

Course Outline

Code: ACC106

Title: Accounting Principles

School:	Business
Teaching Session:	Semester 2
Year:	2019
Course Coordinator:	Leanda Garvie lgarvie@usc.edu.au
Course Moderator:	Monte Wynder

Please go to the USC website for up to date information on the teaching sessions and campuses where this course is usually offered.

1. What is this course about?

1.1 Description

This course establishes the basic pre-requisite knowledge of accounting for you to major in accounting and financial planning. The course is structured so that you will learn how to apply the concepts and processes of financial and management accounting to the preparation and presentation of accounting records using an Accounting Practice Simulation

1.2 Field trips, WIL placements or activities required by professional accreditation

N/A

2. What level is this course?

100 level Introductory - Discipline knowledge and skills at foundational level, broad application of knowledge and skills in familiar contexts and with support. Normally associated with the first full-time year of an undergraduate program.

3. What is the unit value of this course?

12 units

4. How does this course contribute to my learning?

Specific Learning Outcomes On successful completion of this course, you should be able to:	Assessment tasks You will be assessed on the learning outcomes in task/s:	Graduate Qualities or Professional Standards mapping Completing these tasks successfully will contribute to:
Use critical thinking to identify, analyse and solve problems in diverse areas of commerce.	1, 2 and 3	Creative and critical thinking (Problem solving)
Effectively communicate commerce related knowledge and information	2	Digital Literacy Communication (Empowered)
Understand and interpret commerce-related knowledge and information and apply such knowledge and information in a business context for decision making.	1, 2 and 3	Career Ready (Knowledgeable)

5. Am I eligible to enrol in this course?

Refer to the [USC Glossary of terms](#) for definitions of “pre-requisites, co-requisites and anti-requisites”.

5.1 Enrolment restrictions

Nil

5.2 Pre-requisites

Nil

5.3 Co-requisites

Nil

5.4 Anti-requisites

Nil

5.5 Specific assumed prior knowledge and skills (where applicable)

Nil

6. How am I going to be assessed?

6.1 Grading scale

Standard – High Distinction (HD), Distinction (DN), Credit (CR), Pass (PS), Fail (FL)

6.2 Details of early feedback on progress

Students will be having online access to three Formative Quizzes that cover the first three topics of the course. Feedback on incorrect responses will be automatically generated. The quizzes will be available from the start of semester and students may complete them at any time. The quizzes will also provide practice opportunities for undertaking their Task 1 test in Week 4. Students will receive regular feedback on their progress during weekly tutorials. In Week 7 computer lab, the assessment Task 2 will be reviewed and necessary feedback given to support the successful completion of the EXCEL spreadsheet.

6.3 Assessment tasks

Task No.	Assessment Product	Individual or Group	Weighting %	What is the duration / length?	When should I submit?	Where should I submit it?
1	Quiz/zes	Individual	15%	30 minutes	Week 4	In Class
2	Artefact - Technical and Scientific	Individual	35%	N/A	Week 10	Online Assignment Submission with Plagiarism check
3	Examination	Individual	50%	2 hours	Central examination period	Exam Venue
			100%			

Assessment 1: Multiple choice test

Goal:	The aim is for you to use critical thinking to identify, analyse and solve problems; to show that you understand and can interpret commerce-related knowledge and information and apply such knowledge
Product:	Quiz/zes
Format:	This is an individual assessment to be completed online through Blackboard during the Computer Workshop class.
Criteria:	You will be assessed on your ability to recall and apply the material covered in the course to that date. Analyse the type of transactions, identify the appropriate accounting treatment, and apply accounting knowledge including theoretical concepts.

Assessment Task 2: Accounting practice simulation

Goal:	The aim is for you to develop skills to use computer software (EXCEL) to identify, analyse and solve problems using accounting knowledge to complete the accounting cycle which examines a business involving a sole trader or partnership, inventory with limited number of products, minimal non-current assets and depreciation.
Product:	Artefact - Technical and Scientific
Format:	This is an individual assessment, the details are to be provided on Blackboard. The accounting practice simulation will include journals, ledger, trial balance and financial statements.
Criteria:	Analyse the type of transactions, identify the appropriate accounting treatment, and apply accounting knowledge. Use appropriate journals, ledgers, and produce all financial statements based on correct accounting records. The rubric for this task is to be provided on Blackboard.

Assessment Task 3: Final examination

Goal:	The aim is to test the accounting knowledge and theory learnt in this course.
Product:	Examination
Format:	This is an individual assessment. The examination is a two-hour closed book format and questions may be drawn from any of the topics covered in the course.
Criteria:	You will be assessed on your ability to: analyse and solve problems in accounting, interpret and apply knowledge, and address questions directly and correctly

7. Directed study hours

The directed study hours listed here are a portion of the workload for this course. A 12 unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Directed study hours may vary by location. Student workload is calculated at 12.5 learning hours per one unit.

Location:	Directed study hours for location:
oncampus	Lecture (1 hour) Tutorial (1 hour) Workshop (1 hour)

8. What resources do I need to undertake this course?

Please note that course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Blackboard site. Please log in as soon as possible.

8.1 Prescribed text(s) or course reader

Please note that you need to have regular access to the resource(s) listed below as they are required:

Author	Year	Title	Publisher
Nobles, T., Mattison, B., Matsumura, E., Best, P., Fraser, D., Tan, R. & Willett, R.	2016, 8 th Edn.	<i>Horngren's Accounting</i> \	Pearson Australia. ISBN 9781 4860 8000

8.2 Specific requirements

It is your responsibility to have a calculator.

9. How are risks managed in this course?

Health and safety risks for this course have been assessed as low.

It is your responsibility as a student to review course material, search online, discuss with lecturers and peers, and understand the health and safety risks associated with your specific course of study. It is also your responsibility to familiarise yourself with the University's general health and safety principles by reviewing the [online Health Safety and Wellbeing training module for students](#), and following the instructions of the University staff.

10. What administrative information is relevant to this course?

10.1 Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Blackboard, are electronically checked through SafeAssign. This software allows for text comparisons to be made between your submitted assessment item and all other work that SafeAssign has access to.

10.2 Assessment: Additional requirements

Eligibility for Supplementary Assessment

Your eligibility for supplementary assessment in a course is dependent of the following conditions applying:

- a) The final mark is in the percentage range 47% to 49.4%
- b) The course is graded using the Standard Grading scale
- c) You have not failed an assessment task in the course due to academic misconduct

10.3 Assessment: Submission penalties

Late submission of assessment tasks will be penalised at the following maximum rate:

- 5% (of the assessment task's identified value) per day for the first two days from the date identified as the due date for the assessment task.
- 10% (of the assessment task's identified value) for the third day
- 20% (of the assessment task's identified value) for the fourth day and subsequent days up to and including seven days from the date identified as the due date for the assessment task.
- A result of zero is awarded for an assessment task submitted after seven days from the date identified as the due date for the assessment task.

Weekdays and weekends are included in the calculation of days late.

To request an extension, you must contact your Course Coordinator and supply the required documentation to negotiate an outcome.

10.4 Study help

In the first instance, you should contact your tutor, then the Course Coordinator. Additional assistance is provided to all students through Academic Skills Advisers. To book an appointment or find a drop-in session go to [Student Hub](#).

Contact Student Central for further assistance: +61 7 5430 2890 or studentcentral@usc.edu.au

10.5 Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Administration of Central Examinations
- Deferred Examinations
- Student Academic Misconduct
- Students with a Disability

Visit the USC website:

<http://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching>

10.6 General Enquiries

In person:

- **USC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **USC SouthBank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **USC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **USC Fraser Coast** - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **USC Caboolture** - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

Tel: +61 7 5430 2890

Email: studentcentral@usc.edu.au

Appendix 1 Course content

Week # / Module #	What key concepts/content will I learn?	Directed Study Activities: teaching components
1	Accounting Information in the Business Environment and Ethical Issues Chapter 1	Lecture Tutorial Computer Workshop
2	Recording Business Transactions Chapter 2	Lecture Tutorial Computer Workshop
3	Adjusting the Accounts, the Worksheet and Financial Statements Chapter 3	Lecture Tutorial Computer Workshop
4	Completing the Accounting Cycle and Financial Statements Chapter 4	Lecture Tutorial Computer Workshop
5	Accounting for Retail Operations - Introduction to GST Chapter 5	Lecture Tutorial Computer Workshop
6	Accounting for Retail Inventories Chapter 6	Lecture Tutorial Computer Workshop
7	Accounting Information Systems - Chapter 7 and Assignment Guidance	Lecture Tutorial Computer Workshop
8	Accounting for Non-current Assets and Depreciation – Revaluation and Disposal Chapters 10	Lecture
9	Accounting for Receivables and Payables Chapters 9 and 11	Lecture Tutorial Computer Workshop
10	Cash and Internal Control Chapter 8	Lecture Tutorial Computer Workshop
11	Financial Statement Analysis Chapter 18	Lecture Tutorial Computer Workshop
12	Business Structures and Organisation Chapter 13 and 14	Lecture Tutorial Computer Workshop
13	Review Lecture	Lecture

Please note that the course activities may be subject to variation.

Mid Semester Break:

30th September 2019-6th October 2019 (Between Week 10 and Week 11)

Public Holidays

Queen's Birthday- Monday 7th October(Week11)