ACCG611
Principles of Accounting
MQC S1 Day 2015
Dept of Accounting & Corporate Governance

Contents

General Information 2
Learning Outcomes 2
Assessment Tasks 3
Delivery and Resources 6
Unit Schedule 8
Policies and Procedures 10
Graduate Capabilities 11
Research and Practice, Global and Sustainability 13

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 Convenor  
Leisa Henness  
[leisa.henness@mq.edu.au](mailto:leisa.henness@mq.edu.au)

Moderator (North Ryde)  
Colly He  
[liyu.he@mq.edu.au](mailto:liyu.he@mq.edu.au)

Lecturer  
Mohamed.Alisabri Haniffa  
[mohamed.haniffa@mq.edu.au](mailto:mohamed.haniffa@mq.edu.au)

Credit points  
4

**Prerequisites**  
Admission to MAcc(CPA) or MAcc(Prof) or MAcc(Prof)MCom or MCom or MEc or MBioTechMCom or MIntBus or MIntBusMIntComm or MIntBusMIntRel

**Corequisites**

**Co-badged status**

**Unit description**  
This unit provides students with a graduate-level understanding of accounting as a business process to record, measure, classify and report relevant economic, financial and other related information and transactions for use by a variety of stakeholders. Students completing the unit are expected to be able to prepare, analyse and discuss financial reports in various business contexts. Seminars cover the core aspects of the preparation and basic analyses of financial statements and the underlying policies and principles.

# Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at [https://students.mq.edu.au/important-dates](https://students.mq.edu.au/important-dates)

# Learning Outcomes

1. Identify users of financial information and the use of the information for decision making in business;  
2. Explain underlying accounting concepts and account for business operations;
3. Apply underlying accounting concepts to the recording process and to the reporting of financial information;
4. Analyze financial position and financial performance of a business based on the information given;
5. Review business operations and accounting process, and provide recommendations;
6. Practice generic skills that are required within a professional accounting environment. These skills include communication, comprehension and problem solving.

**Assessment Tasks**

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessed Coursework</td>
<td>10%</td>
<td>Twice randomly</td>
</tr>
<tr>
<td>Class Test</td>
<td>20%</td>
<td>Week 5 &amp; Week 9</td>
</tr>
<tr>
<td>Assignment</td>
<td>20%</td>
<td>Week 11</td>
</tr>
<tr>
<td>Final Examination</td>
<td>50%</td>
<td>Examination period</td>
</tr>
</tbody>
</table>

**Assessed Coursework**

Due: **Twice randomly**

Weighting: **10%**

Assigned weekly homework will be collected twice randomly during the session. The first homework collection will be an early diagnostic indicator for students at academic risk. Students with unsatisfactory performance are asked to consult the unit convenor about ways to improve their performance.

**Submission**

Hard copy of weekly homework will be twice randomly collected throughout the semester in your registered class.

**Extension**

No extensions will be granted. Students who have not submitted the homework will be awarded a mark of 0 for the task, except for cases in which an application for Disruption to Studies is made and approved. Based on Disruption to Studies, another random collection will be made.

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;
- Explain underlying accounting concepts and account for business operations;
Apply underlying accounting concepts to the recording process and to the reporting of financial information;

Analyze financial position and financial performance of a business based on the information given;

Review business operations and accounting process, and provide recommendations;

Practice generic skills that are required within a professional accounting environment. These skills include communication, comprehension and problem solving.

Class Test

Due: **Week 5 & Week 9**

Weighting: **20%**

Students are required to attempt two in-class tests. The test weights 10% each. Detail information about in-class tests will be released on iLearn.

**Submission**

You can only attempt the tests in your registered class.

**Extension**

No extensions will be granted. Students who have not attempted the in-class test will be awarded a mark of 0 for the test, except for cases in which an application for Disruption to Studies is made and approved. Note that there will be no supplementary test. Students who are absent from the first in-class test will increase the weighting on the second in-class test and vice versa if an application for Disruption to Studies is made and approved. Students who miss both tests will shift the assessment percentage to Assessed Coursework and Assignment evenly if an application for Disruption to Studies is made and approved.

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;
- Explain underlying accounting concepts and account for business operations;
- Apply underlying accounting concepts to the recording process and to the reporting of financial information;
- Analyze financial position and financial performance of a business based on the information given;
- Review business operations and accounting process, and provide recommendations;
- Practice generic skills that are required within a professional accounting environment. These skills include communication, comprehension and problem solving.
Assignment

Due: **Week 11**
Weighting: **20%**

The assignment is an online accounting practice set assignment providing each student with a unique accounting scenario and therefore must be completed on an individual basis. The practice set assignment is a major learning activity, and is estimated to take up to 30 study hours to complete.

**Submission**

Submit online

**Extension**

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

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;
- Explain underlying accounting concepts and account for business operations;
- Apply underlying accounting concepts to the recording process and to the reporting of financial information;

Final Examination

Due: **Examination period**
Weighting: **50%**

**Submission**

A final examination for this unit will be held during the University Examination period. It is an open book 3 hour exam. More information will be released in the revision lecture in week 13.

The University Examination period in Session 1 2015 is from 9 June to 26 June.

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://students.mq.edu.au/student_admin/exams/](http://students.mq.edu.au/student_admin/exams/)

**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/](http://www.mq.edu.au/policy/docs/grading/)
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 Coordinator. Students will be awarded one of these grades plus a Standardised Numerical Grade (SNG). The SNG is not necessarily a summation of the individual assessment components. The final grade and SNG that are awarded reflect the corresponding grade descriptor in the Grading Policy.

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

**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. If a Supplementary Examination is granted as a result of the Disruption to Studies process the examination will be scheduled after the conclusion of the official examination period. Please note that the supplementary examination will be of similar format as the final examination. 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.html

Supplementary examination information for session 1 2015 is available at: http://www.businessandeconomics.mq.edu.au/current_students/undergraduate/how_do_i/disruption_to_studies

The supplementary exam will be held in July, 2015 (TBC).

This Assessment Task relates to the following Learning Outcomes:

- Explain underlying accounting concepts and account for business operations;
- Apply underlying accounting concepts to the recording process and to the reporting of financial information;
- Analyze financial position and financial performance of a business based on the information given;
- Review business operations and accounting process, and provide recommendations;
- Practice generic skills that are required within a professional accounting environment.

These skills include communication, comprehension and problem solving.

**Delivery and Resources**

**Classes**

The unit has 3 hours face-to-face teaching per week. The class will run in a seminar style. Two streams of this unit are available

- Wednesday 8.30 -11.30
- Thursday 12.30 - 3.30
The timetable for classes can be found on the University web site.

Students are expected to spend approximately 150 hours working on this unit. As a guide a student should spend these approximate amounts of time on each of the following activities:

### Expectations and Workload

<table>
<thead>
<tr>
<th>Activities</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Weekly Seminars/Lectures/Tutorials</td>
<td>39</td>
</tr>
<tr>
<td>2 Assessment Task 1 (Assessed Coursework – weighting: 10%)</td>
<td>36</td>
</tr>
<tr>
<td>3 Assessment Task 2 (Assignment – weighting: 20%)</td>
<td>30</td>
</tr>
<tr>
<td>4 Assessment Task 3 (In-class tests – weighting: 20%)</td>
<td>2</td>
</tr>
<tr>
<td>5 Assessment Task 4 (Final examination – weighting: 50%)</td>
<td>3</td>
</tr>
<tr>
<td>6 Readings/self-study/ tests and exam preparation</td>
<td>40</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>150</strong></td>
</tr>
</tbody>
</table>

### Consultation

Consultation for this unit is available during teaching weeks by appointment. This request can be made via email. Revision workshops and consultation will be held over the mid session break and prior to the examination. Times of these sessions will be advised on ilearn. Lecturers will attempt to answer questions where it is possible via email. Every effort should be made to seek help as soon as you have difficulties.

### Required and Recommended Texts and/or Materials

#### Textbook


The prescribed textbook can be purchased from the City Co-op Bookshop or North Ryde campus. In addition, copies of the textbook are available in the reserve section of the library.

There are two purchase options:

1. Binder Ready Version (BRV)
   
   The BRV format means that they are loose-leaf pages of the text book and not bound into a book. The advantage is that students only carry with the chapters they require at a time and can
add in other notes to their folders.


(2) The BRV + WileyPLUS

Note that WileyPlus is not a required learning material in ACCG 611. Yet, it is possible for students to use WileyPlus on their own as a revision tool. Students who purchase WileyPLUS can use the following link to access [http://wpadmin.wileyplus.com/edugen/secure/student/index-mwp.uni](http://wpadmin.wileyplus.com/edugen/secure/student/index-mwp.uni)

**Please note that E-book is not allowed in ACCG 611.**

**Online practice set assignment**

Technology boutique practice set assignment (provided by Perdisco)

**Unit Web Page**

Course materials are available on the learning management system (iLearn)

**Technology Used and Required**

In this unit, students require computer technology sufficient to regularly access the unit iLearn webpage via the internet and to complete the online practice set.

**Unit Schedule**

**Unit Schedule**

<table>
<thead>
<tr>
<th>Week</th>
<th>Commencing</th>
<th>Lecture Topic</th>
<th>Textbook Chapter</th>
<th>Homework questions to be completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>23 Feb</td>
<td>Introduction to Accounting</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 (pp 28-47)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2 Mar</td>
<td>Recording Transactions</td>
<td>2 (pp 48-52)</td>
<td>Ch1: DQ 7,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>Ch2: DQ 5, 6,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ex 2.6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Pro 2.3, 2.5</td>
</tr>
<tr>
<td>3</td>
<td>9 Mar</td>
<td>Adjusting Entries &amp; Preparing Financial Statements</td>
<td>4 (pp 128-153)</td>
<td>Ch2: Ex 2.8, 2.11</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ch3: Ex 3.12</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Pro 3.5, 3.10 (part A)</td>
</tr>
<tr>
<td>4</td>
<td>16 Mar</td>
<td>Completing the Accounting Cycle</td>
<td>4 (pp 154-161)</td>
<td>Ch 4: DQ 6, 9</td>
</tr>
<tr>
<td></td>
<td>(commence your online practice set)</td>
<td></td>
<td>5</td>
<td>Ex 4.2, 4.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Pro 4.3, 4.12</td>
</tr>
<tr>
<td>Week</td>
<td>Date</td>
<td>Topic</td>
<td>Text and Additional Notes</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
<td>--------------------------------------------</td>
<td>---------------------------</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>23 Mar</td>
<td>Accounting System (Not Including QuickBooks &amp; MYOB)</td>
<td>Ch 4: Pro 4.7, Ch 5: DQ 4, 6, Ex 5.2, 5.3, Pro 5.6, 5.9</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Test 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>30 Mar</td>
<td>Accounting for Retailing</td>
<td>Ch 7: DQ 6, Ex 7.2, 7.12, Pro 7.13, Decision Analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mid-session Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6 April – 19 April 2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>20 Apr</td>
<td>Accounting for Inventory</td>
<td>Ch 6: DQ 3, 8, Ex 6.8, 6.15, Pro 6.4 (Part B,C,D), Pro 6.5 (Part B,C,D)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>27 Apr</td>
<td>Cash Management and Control</td>
<td>Ch 19: DQ 5, 8, Ex 19.3, 19.6, Pro: 19.7, 19.11, Decision Analysis (FIFO and Moving average only)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>4 May</td>
<td>Accounting for Receivables</td>
<td>Ch 10: DQ 5, Ex 10.8, 10.10, Pro 10.3, 10.8, 10.9</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Test 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>11 May</td>
<td>Accounting for Depreciation</td>
<td>Ch 18: DQ 2, 6, Ex 18.2, 18.4, 18.5, Pro 18.4, 18.6</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>18 May</td>
<td>Accounting for Partnership</td>
<td>Ch 20: DQ 7, Ex 20.4, 20.8, Pro 20.2, 20.6, Ch 21: Ex 21.2, Pro 21.4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Practice set submission by 11:59pm, 22 May)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional reading materials released on iLearn.

https://unitguides.mq.edu.au/unit_offerings/49084/unit_guide/print
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:


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/](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](http://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/](http://students.mq.edu.au/support/)

**Learning Skills**

Learning Skills  ([mq.edu.au/learningskills](http://mq.edu.au/learningskills)) provides academic writing resources and study strategies to improve your marks and take control of your study.
Student Enquiry Service
For all student enquiries, visit Student Connect at ask.mq.edu.au

Equity 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.

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;
- Explain underlying accounting concepts and account for business operations;
- Apply underlying accounting concepts to the recording process and to the reporting of financial information;
- Analyze financial position and financial performance of a business based on the information given;
- Review business operations and accounting process, and provide recommendations;
- Practice generic skills that are required within a professional accounting environment.
These skills include communication, comprehension and problem solving.

Assessment tasks

• Assessed Coursework
• Class Test
• Assignment
• 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;
• Analyze financial position and financial performance of a business based on the information given;
• Review business operations and accounting process, and provide recommendations;
• Practice generic skills that are required within a professional accounting environment.

These skills include communication, comprehension and problem solving.

Assessment tasks

• Assessed Coursework
• Class Test
• Assignment
• Final Examination

Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:
Learning outcomes

• Identify users of financial information and the use of the information for decision making in business;
• Explain underlying accounting concepts and account for business operations;
• Apply underlying accounting concepts to the recording process and to the reporting of financial information;
• Analyze financial position and financial performance of a business based on the information given;
• Review business operations and accounting process, and provide recommendations;
• Practice generic skills that are required within a professional accounting environment. These skills include communication, comprehension and problem solving.

Assessment tasks

• Assessed Coursework
• Class Test
• Assignment
• Final Examination

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.

The unit materials have a reference list at the end of each chapter/module/text containing all references cited by the author. These provide some guidance to references that could be used to research particular issues.