

MACQUARIE
UNIVERSITY



FACULTY OF
BUSINESS AND ECONOMICS

ACCG100
Accounting 1A

Semester 2, 2010

Department of Accounting and Finance

**MACQUARIE UNIVERSITY
FACULTY OF BUSINESS AND ECONOMICS
UNIT OUTLINE**

Year and Semester: 2010, Semester 2

Unit convenor: Alan Kilgore

Prerequisites / Corequisites: Please refer to the 2010 Undergraduate Handbook

Credit points: 3

Students in this unit should read this unit outline carefully at the start of semester. It contains important information about the unit. If anything in it is unclear, please consult one of the teaching staff in the unit.

ABOUT THIS UNIT

This unit provides an introduction to the principles and concepts related to financial accounting. It takes a decision-making focus and encourages students to not only prepare information but to understand how such information assists users in making important business decisions. It provides a solid foundation in financial accounting skills and theoretical issues that will be further developed in later accounting units.

The Macquarie University Accounting and Finance Prize for ACCG100, worth \$100, will be awarded to the student with the best performance in this unit.

TEACHING STAFF

Name	Role in unit	Room	Phone
Alan Kilgore	Unit Coordinator, Lecturer and Tutor	E4A326	9850 8564
Ryan Wei	Deputy Unit Coordinator and Tutor	E4A353	9850 8530
Esther Cheung	Lecturer and Tutor	E4A219	9850 4773

A student consultation timetable will be posted on the ACCG100 Blackboard webpage at the beginning of the semester.

Please direct all enquiries relating to the unit to accg100@mq.edu.au

Students are reminded to communicate with staff using their student email account. Staff will only reply to Macquarie University student email.

CLASSES

- There are 3 hours of contact for learning per week consisting of 1 x 2 - hour lecture and a 1- hour tutorial.
- The timetable for classes can be found on the University web site at: <http://www.timetables.mq.edu.au/>
- Changes to lecture and tutorial times are managed by the on-line enrolment system. It is not necessary to contact members of staff about tutorial changes. On-line enrolment changes to tutorials will be shut down at the end of week three so all changes must be finalised by then.

REQUIRED AND RECOMMENDED TEXTS AND/OR MATERIALS

Prescribed textbook: Accounting by Hoggett, Edwards, Medlin and Tilling
7th edition (John Wiley & Sons)

Prescribed workbook: Justins Gourmet Foods Pty Ltd : A Manual Accounting Practice Set by Martin Bugeja
(John Wiley & Sons)

The prescribed textbook and workbook can be purchased from the Macquarie University Co-op Bookshop.

TECHNOLOGY USED AND REQUIRED

- Students require computer technology sufficient to regularly access the ACCG100 Blackboard webpage via the internet.

UNIT WEB PAGE

- Unit materials, suggested solutions, announcements and other relevant information are found on Blackboard for the unit at: <http://learn.mq.edu.au>. Students are expected to visit the unit webpage on a regular basis.

LEARNING OBJECTIVES AND OUTCOMES

- The learning objectives of this unit are:
 1. To understand the basic assumptions underlying recording and reporting financial information.
 2. To understand the accounting/recording and reporting processes from an information and decision-making perspective.
 3. To understand specific topics in accounting, for example, accounting for inventory and depreciation.
 4. To be able to consolidate the above using the manual practice set (Justin's Gourmet Foods).

- The learning outcomes are:
 1. Be able to identify users of financial information and the use of the information for decision making in business.
 2. Be able to explain underlying accounting concepts and link them to the recording process and to the reporting of financial information.
 3. Be able to record transactions and present financial statements.
 4. Be able to record adjusting entries, closing entries, and other internal transactions taught in specific topics.
 5. Be able to prepare a set of Financial Statements for both internal and external uses.
 6. Be able to answer questions taken from the Practice Set (Justin's Gourmet Foods).

GRADUATE CAPABILITIES

- In addition to the discipline-based learning objectives, all academic programs at Macquarie seek to develop the capabilities the University's graduates will need to develop to address the challenges, and to be effective, engaged participants in their world. This unit contributes to this by developing the following graduate capabilities:

Learning Outcome	1	2	3	4	5	6
1. Discipline Specific Knowledge and Skills	✓	✓	✓	✓	✓	✓
2. Critical, Analytical and Integrative Thinking	✓	✓	✓	✓	✓	
3. Problem Solving and Research Capability			✓	✓	✓	✓
4. Effective Communication			✓		✓	
5. Engaged and Ethical Local and Global citizens	✓			✓	✓	
6. Socially and Environmentally Active and Responsible	✓				✓	✓
7. Capable of Professional & Personal Judgement and Initiative		✓	✓	✓	✓	

TEACHING AND LEARNING STRATEGY

- Lectures and tutorials.
- Students are expected to read the prescribed readings and lecture materials prior to attending the lectures. Students are also expected to have finished the weekly assigned homework before tutorials and to participate in class discussions and group work.
- A voluntary **Peer Assisted Learning (PAL)** program will be conducted in ACCG100 this semester. Further details will be provided in the first lecture and on Blackboard. PAL enables students to join small learning groups to assist each other in learning the ACCG100 material, facilitated by a second year accounting student who was successful in ACCG100.
- A student consultation timetable will be provided at the beginning of the semester to enable students to obtain further assistance from staff teaching in the unit. This timetable will be provided on Blackboard at the beginning of the semester.



- **TermFinder** An online discipline specific dictionary called **TERMFINDER** is available for student use in ACCG100 this semester. **TERMFINDER** is a new multimodal online learning tool designed to help beginning and international students understand technical concepts and terminology encountered in ACCG100. Students are encouraged to use **TERMFINDER** on a regular basis during the semester since student understanding of accounting terms and concepts will be examined in all the class tests and the final examination. **TERMFINDER** can be accessed by visiting the ACCG100 Blackboard webpage.

RELATIONSHIP BETWEEN ASSESSMENT AND LEARNING OUTCOMES

	Assessment Task 1	Assessment Task 2	Assessment Task 3	Assessment Task 4
Title/Name	Class tests (3)	Accounting Practice Set	Weekly Tutorial Homework	Final Examination
Description:	<p>Test 1 (Diagnostic): Multiple choice and/or practical exercise(s) covering material from Weeks 1-3 (20 minutes)</p> <p>Test 2: Multiple choice and/or practical exercise(s) covering material from Weeks 4-7 (30 minutes)</p> <p>Test 3: Multiple choice and/or practical exercise(s) covering material from Weeks 8-10 (30 minutes)</p>	Manual Accounting Practice Set	Weekly tutorial homework questions comprising discussion questions, exercises and problems sourced from the relevant chapters of the textbook	3 hours and 10 minutes reading time.
Due date	<p>Test 1: Week 4</p> <p>Test 2: Week 8</p> <p>Test 3: Week 11</p>	Week commencing 1 st November (Week 12)	6 tutorial homework submissions will be randomly collected by your Tutor during the semester	End-of-semester examination period
% Weighting	<p>Test 1: 5%</p> <p>Test 2: 7.5%</p> <p>Test 3: 7.5%</p>	10%	10%	60%

	Assessment Task 1	Assessment Task 2	Assessment Task 3	Assessment Task 4
Grading method	Assessed and graded according to task	The practice set will be assessed for completeness of all steps in the accounting cycle rather than correctness.	<p>Tutorial homework questions will be graded as follows:</p> <p>2 marks – satisfactory completion (bona fida attempt has been made to complete all assigned questions)</p> <p>1 mark – unsatisfactory completion (partial attempt of assigned questions)</p> <p>0 marks – failure to submit homework in your registered tutorial when due</p> <p>The best 5 of the 6 randomly collected tutorial homework submissions will determine your mark for this assessment task</p>	Assessed and graded according to task
Submission method	<p>Test 1: Held in Week 4 lecture</p> <p>Test 2: Held in Week 8 lecture</p> <p>Test 3: Held in Week 11 lecture</p>	Practice sets must be submitted to your Tutor in your registered tutorial in Week 12 (commencing 1st November)	6 tutorial homework submissions will be randomly collected by your Tutor during the semester	Completion of examination during examination period

	Assessment Task 1	Assessment Task 2	Assessment Task 3	Assessment Task 4
Feedback	Test results and feedback will be provided in tutorials following the tests in weeks 6, 10 and 13 respectively	Results and feedback will be provided in tutorials in Week 13	Results and feedback will be provided in the tutorial following submission	Grade result and viewing of examination script.
Estimated student workload (hours)	3 - 4 hours per test (9 - 12 hours over the semester)	10 -15 hours	2-3 hours per week (24 -36 hours over the semester)	Cumulative over the semester plus revision. (24 – 36 hours)
Learning outcomes assessed	1 to 5	6	1 to 5	1 to 6
Graduate capabilities assessed	1 to 7	1, 2, 3 and 6	1, 2, 3, 4 and 7	1 to 7

Assessment summary

Assessment Task	Description	Value	Date Due
1	Class (Diagnostic) test 1 Class test 2 Class test 3	5 % 7.5% 7.5%	Week 4 Week 8 Week 11
2	Accounting Practice Set	10%	Week 12
3	Weekly Tutorial Homework	10%	6 weeks tutorial homework randomly collected throughout the semester.
4	Final Examination	60%	Second Half Year examination period.
Total		100%	

Other important information regarding the above assessment tasks:

- Class test 1 serves as a diagnostic indicator for students at academic risk. Students identified as “at risk” will be directed to join the PAL program and also seek additional assistance from academic staff during regular student consultation times.
- There will be no supplementary Class tests. Therefore, absence from any of the Class tests will, subject to receipt of adequate documentation, increase the weighting on the final examination accordingly. Students are required to lodge an Advice of Absence form with the student centre within 5 working days of the due date of the test and provide documentary evidence to support your absence. **AN ADVICE OF ABSENCE LODGED AFTER THE FIVE WORKING DAYS WILL NOT BE ACCEPTED.** Students approved for a final examination weighting in excess of 60%, will be notified via email to their official Macquarie University email address.
- Late submission of the Accounting Practice Set will attract a penalty of 50% per day. Extensions are only granted by the unit coordinator before the Accounting Practice Set is due.
- 6 weekly homework assignments will be collected at random during the semester and if the student is not in class that particular day, marks will not be allocated. Weekly homework assignments submitted late will not be accepted.
- Examinations

A final examination is included as an assessment task for this unit to provide assurance that:

- i) the product belongs to the student and
- ii) the student has attained the knowledge and skills tested in the exam.

A 3 hour final examination for this unit will be held during the University Examination period.

The University Examination period in Second Half Year 2010 is from 17th November to 3rd December.

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://www.timetables.mq.edu.au/exam>

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 Special Consideration. The University's policy on special consideration process is available at http://www.mq.edu.au/policy/docs/special_consideration/policy.html

If a Supplementary Examination is granted as a result of the Special Consideration process the examination will be scheduled after the conclusion of the official examination period. (Individual Faculties may wish to signal when the Faculties' Supplementary Exams are normally scheduled.)

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.htm>

GRADES

- All final grades in the Department of Accounting and Finance are determined by a grading committee and are not the sole responsibility of the Unit Coordinator.
- Macquarie University's Academic Senate has a set of guidelines on the distribution of grades across the range from fail to high distinction. Your final result will include one of these grades plus a standardised numerical grade (SNG).
- The standardised numerical grade (SNG) is not a summation of the individual assessment components.
- To be awarded a specific grade, students are required to perform at an equivalent standard in the final examination and their overall assessment marks in the unit.
- Please also refer to relevant pages in the Handbook of Undergraduate Studies
- **To pass this unit you must pass (obtain at least 50%) in the overall performance and you must pass (obtain at least 50%) in the final examination.**

GRADING APPEALS AND FINAL EXAMINATION SCRIPT VIEWING

If, at the conclusion of the unit, you have performed below expectations, and are considering lodging an appeal of grade and/or viewing your final exam script please refer to the following website which provides information about these processes and the cut off dates in the first instance. Please read the instructions provided concerning what constitutes a valid grounds for appeal before appealing your grade.

http://www.businessandeconomics.mq.edu.au/for/new_and_current_students/undergraduate/admin_central/grade_appeals

ACADEMIC HONESTY

The nature of scholarly endeavour, dependent as it is on the work of others, binds all members of the University community to abide by the principles of academic honesty. Its fundamental principle is that all staff and students act with integrity in the creation, development, application and use of ideas and information. This means that:

- all academic work claimed as original is the work of the author making the claim
- all academic collaborations are acknowledged
- academic work is not falsified in any way
- when the ideas of others are used, these ideas are acknowledged appropriately.

Further information on the academic honesty can be found in the Macquarie University Academic Honesty Policy at http://www.mq.edu.au/policy/docs/academic_honesty/policy.html

SPECIAL CONSIDERATION

The University is committed to equity and fairness in all aspects of its learning and teaching. In stating this commitment, the University recognises that there may be circumstances where a student is prevented by unavoidable disruption from performing in accordance with their ability. A special consideration policy exists to support students who experience serious and unavoidable disruption such that they do not reach their usual demonstrated performance level. The policy is available at: http://www.mq.edu.au/policy/docs/special_consideration/procedure.html

STUDENT SUPPORT SERVICES

Macquarie University provides a range of Academic Student Support Services. Details of these services can be accessed at <http://www.student.mq.edu.au>

A voluntary **Peer Assisted Learning (PAL)** program will be conducted in ACCG100 this semester. Further details will be provided in the first lecture and on Blackboard. PAL enables students to join small learning groups to assist each other in learning the ACCG100 material, facilitated by a second year accounting student who was successful in ACCG100.

IT CONDITIONS OF USE

Access to all student computing facilities within the Faculty of Business and Economics is restricted to authorised coursework for approved units. At all times, student ID cards must be displayed in the locations provided.

Students are expected to act responsibly at all times when utilising University IT facilities. The following regulations apply to the use of computer labs and online services:

- Accessing inappropriate web sites, or downloading inappropriate material, are not permitted, material that is not related to coursework in units authorised to use these facilities is deemed inappropriate.
- Downloading copyright material without permission from the copyright owner is illegal, and strictly prohibited. Students detected undertaking such activities will face disciplinary action, which may possibly result in criminal proceedings. Non-compliance with these conditions may result in disciplinary action without further notice.

Students are reminded to communicate to staff only through the Macquarie University email as this is the only official channel.

LECTURE, TUTORIAL AND ASSESSMENT SCHEDULE

Week	Commencing	Lecture Topic	Learning Objectives	Textbook Chapter	Homework to be completed for submission in tutorials
1	2 nd August	The Role of Accounting	<ul style="list-style-type: none"> • Explain the nature of accounting and its function. • Understand the role of accounting in decision-making. • Identify the common types of business entities. • Identify the basic financial statements. 	1 (pp 2 - 19) 2 (pp 30 - 40)	No tutorials this week
2	9 th August	Accounting, Financial Statements and Accounting Assumptions	<ul style="list-style-type: none"> • Explain the main assumptions made in the preparation of financial statements. • Explain the characteristics of information used in the preparation of financial statements • Analyse the effects of business transactions on the accounting equation 	2 (pp 41 - 49)	Ch 1: DQ's 1, 5, 13. Ch 2: DQ 1 Exercises: 2.9 Problems: 2.2
3	16 th August	Recording Transactions	<ul style="list-style-type: none"> • Describe the basic accounting system used to record, classify and summarise transactions. • Explain the purpose of ledger accounts and the nature and purpose of the general ledger. • Understand the rules of debit and credit and how to apply them. 	3 (pp 68 – 108)	Ch 2: DQ 11 Exercise 2.7 Problems: 2.10 2.11 2.12
4	23 rd August TEST 1 (Diagnostic)	Adjusting Entries and Preparing Financial Statements	<ul style="list-style-type: none"> • Explain the accounting cycle • Identify and prepare the different types of adjusting entries • Prepare an adjusted trial balance • Preparation of financial statements from an adjusted trial balance 	4 (pp 130 – 155)	Ch 3: Exercises 3.2 3.5 3.14 Problems: 3.5 3.13 (Parts A, B & C)
5	30 th August	Completing the Accounting Cycle	<ul style="list-style-type: none"> • Use a worksheet to prepare financial statements • Understand how a worksheet is used to record adjusting entries • Understand the closing process and prepare closing entries • Understand the reversing process and prepare reversing entries • Understand and be able to complete all the steps in the accounting cycle 	4 (pp 155 – 163) 5 (pp 186 – 214)	Ch 4: Exercises 4.2 4.8 4.9 4.13 Problem 4.10

6	6 th September	Accounting Systems (not including MYOB)	<ul style="list-style-type: none"> Understand how an accounting system operates Identify the principles of internal control and understand its limitations Record transactions in special purpose journals Record transactions in subsidiary ledgers and reconcile to control accounts 	7 (pp 286 – 307)	Ch 4: Problem 4.8 Ch 5: Exercises 5.4 5.8 Problem 5.4
7	13 th September	Accounting for Retailing	<ul style="list-style-type: none"> Understand the nature of inventory and retail operations Understand the impact of GST on retail operations Account for sales of inventory Account for purchases of inventory under alternate inventory systems Prepare worksheets for a retail business under alternate inventory systems 	6 (pp 238 – 265)	Ch 7: DQ's 2 & 3 Exercises 7.5 7.12 Problem 7.8 (Part A)

MID-SEMESTER BREAK 18th September to 4th October

8	4th October	Cash Management and Control	<ul style="list-style-type: none"> explain internal control procedures relevant to cash receipts and payments identify the purpose and control features in maintaining a bank account Prepare a bank reconciliation statement Understand how a petty cash fund operates and account for petty cash 	10 (pp 426 – 440)	Ch 6: DQ 5 Exercises 6.1 6.6 6.12 Problems 6.5 6.7
9	11th October	Accounting for Receivables	<ul style="list-style-type: none"> Understand how accounts receivable are recognised and valued Explain the nature of bad and doubtful debts Understand how to account for bad and doubtful debts Understand the principles involved in the management and control of accounts receivable 	18 (pp 750 – 768)	Ch 10: DQ's 3 & 8 Exercises 10.7 10.9 10.10 Problem 10.5
10	18th October	Accounting for Inventory	<ul style="list-style-type: none"> Determine the cost of ending inventory Determine cost of sales and ending inventory under different cost flow assumptions for the periodic and perpetual inventory systems Apply the lower of cost or net realisable value rule Estimate the value of inventory using the retail inventory and gross profit methods 	19 (pp 788 – 813)	Ch 18: Exercises 18.3 18.5 Problems 18.5 18.7

11	25th October TEST3	Accounting for Depreciation	<ul style="list-style-type: none"> • Understand the nature of and determine the cost of property plant and equipment (PPE) • Apportion the cost of lump-sum payment for multiple asset acquisitions • Understand the nature of depreciation • Determine the amount of depreciation expense using different cost allocation methods • Understand how to account for subsequent costs • Determine the reporting requirements for PPE and depreciation • Account for the de-recognition of non-current assets 	20 (pp 834 – 850) 21 (pp 881 – 885)	Ch 19: DQ's 9 & 13 Exercises 19.1 19.2 19.5 Problem 19.6
12	1st November	Presentation of Financial Statements	<ul style="list-style-type: none"> • Understand the external reporting requirements under the Corporations Act 2001 and Accounting Standards • Understand the content of and be able to prepare a Statement of Comprehensive Income, Statement of Financial Position and Statement of Changes in Equity 	23 (pp 954 – 970)	Ch 20: DQ 2 Exercises 20.1 20.5 20.12 Problem 20.2 Ch 21: Exercise 21.2
13	8th November	Revision and information regarding the format of the final examination			Ch 23: DQ's 3 & 5 Exercises 23.2 23.3