighting: **20%**

The online class test is designed to give feedback to students' understanding of key topics and concepts covered and to identify any particular learning challenges or areas of difficulty prior to the final examination.

On successful completion you will be able to:

- Identity and describe the role of accounting in organisational governance and stewardship, and in discharging accountability to stakeholders.
- Apply skills in processing accounting information and explain classifications and/or

treatments to essential accounting processes and the use of accounting software.

- Explain the regulatory accounting environment and its impact for the accounting profession.

## Final Examination

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

Indicative Time on Task <sup>2</sup>: 30 hours

Due: **TBA Exam Period**

Weighting: **55%**

A two-hour online examination (open book) will be held during the University Examination period.

On successful completion you will be able to:

- Identify and describe the role of accounting in organisational governance and stewardship, and in discharging accountability to stakeholders.
- Apply skills in processing accounting information and explain classifications and/or treatments to essential accounting processes and the use of accounting software.
- Analyse financial statements and integrate knowledge and skills to solve business problems including working capital.
- Explain the regulatory accounting environment and its impact for the accounting profession.
- Prepare financial statements, and provide advice on routine accounting issues from appropriate regulatory and/or governance perspectives.

## Business Report

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

Indicative Time on Task <sup>2</sup>: 20 hours

Due: **Friday 6/1/2023**

Weighting: **15%**

During the session students are required to prepare a business report that analyses a company's reporting of specific accounting transactions and corporate governance

On successful completion you will be able to:

- Identify and describe the role of accounting in organisational governance and

stewardship, and in discharging accountability to stakeholders.

- Apply skills in processing accounting information and explain classifications and/or treatments to essential accounting processes and the use of accounting software.
- Analyse financial statements and integrate knowledge and skills to solve business problems including working capital.
- Prepare financial statements, and provide advice on routine accounting issues from appropriate regulatory and/or governance perspectives.

## MYOB Assignment

Assessment Type <sup>1</sup>: Quantitative analysis task

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

Due: **Sunday 15/01/2023**

Weighting: **10%**

During the session students are required to undertake an accounting task using the MYOB accounting software

On successful completion you will be able to:

- Apply skills in processing accounting information and explain classifications and/or treatments to essential accounting processes and the use of accounting software.
- Analyse financial statements and integrate knowledge and skills to solve business problems including working capital.
- Prepare financial statements, and provide advice on routine accounting issues from appropriate regulatory and/or governance perspectives.

---

<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

**Prescribed text:**

**Carlton, S., McAlpine-Mladenovic, R., Palm, C., Mitrione, L., Kirk, N. and Wong, L.(2022)**

**'Accounting: Reporting, Analysis and Decision Making (7th edition)', Wiley, QLD, Australia.**

- Access to the textbook is essential for lecture references and for tutorial questions. All chapter references in the unit schedule refer to the prescribed textbook unless otherwise indicated.
- The recommended textbook is an E-TEXT with interactive features. The E-TEXT can be purchased online at <https://www.wileydirect.com.au/buy/accounting-reporting-analysis-and-decision-making/> or via booktopia at the beginning of the session.
- As an alternative to the recommended E-TEXT, the hard copy of the textbook can be purchased from both sources. Limited copies of the textbook are available at the University library.

**Recommended additional materials:**

- Solomon, L (2013) 'Corporate governance and accountability', Wiley, Chichester, United Kingdom. **(CHAPTER 1 only).**
- Hoggett, J. Edwards, L. Medlin, J. Chalmers, K. Hellmann, A., Beattie, C., Maxfield, J. (2015) 'Accounting' Wiley, QLD, Australia. **(CHAPTER 15 only).**

**TECHNOLOGY USED AND REQUIRED**

- You must be familiar with the learning management system, iLearn;
- Leganto where access to the e-textbook and other recommended readings are available can be found in ACCG1001 iLearn website;
- You will need to conduct research and be familiar with Internet search engines and library database to source materials;
- You will be required to use the MYOB software to complete the MYOB tasks.

**UNIT WEB PAGE**

- Course materials will be made available on the learning management system (iLearn). It is essential that you regularly visit the unit's web page. It is here that you will have access to the Unit Guide, announcements, supplementary reading materials, lecture and tutorial materials, and staff consultation hours.
- The web page for this unit can be found at: <http://ilearn.mq.edu.au>. To access the web page, you need to enter your username and password. You should contact IT Helpdesk



if you need any assistance at: <https://students.mq.edu.au/support/technology/service-desk>

## Learning and Teaching Activities Classes

Classes for ACCG1001 in Session 3 2022 consist of a **pre recorded online lecture** and a **tutorial**. Attendance at both the lecture and your timetabled tutorial is required to achieve successful student outcomes.

The **lectures** will be **uploaded** on **iLearn**. Each session's lecture will provide an explanation of that session's learning concepts as well as practical explanations and examples to supplement the concept materials. Each session you are expected to read both the relevant textbook chapter(s) listed in the unit schedule and any supplementary materials specified on iLearn in addition to watching the pre- recorded lecture. Lecture slides, in pdf format, will be available on the ACCG1001 iLearn web page on a session basis.

The **tutorial classes** will be for a duration of **1.5 hours** and **commence in Session 2**. Students will enrol in **EITHER** a face to face tutorial **OR** an online zoom tutorial. The tutorials will involve the tutor and the students working through pre-set tutorial questions as well as in-class tutorial activities. Students must register for a tutorial and attend their registered tutorial. Students are advised that any **changes to tutorial classes** must be made **online through eStudent**.

The purpose of tutorials (from Session 2 to 13) is to provide an **interactive learning environment** in which to apply and practice the content covered in lectures. You are expected to attend the lectures and attempt tutorial homework questions before attending your registered tutorial class. The suggested solutions to tutorial homework questions will be made available on the ACCG1001 iLearn web page at the end of each session.

## Unit Schedule

Session	Date	Day	Lecture Content	Tutorial Content	Assessment
1	12/ 12/ 2022	Monday	Introductory Accounting and Governance	NO TUTORIAL THIS SESSION	
2	14/ 12/ 2022	Wednesday	Accounting Regulation and Conceptual Framework	Introductory Accounting and Governance	
3	15/ 12/ 2022	Thursday	Internal Control and Cash Management	Accounting Regulation and Conceptual Framework	
4	19/ 12/ 2022	Monday	Accounting for Receivables	Internal Control and Cash Management	
5	21/ 12/ 2022	Wednesday	Accounting for Inventory 1	Accounting for Receivables	

6	22/ 12/ 2022	Thursday	Accounting for Inventory II and GST implications	Accounting for Inventory 1	
7	4/1/ 2023	Wednesday	Class Test Revision	Accounting for Inventory II and GST Implications	
8	5/01/ 2023	Thursday	Class Test ( NO Lecture)	Business Report Preparation	Quiz Due in Lecture THURSDAY 5/1/2023  Business Report Assignment Due FRIDAY 6/1/2023 11:55pm AEDT
9	9/01/ 2023	Monday	Accounting for Non Current Assets	Business Report Presentation	Business Report Presentation Due MONDAY 9/01/2023
10	11/ 01/ 2023	Wednesday	Accounting for Liabilities and Equity	Accounting for Non Current Assets	
11	12/ 01/ 2023	Thursday	Financial Statement Analysis	Accounting for Liabilities and Equity	MYOB Assignment Due SUNDAY 15/01/2023 11:55 pm AEDT
12	16/ 01/ 2023	Monday	Accounting for Partnerships	Financial Statement Analysis	
13	18/ 01/ 2023	Wednesday	Final Exam Revision	Accounting for Partnerships	

## 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](https://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.

---

Unit information based on version 2022.04 of the [Handbook](#)