

# ACC106 Accounting Principles

**School:** School of Business and Creative Industries

2024 | Semester 1

UniSC Sunshine Coast  
UniSC Moreton Bay

**BLENDED  
LEARNING**

Most of your course is on campus but you may be able to do some components of this course online.

Online

**ONLINE**

You can do this course without coming onto campus.

*Please go to [usc.edu.au](https://usc.edu.au) 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 is a key introductory course for students who wish to complete an accounting degree and pursue a career in the accounting profession. It is also beneficial for students from other disciplines as it stresses the importance of accounting knowledge in the modern business environment. It is structured so that you will learn how to apply the concepts and processes of financial accounting and develop an introductory understanding of how accounting information is used for management decision making. In this course you will apply critical thinking skills to analyse business transactions, complete the accounting cycle, prepare and analyse financial statements, and evaluate internal controls, and you will develop skills in digital literacy using business software applications.

### 1.2. How will this course be delivered?

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
<b>BLENDED LEARNING</b>			
<b>Learning materials</b> – Pre-recorded concept videos and associated activities	1hr	Week 1	12 times
<b>Tutorial/Workshop 1</b> – In-class workshop	2hrs	Week 1	12 times
<b>ONLINE</b>			
<b>Learning materials</b> – Pre-recorded concept videos and associated activities	1hr	Week 1	12 times
<b>Tutorial/Workshop 1</b> – Interactive zoom tutorial	2hrs	Week 1	12 times

### 1.3. Course Topics

Introduction to accounting and business decision making

Business structures

Task 2 groups

Business transactions

Statement of financial position

Statement of profit or loss

Statement of cashflows and cash controls

Analysis and interpretation of financial statements

Budgeting

Cost-volume-profit analysis

Financing the business

Performance measurement

Accounting software (MYOB)

## 2. What level is this course?

100 Level (Introductory)

Engaging with discipline knowledge and skills at foundational level, broad application of knowledge and skills in familiar contexts and with support. Limited or no prerequisites. Normally, associated with the first full-time study 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?

COURSE LEARNING OUTCOMES	GRADUATE QUALITIES MAPPING	PROFESSIONAL STANDARD MAPPING *
On successful completion of this course, you should be able to...	Completing these tasks successfully will contribute to you becoming...	Association to Advance Collegiate Schools of Business
1 Understand and interpret accounting-related knowledge and information and apply such knowledge and information in a business context for decision making.	Knowledgeable	PC3, PC3.1, PC6, PC6.2
2 Use critical thinking to identify, analyse and solve problems in diverse areas of accounting.	Creative and critical thinker	PC3, PC3.1
3 Apply technical, software and oral communication skills to the field of accounting.	Empowered	PC1.1, PC1.2, PC1.3
4 Participate in group work and set goals to obtain appropriate outcomes	Engaged	PC2, PC2.1, PC6.1
5 Develop interpersonal skills and reflective practice	Empowered	PC2.1, PC6.1

\* Competencies by Professional Body

CODE	COMPETENCY
ASSOCIATION TO ADVANCE COLLEGIATE SCHOOLS OF BUSINESS	
PC1.1	Written Communication

CODE	COMPETENCY
PC1.2	Oral Communication
PC1.3	Digital Literacy
PC2	Collaboration
PC2.1	Teamwork
PC3	Creative and Critical Thinking
PC3.1	Problem Solving
PC6	Career-ready
PC6.1	Self-management
PC6.2	Discipline Knowledge

## 5. Am I eligible to enrol in this course?

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

### 5.1. Pre-requisites

Not applicable

### 5.2. Co-requisites

Not applicable

### 5.3. Anti-requisites

Not applicable

### 5.4. Specific assumed prior knowledge and skills (where applicable)

Not applicable

## 6. How am I going to be assessed?

### 6.1. Grading Scale

Standard Grading (GRD)

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

### 6.2. Details of early feedback on progress

Students will have online access to formative/practice quizzes throughout the semester. Feedback on incorrect responses will be automatically generated. Students will receive regular feedback on their progress during weekly tutorials and guidance on Task 2 assignment preparation.

### 6.3. Assessment tasks

DELIVERY MODE	TASK NO.	ASSESSMENT PRODUCT	INDIVIDUAL OR GROUP	WEIGHTING %	WHAT IS THE DURATION / LENGTH?	WHEN SHOULD I SUBMIT?	WHERE SHOULD I SUBMIT IT?
All	1	Quiz/zes	Individual	20%	40 mins (2 x 20 mins)	Refer to Format	Online Test (Quiz)
All	2a	Case Study	Group	20%	N/A	Week 10	Online Submission
All	2b	Written Piece	Individual	10%	Approx. 600 words	Week 10	Online Assignment Submission with plagiarism check
All	3	Examination - Centrally Scheduled	Individual	50%	90 minutes	Exam Period	Online Submission

**All - Assessment Task 1:** Multiple-choice quizzes

<b>GOAL:</b>	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	
<b>PRODUCT:</b>	Quiz/zes	
<b>FORMAT:</b>	Completion of 2 online multi-choice quizzes in weeks 3 and 5.	
<b>CRITERIA:</b>	<b>No.</b>	<b>Learning Outcome assessed</b>
	1	Recall and apply the material covered in the relevant topics to that date. 2
	2	Analyse the type of transactions, identify the appropriate accounting treatment, and apply accounting knowledge including theoretical concepts. 2

**All - Assessment Task 2a:** Accounting practice simulation

<b>GOAL:</b>	To apply introductory accounting concepts to practical scenarios and demonstrate completing the accounting cycle. To collaborate and work as a group to develop a single product.	
<b>PRODUCT:</b>	Case Study	
<b>FORMAT:</b>	Completion of steps in the financial accounting process using a spreadsheet template.	
<b>CRITERIA:</b>	<b>No.</b>	<b>Learning Outcome assessed</b>
	1	Analysis and interpretation of business transaction information to complete the accounting cycle 1
	2	Application of creative and critical thinking skills to a practical business context 2
	3	Demonstration of digital literacy applicable to the accounting profession 3
	4	Application of interpersonal skills using collaborative approaches 4

**All - Assessment Task 2b:** Self Reflection and Peer Assessment

<b>GOAL:</b>	To present a reflection of your individual contribution to the group task and to conduct a peer assessment of the group performance. To explain the collaborative approaches, challenges and learnings developed during the group component.	
<b>PRODUCT:</b>	Written Piece	
<b>FORMAT:</b>	Written answers to several reflective questions and rating of contributions of all group members.	
<b>CRITERIA:</b>	<b>No.</b>	<b>Learning Outcome assessed</b>
	1	Knowledge and application of effective group processes 5
	2	Use of interpersonal skills and acknowledgement and facilitation of strengths and skills of team members 5
	3	Individual contribution to the group task 5

### All - Assessment Task 3: Final Examination

<b>GOAL:</b>	The aim is to examine the accounting knowledge and theory learnt in this course.		
<b>PRODUCT:</b>	Examination - Centrally Scheduled		
<b>FORMAT:</b>	This assessment task is an online, open-book and invigilated exam.		
<b>CRITERIA:</b>	<b>No.</b>		<b>Learning Outcome assessed</b>
	1	To assess the ability to: analyse and solve problems in accounting, interpret and apply knowledge, and address questions directly and correctly.	1 2

## 7. Directed study hours

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. Student workload is calculated at 12.5 learning hours per one unit.

### 7.1. Schedule

PERIOD AND TOPIC	ACTIVITIES
Module 1	Introduction to accounting and business decision making
Module 2	Business structures
Module 3	Task 2 groups
Module 4	Business transactions
Module 5	Statement of financial position
Module 6	Statement of profit or loss
Module 7	Statement of cashflows and cash controls
Module 8	Analysis and interpretation of financial statements
Module 9	Budgeting
Module 10	Cost-volume-profit analysis
Module 11	Financing the business
Module 12	Performance measurement
Module 13	Accounting software (MYOB)

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

Please note: Course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Canvas 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. Resources may be required or recommended.

REQUIRED?	AUTHOR	YEAR	TITLE	EDITION	PUBLISHER
Required	Jacqueline Birt,Keryn Chalmers,Suzanne Maloney,Albie Brooks,Judy Oliver,David Bond	2023	Accounting: Business Reporting for Decision Making, 8th Edition	8	n/a

### 8.2. Specific requirements

It is your responsibility to have a calculator and access to a personal computer.

## 9. How are risks managed in this course?

Health and safety risks for this course have been assessed as low. It is your responsibility 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 and to familiarise yourself with the University's general health and safety principles by reviewing the [online induction training 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 Canvas, are electronically checked through Turnitin. This software allows for text comparisons to be made between your submitted assessment item and all other work to which Turnitin has access.

### 10.2. Assessment: Additional Requirements

#### Eligibility for Supplementary Assessment

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

The final mark is in the percentage range 47% to 49.4%

The course is graded using the Standard Grading scale

You have not failed an assessment task in the course due to academic misconduct

### 10.3. Assessment: Submission penalties

Late submission of assessment tasks may 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 to negotiate an outcome.

### 10.4. SafeUniSC

UniSC is committed to a culture of respect and providing a safe and supportive environment for all members of our community. For immediate assistance on campus contact SafeUniSC by phone: [07 5430 1168](tel:0754301168) or using the [SafeZone](#) app. For general enquires contact the SafeUniSC team by phone [07 5456 3864](tel:0754563864) or email [safe@usc.edu.au](mailto:safe@usc.edu.au).

The SafeUniSC Specialist Service is a Student Wellbeing service that provides free and confidential support to students who may have experienced or observed behaviour that could cause fear, offence or trauma. To contact the service call [07 5430 1226](tel:0754301226) or email [studentwellbeing@usc.edu.au](mailto:studentwellbeing@usc.edu.au).

### 10.5. Study help

For help with course-specific advice, for example what information to include in your assessment, you should first contact your tutor, then your course coordinator, if needed.

If you require additional assistance, the Learning Advisers are trained professionals who are ready to help you develop a wide range of academic skills. Visit the [Learning Advisers](#) web page for more information, or contact Student Central for further assistance: +61 7 5430 2890 or [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au).

### 10.6. Wellbeing Services

Student Wellbeing provide free and confidential counselling on a wide range of personal, academic, social and psychological matters, to foster positive mental health and wellbeing for your academic success.

To book a confidential appointment go to [Student Hub](#), email [studentwellbeing@usc.edu.au](mailto:studentwellbeing@usc.edu.au) or call 07 5430 1226.

## 10.7. AccessAbility Services

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, learning disorder mental health issue, injury or illness, or you are a primary carer for someone with a disability or who is considered frail and aged, [AccessAbility Services](#) can provide access to appropriate reasonable adjustments and practical advice about the support and facilities available to you throughout the University.

To book a confidential appointment go to [Student Hub](#), email [AccessAbility@usc.edu.au](mailto:AccessAbility@usc.edu.au) or call 07 5430 2890.

## 10.8. 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
- Central Examinations
- Deferred Examinations
- Student Conduct
- Students with a Disability

For more information, visit <https://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching>

## 10.9. Student Charter

UniSC is committed to excellence in teaching, research and engagement in an environment that is inclusive, inspiring, safe and respectful. The [Student Charter](#) sets out what students can expect from the University, and what in turn is expected of students, to achieve these outcomes.

## 10.10. General Enquiries

### In person:

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

**Tel:** +61 7 5430 2890

**Email:** [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au)