

ACC00151

Financial Accounting

Unit Profile

Session 1, 2017

It's all about U

scu.edu.au/business-tourism

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School of Business & Tourism

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About this unit

Unit details

Unit Code	AC00151
Unit Title	Financial Accounting
Academic School	School of Business and Tourism
Session	Session 1 2017
Modes	On Campus and Online
Level	Undergraduate
Locations	Lismore, Gold Coast, SCU Sydney, SCU Melbourne
Credit Point Value	12
Level of learning	Intermediate
AQF Level	7

Unit description

Provides an introduction to accounting systems and processes with a focus on recording routine business transactions, the preparation of financial statements and the use of accounting information to make business decisions in a variety of business contexts. The unit presupposes no prior knowledge of accounting. It provides students with the foundation knowledge and core skills for the upper level accounting units and equips other business majors with essential accounting tools.

Students will learn the regulatory framework, how to record business transactions, double entry book keeping and the use MYOB accounting software to record financial transactions. The unit also aims to equip students with the tools and techniques required to prepare and interpret financial statements for a range of stakeholders.

Assumed background

There are no assumed prerequisites for this subject.

Unit staff

Unit Assessor	Dr Jacqueline Christensen
Phone	07 5589 3211
Email	jacqui.christensen@scu.edu.au
Campus	GOLD COAST CAMPUS
Location	B Building, Office B6-2

Unit learning outcomes and graduate attributes

As a graduate of Southern Cross University, you will have developed skills, **knowledge**, (values?) and attitudes that are essential for gaining employment and advancing lifelong learning. The University refers to these as graduate attributes (<http://policies.scu.edu.au/view.current.php?id=00091#s3>) and identifies them as follows:

- *GA1 Intellectual rigour*
- *GA2 Creativity*
- *GA3 Ethical practice*
- *GA4 Knowledge of a discipline*
- *GA5 Lifelong learning*
- *GA6 Communication and social skills*
- *GA7 Cultural competence.*

This unit will assist students to develop the following graduate attributes (shown below as they relate to this unit's learning outcomes):

Learning outcomes for this unit	GA1	GA2	GA3	GA4	GA5	GA6	GA7
On completion of this unit, students should be able to:							
1. Describe the key characteristics and underpinning theoretical principles of the regulatory framework that govern the measurement and disclosure of accounting information				✓			
2. Apply routine accounting concepts and principles for recording business transactions using accrual accounting and the double entry system for the three main business structures.				✓			
3. Use accounting software to record business transactions and produce financial reports through an accounting cycle.	✓			✓			
4. Prepare and interpret the four key financial statements using tools and techniques for decision making purposes from a multiple stakeholders' perspective.	✓				✓		
5. Describe the role of internal controls in the context of a business's operating environment.				✓			

Assessment

Assessment overview

In order to achieve a passing grade in this unit, all assessment tasks must be completed, you must obtain a minimum score of 50% in the final examination and a score of at least 50% of the total assessment marks for the unit. Similar, but higher minimum overall and final examination marks are required to obtain grades of credit or higher. Weekly self-tests are to be completed online using the WileyPlus platform and accessed through MySCU.

Assessment	Group/ individual	Learning outcomes	Grading indicator	Min Score	Weight	Length/ duration	Due	Professional accreditation
1. Weekly online self- tests	Individual	1, 2, 5	Graded	N/A	10%	Approx 30 minutes	Week 1 - 13	N/A
2. Online Quiz: Topics 1-3 and Topics 4-7	Individual	1, 2	Graded	N/A	10%	30 - 40 minutes	Weeks 4,10	N/A
3. Accounting software and memo to management	Individual	2, 3, 4, 5	Graded	N/A	30%	Two A4 pages +supporting accounts	21 May 2017 11:00PM	N/A
4. Exam: closed book	Individual	1, 2, 4, 5	Graded	50%	50%	3 hours	Exam Period	N/A

Assessment details

Assessment 1: Weekly online self-tests (10%)

This assessment is for these students only: Distance Education; Gold Coast; Lismore; PNG - IBS - Enga; PNG - IBS - Port Moresby; SCU Melbourne; SCU Sydney.

A series of ten short formative online learning activities provided as a self-test using the WileyPlus platform, and designed for students to evaluate their grasp of key concepts. Doing the assigned weekly self-test practice exercises in WileyPlus will not only enable you to master the concepts but also ensure you are familiar with the WileyPlus environment for the online quizzes in assessment 2.

1. Click on Online Quizzes via WileyPlus (<https://www.wileyplus.com/WileyCDA/>) under Assessment at left, to enter the first screen. Enter your email and password OR click Forgot Password and enter a new one (save it).
2. On the next screen click on My WileyPlus.
3. Next screen click on the class. *Please note: you will need to select your current unit and the picture of the textbook* (Carlton et al.).
4. Now you have the menu to go to Assignments.
5. Practice exercises for each topic are on this page.

Please note

If you purchased the electronic version of the textbook you would have received a registration number which also gives you access to the Read, Study, Practice area.

Multiple attempts are allowed using an algorithmic design for an adaptive learning approach. A mark of 1% for each completed quiz is awarded. Further details pertaining to accessing this assessment item will be available on MySCU site for this unit (Blackboard) in the Assessment Details area.

Assessment 2: Online quiz: Topics 1-3 and Topics 4-7 (10%)

This assessment is for these students only: Distance Education; Gold Coast; Lismore; PNG - IBS - Enga; PNG - IBS - Port Moresby; SCU Melbourne; SCU Sydney

Two online quizzes using WileyPlus graded at 5% per quiz, with only 2 attempts per question allowed. You will have 75 minutes to complete each of the online quizzes (week 4 and week 10) ONLY during the scheduled time. If you miss this scheduled time you will fail the quiz unless special consideration is granted due to your circumstances.

WEEK 4: Quiz 1 (covers Topics 1-3) worth 5% of your overall mark:

- Opens up on Wednesday 22nd March 2017 at 1am. Closes at Midnight on Sunday 26th March 2017 at 11.59pm.
- The quiz must be completed within 90 minutes
- 16 questions and for each question you have 2 attempts (as opposed to 3 attempts in the weekly exercises).
- **You only have one attempt at the actual Quiz.**

WEEK 10 Quiz 2 (covers Topics 4-7) worth 5% of your overall mark:

- Opens up on Wednesday 3rd May 2017 at 1am. Closes at Midnight on Sunday 11th May 2017 at 11.59pm.
- You only have ONE attempt for this quiz and you have 90 minutes.
- You have 2 attempts (as opposed to 3 attempts in the weekly exercises) for each question.
- **You only have one attempt at the actual Quiz.**

Further details pertaining to accessing this assessment item will be available on the MySCU site for this unit (Blackboard) in the Assessment Details area.

Assessment 3: Accounting software and memo to management (30%)

This assessment is for these students only: Distance Education; Gold Coast; Lismore; PNG - IBS - Enga; PNG - IBS - Port Moresby; SCU Melbourne; SCU Sydney.

Record and report business transactions for an accounting cycle after purchasing a subscription to the assessment practice set. The assessment practice set requires you to use MYOB software to complete the transactions and produce reports for a one month accounting cycle for a business.

Please note

This assessment practice set will provide each student with a unique accounting scenario and therefore must be completed on an individual basis. This is a large activity, taking up to 20 study hours to complete over many days or weeks.

There are two resources required:

1. A subscription to the online assessment practice set;
2. Access to MYOB software (The SCU computers on all campuses have the MYOB software).

The online assessment practice set provides instructions, asks you questions about the tasks you have performed in MYOB and provides immediate feedback. Marks are allocated for each part.

- **Oncampus students** only need to purchase the practice set.
- **Online students** (who don't have access to MYOB software) are able to purchase a downloadable student version of MYOB for installation on a PC (not compatible with Mac).

Further details pertaining to this assessment item will be available on the MySCU site for this unit (Blackboard) in the Assessment Details area.

Assessment 4: Exam: closed book (50%)

This assessment is for these students only: Distance Education; Gold Coast; Lismore; PNG - IBS - Enga; PNG - IBS - Port Moresby; SCU Melbourne; SCU Sydney.

You will be advised of the exam date during the study period. Refer to Examinations (<http://www.scu.edu.au/exams>) for more information about exams.

- You must bring a silent, non-programmable calculator to the exam.
- You are permitted to bring the following into the exam room: unmarked hard copy standard English translation dictionary.
- You are not permitted to bring the following into the exam room: electronic devices such as mobile phones, electronic dictionaries and computers.
- The specific format of the exam will be released during the study period.

Studying this unit

Timetable and unit structure

The first step in managing your study for this unit is to familiarise yourself with this document and the the MySCU learning site for this unit. You should refer frequently to the MySCU Learning Site for announcements and updates. Students are strongly encouraged to attend all lectures for this unit. A detailed timetable will be available on the MySCU (<https://learn.scu.edu.au/>) learning site for this unit.

Week/ commencing	Topic	Notes
1 (27 Feb 2017)	1 An introduction to the role of accounting in business	Online weekly self-test
2 (06 Mar 2017)	2 Recording transactions 1	Online weekly self-test
3 (13 Mar 2017)	3 Recording transactions 2	Online weekly self-test
4 (20 Mar 2017)	4 Completing the accounting cycle: adjusting and closing the accounts	Quiz Topics 1 - 3
5 (27 Mar 2017)	5 Accounting for retail operations including GST	Online weekly self-test
6 (03 Apr 2017)	6 Reporting and analysing inventory	Online weekly self-test
7 (10 Apr 2017)	STUDY BREAK	
8 (17 Apr 2017)	7 Internal controls, cash & receivables	Online weekly self-test
9 (24 Apr 2017)	8 Non-current assets	Online weekly self-test

Week/ commencing	Topic	Notes
10 (01 May 2017)	9 Liabilities	Quiz Topics 4 - 7
11 (08 May 2017)	10 Equity	Online weekly self-test
12 (15 May 2017)	11 Cash Flow Statement	Accounting Software Assignment (due 11pm Sunday 21 May 2017) & Online weekly self-test
13 (22 May 2017)	12 Financial Statement Analysis & consolidation of principles	Online weekly self-test

Study options

The following table lists the study options for this unit in 2017. Click here (<http://www.scu.edu.au/teachingcalendar>) to access the academic calendar.

LOCATION	DOMESTIC	INTERNATIONAL
Online	Session 1,2	Session 1
Gold Coast	Session 1,2	Session 1,2
Lismore	Session 1	Session 1
Melbourne	N/A	Session 1,2
Papua New Guinea - IBS Enga	N/A	Session 1
Papua New Guinea - IBS Port Moresby	N/A	Session 1
Sydney	N/A	Session 1,2

Notional workload

A notional workload provides:

- students with guidance of the expected time commitment
- a measure of the volume of work within a unit
- a transparent means to measure course volume of learning for each AQF level.

The workload in a standard unit over a session is distributed over 12 teaching weeks and 3 learning/assessment weeks. Variations in length of study may occur for clinical, practical, community or work integrated learning or for units with intensive modes.

A single 12 credit point unit accrues a notional student workload of between 130 to 150 hours per session. There is no difference in the notional hours for undergraduate and postgraduate units. Notional hours are consistent across units at AQF levels 5 to 10.

The actual amount of time each student dedicates to their learning in a unit will depend on many factors: prior knowledge, motivation, study habits, work commitments etc. However, notional workload is not a measure of the actual time spent by an individual. It is an estimation of the expected time students would spend throughout the 15 weeks of a session as a best case scenario. Such estimates are based on professional judgment of the unit assessor and reviewing colleague or course coordinator and formal and informal student feedback on the unit.

Scheduled hours	Personal study	Total
36 hours	114 hours	150 hours

Scheduled hours

Your scheduled study hours are allocated as follows:

Location	Teaching method	Duration	Frequency
Lismore Campus	Lecture online	1 hour	12 weeks
	Tutorial on-site	2 hours	12 weeks
Gold Coast Campus	Lecture online	1 hour	12 weeks
	Tutorial on-site	2 hours	12 weeks
Online	Lecture online	1 hour	12 weeks
SCU Sydney	Lecture online	1 hour	12 weeks
	Tutorial on-site	3 hours	12 weeks
SCU Melbourne	Lecture online	1 hour	12 weeks
	Tutorial on-site	3 hours	12 weeks
PNG-IBS-Enga	Workshop On-Site	N/A	N/A
PNG-IBS-Port Moresby	Workshop On-Site	N/A	N/A

Teaching & learning activities

Learning activities

You must attend activities during the study period to pass the unit requirements. Activities include events like lectures, tutorials, and practicals. Some activities will occur every week (for example a lecture), while other activities may be scheduled less regularly. Information about this unit's scheduled activities are listed below and will be further detailed in this unit's MySCU Learning Site.

Approaches to teaching and learning

This unit is delivered using an active teaching approach which makes use of short videos explaining key concepts and providing worked examples, and online learning resources for students to prepare ahead of workshops (both on-campus and via collaborate for DE students). The Learning Pathway maps out this approach. Sydney and Melbourne on-campus students who have extended face to face time allocated will be guided by their instructors and may receive more direct instruction in class.

Learning pathway

The first page you will see on MySCU is the Learning Pathway, a study timetable in a navigational interface providing you with a clear visual roadmap through the unit to help you stay on course. The weekly sections provide links in the Blackboard site that organise the learning activities into to what you 'need to know' and 'need to do'.

ACC00151
Financial Accounting
(Session 1 2017)

Learning Pathway - Weeks

Jump To:

<p>Orientation</p> <p>Need to do know</p> <p>A welcome and introduction to ACC00151 Financial Accounting video</p> <p>Need to do</p> <p>Familiarise yourself with your MySCU</p>	<p>Week 1</p> <p>Topic 1 - An introduction to the role of accounting in business</p> <p>Need to do</p> <p>Read Topic 1 textbook sections for Part 1 Watch Topic 1 Part 1 Video Read Topic 1 textbook sections for Part 2 Watch Topic 1 Part 2 Video Do Self Test in WileyPLUS for Topic 1 Prepare workshop exercises for Topic 1</p>	<p>Week 2</p> <p>Topic 2 - Recording transactions 1</p> <p>Need to do</p> <p>Read Topic 2 textbook sections for Part 1 Watch Topic 2 Part 1 Video Read Topic 2 textbook sections for Part 2 Watch Topic 2 Part 2 Video Do Self Test in WileyPLUS for Topic 2 Prepare workshop exercises for Topic 2</p>
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W1 W2 W3 W4 W5 W6 W7 W8 W9 W10 W11 W12 W13

Have an enquiry? [Contact Us](#)
Learning Pathway Version: v2.1.0-10-g34236d0

Figure 4 The Learning Pathway

Weekly learning activities

The table below lists a summary of the weekly learning activities included in the learning pathway. Students are expected to complete these activities each week. Additional exercises have also been provided for students who wish to further their understanding of each topic.

Topic	Title	Readings	Videos	Exercises
1	Introduction to the role of accounting in business	Part 1: Chapter 1 pp. 2-13., 15-17 Part 2: Chapter 1 pp. 13-14, 18-35, 40-48	1. Accounting is the language of business 2. Accounting reporting environment	E1.1, E1.6, PSA1.1, PSA 1.2 Additional excercises: PSB1.1, PSB1.2
2	Recording Transactions 1	Part 1: Chapter 2 pp. 92-100 Part 2: Chapter 1 pp. 48-60 and pp. 60-63(suggested exercise)	1. Recording transactions using the accounting equation 2. Introduction to financial statement analysis	E1.11. PSA1.4, PSA1.6, PSA1.10, PSA2.1, PSA2.2 Additional exercises: E1.12, E1.13, PSB1.9, PSB2.3
3	Recording Transactions 2	Part 1: Chapter 2 pp. 101-106 Part 2: Chapter 2 pp.107-122 and pp. 123-123(suggested exercise)	1. Double entry accounting Part 1 2. Double entry accounting Part 2	BBS2.1, PSA2.4, PSA2.6, PSA2.8 Additional exercises: PSB2.5, PSB2.7, PSB2.8
4	Introduction to the role of accounting in business	Part 1: Chapter 1 pp. 2-13., 15-17 Part 2: Chapter 1 pp. 13-14, 18-35, 40-48	1. Accounting is the language of business 2. Accounting reporting environment	E1.1, E1.6, PSA1.1, PSA 1.2 Additional excercises: PSB1.1, PSB1.2
5	Introduction to the role of accounting in business	Part 1: Chapter 1 pp. 2-13., 15-17 Part 2: Chapter 1 pp. 13-14, 18-35, 40-48	1. Accounting is the language of business 2. Accounting reporting environment	E1.1, E1.6, PSA1.1, PSA 1.2 Additional excercises: PSB1.1, PSB1.2
6	Introduction to the role of accounting in business	Part 1: Chapter 1 pp. 2-13., 15-17 Part 2: Chapter 1 pp. 13-14, 18-35, 40-48	1. Accounting is the language of business 2. Accounting reporting environment	E1.1, E1.6, PSA1.1, PSA 1.2 Additional excercises: PSB1.1, PSB1.2
7	Introduction to the role of accounting in business	Part 1: Chapter 1 pp. 2-13., 15-17 Part 2: Chapter 1 pp. 13-14, 18-35, 40-48	1. Accounting is the language of business 2. Accounting reporting environment	E1.1, E1.6, PSA1.1, PSA 1.2 Additional excercises: PSB1.1, PSB1.2

8	Introduction to the role of accounting in business	Part 1: Chapter 1 pp. 2-13,. 15-17 Part 2: Chapter 1 pp. 13-14, 18-35, 40-48	<ol style="list-style-type: none"> 1. Accounting is the language of business 2. Accounting reporting environment 	E1.1, E1.6, PSA1.1, PSA 1.2 Additional excercises: PSB1.1, PSB1.2
9	Introduction to the role of accounting in business	Part 1: Chapter 1 pp. 2-13,. 15-17 Part 2: Chapter 1 pp. 13-14, 18-35, 40-48	<ol style="list-style-type: none"> 1. Accounting is the language of business 2. Accounting reporting environment 	E1.1, E1.6, PSA1.1, PSA 1.2 Additional excercises: PSB1.1, PSB1.2
10	Introduction to the role of accounting in business	Part 1: Chapter 1 pp. 2-13,. 15-17 Part 2: Chapter 1 pp. 13-14, 18-35, 40-48	<ol style="list-style-type: none"> 1. Accounting is the language of business 2. Accounting reporting environment 	E1.1, E1.6, PSA1.1, PSA 1.2 Additional excercises: PSB1.1, PSB1.2
11	Introduction to the role of accounting in business	Part 1: Chapter 1 pp. 2-13,. 15-17 Part 2: Chapter 1 pp. 13-14, 18-35, 40-48	<ol style="list-style-type: none"> 1. Accounting is the language of business 2. Accounting reporting environment 	E1.1, E1.6, PSA1.1, PSA 1.2 Additional excercises: PSB1.1, PSB1.2
12	Introduction to the role of accounting in business	Part 1: Chapter 1 pp. 2-13,. 15-17 Part 2: Chapter 1 pp. 13-14, 18-35, 40-48	<ol style="list-style-type: none"> 1. Accounting is the language of business 2. Accounting reporting environment 	E1.1, E1.6, PSA1.1, PSA 1.2 Additional excercises: PSB1.1, PSB1.2

Learning resources

Introduction

Learning materials include the provision of unit information guides, study guides and readings.

Please note

The referencing style used below is Harvard. **PLEASE NOTE:** *that you may need to use a different style for this unit.* Refer to Referencing guides (<http://scu.edu.au/library/index.php/> 14) for information about the referencing style you should use.

Prescribed texts and materials

Prescribed text

Carlton, McAlpine-Mladenovic, Palm, Mitriane, Kirk & Wong 2016, *Financial Accounting*, 5th edn, John Wiley & Sons Australia, Brisbane. ISBN: 978 0 730 332497. **e-Book format.**

Carlton, McAlpine-Mladenovic, Palm, Mitriane, Kirk & Wong 2016, *Financial Accounting*, 5th edn, John Wiley & Sons Australia, Brisbane. ISBN: 978 0 730 326199. **Australian paperback edition.**

Required online resources

MYOB practice set for assessment item 3 - small additional cost. Details and instructions for accessing the practice set can be found on the MySCU site for this unit (Blackboard).

Lecture capture

Where possible lecture capture will be made available for this unit. Lecture captured videos will be made available on Mediasite, the university's repository for online videos. A link to Mediasite will be made available on the unit website. Please be aware that lectures you attend may be filmed for this purpose.

Unit information sources

Blackboard (MySCU) and Announcements

MySCU is the main communication hub and contains all the information you will need to complete the unit. During the session, announcements will be posted to alert you of important information so please check your MySCU regularly. All announcements will be emailed to your student email address so if you if you are redirecting your SCU emails to a private email account check it is working correctly, and you are receiving SCU emails.

Questions & the discussion board

Queries relating to content should initially be directed to your instructors or the discussion board. Please use the discussion board to communicate with other students doing the unit and also to ask questions of the teaching staff. Before you ask your questions in the discussion forums please check to see that someone else has not already asked the same question by using the search function on the top right of the page. Threads will be set up to separate common themes if appropriate, e.g. MYOB Practice Set. This will ensure the forums don't become too cluttered. Don't hesitate to contact me if you have any queries or problems that have not been resolved satisfactorily.

Email contact protocol

When emailing teaching staff about issues in this unit, please ensure that the subject of your email starts with the unit code (ACC00151) or name (Financial Accounting) as we are teaching other units and receive many emails every day. This will also ensure your email is not lost in spam filters. If you do not use this protocol, there is no guarantee that your email will be received or replied to. Please also allow a reasonable time to respond to your emails (within 48 business hrs). Emails should be limited to personal issues that impact only you. Questions about the unit, topic material or assessment items should be placed on the Discussion Board for the benefit of all students.

Frequently Asked Questions

An FAQ (Frequently Asked Questions) list will be maintained in the MySCU unit site. All students are advised to use this resource to not only ask questions and but to ensure they don't miss valuable clarification and information about this unit.

Recommended resources

Useful links

- CPA Australia (<https://www.cpaaustralia.com.au/>)
- Accounting Professional & Ethical Standards Board (APESB) (<http://www.apesb.org.au/>)
- Institute of Public Accountants(IPA) (<https://www.publicaccountants.org.au/>)
- Tax Practitioners Board (<https://www.tpb.gov.au/#&panel1-4>)
- Financial Reporting Council (http://www.frc.gov.au/about_the_frc/)
- AASB Accounting Standards (<http://www.aasb.gov.au/Pronouncements/Current-standards.aspx>)
- Australian Auditing Standards (<http://www.auasb.gov.au/Pronouncements/Australian-Auditing-Standards.aspx>)
- Association of Certified Fraud Examiners - Video library (<http://www.acfe.com/Video-Library.aspx>)
- ASIC (<http://www.asic.gov.au/>)
- ASX (<http://www.asx.com.au/>)
- Corporations Act 2001 (http://www.austlii.edu.au/au/legis/cth/consol_act/ca2001172/)

Where to get help

Assessment related policies and guidelines

Students are strongly advised to become familiar with the following policies which govern assessment at the university.

- Assessment policy (<http://policies.scu.edu.au/view.current.php?id=00066>)
- Academic integrity (<http://scu.edu.au/teachinglearning/index.php/6>)
- Student academic and non-academic misconduct rules (<http://policies.scu.edu.au/view.current.php?id=00141#maj2>)
- Appeals Process Policy (<http://policies.scu.edu.au/view.current.php?id=00068>)

Other policies and guidelines

Other academic policies which affect students can be accessed from the following page (<http://scu.edu.au/students/index.php/61>) Some of the policies which directly affect students are listed below:

- Students with disabilities policy (<http://policies.scu.edu.au/view.current.php?id=00067>)
- Student rights and responsibilities charter (<http://policies.scu.edu.au/view.current.php?id=00101> Other?)
- Harassment, bullying and discrimination policy (<http://policies.scu.edu.au/view.current.php?id=00039>)

University learning resources

The following learning resources will assist you on your learning journey.

- MySCU (<https://learn.scu.edu.au/>)
- Student services and support (<http://scu.edu.au/students/index.php/109>)
- Library Toolbox (<http://scu.edu.au/library/index.php/135/>)
- Academic skills (<http://scu.edu.au/teachinglearning/index.php/2>)
- Your tutor (https://learn.scu.edu.au/webapps/portal/execute/tabs/tabAction?tabId=_60482_1&tab_tab_group_id=_405_1)
- The equity and diversity office (<http://scu.edu.au/equity/>)

Program Structure

Unit context

This unit is located within Part A of the Bachelor of Accounting program. It does not provide industry relevant accreditation. Please see the diagram below which outlines the Bachelor of accounting program structure with the ACC00151 Financial Accounting unit highlighted in red.

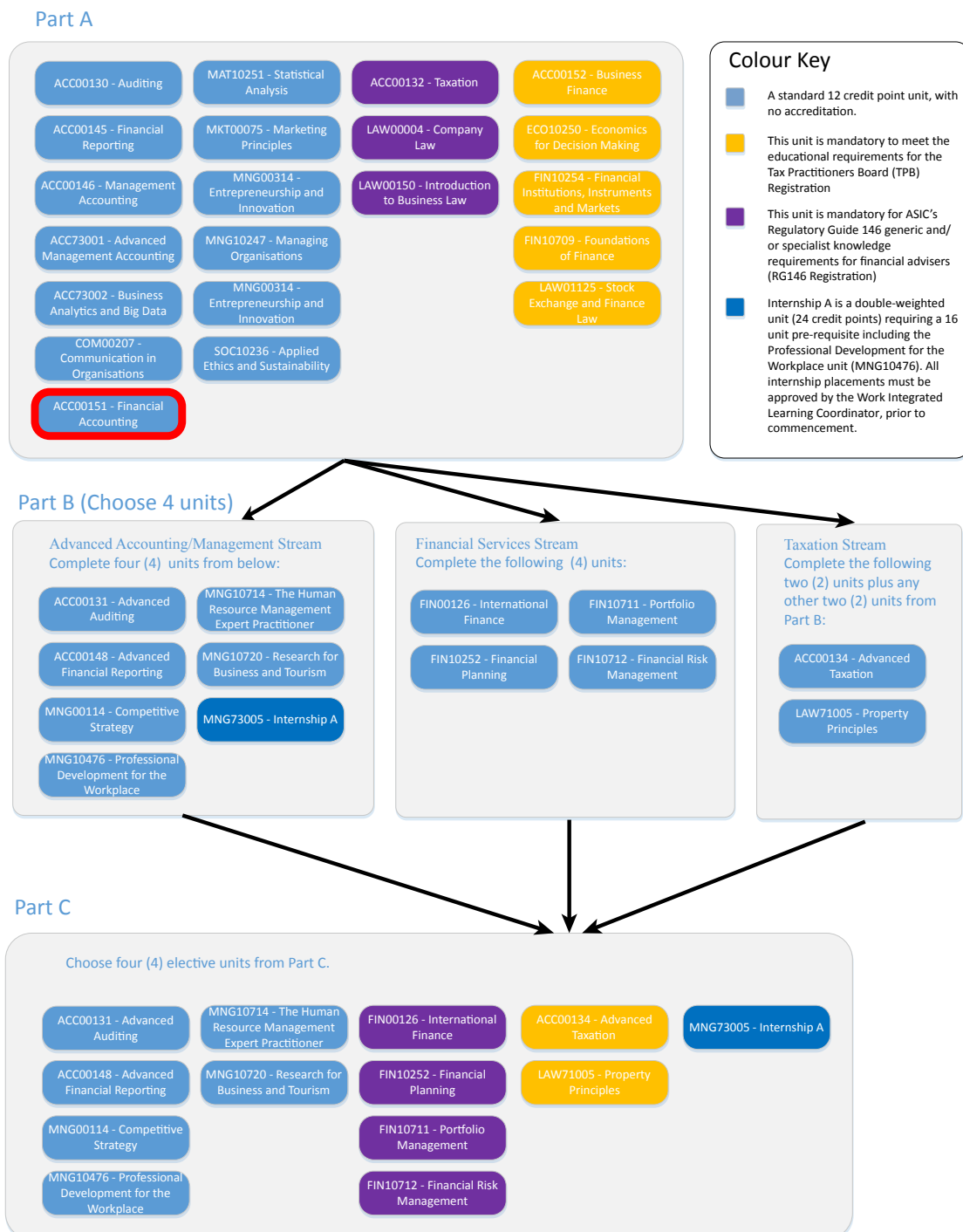


Figure 1 Program Structure