

# ACC106 Accounting Principles

School: School of Business and Creative Industries

2025 | 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](http://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
- 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

## 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 and software skills to the field of accounting.   | Empowered  | PC1.1, PC1.2, PC1.3                                   |

\* Competencies by Professional Body

| CODE  | COMPETENCY                     |
|---|--------------------------------|
| ASSOCIATION TO ADVANCE COLLEGIATE SCHOOLS OF BUSINESS |                                |
| PC1.1   | Written Communication          |
| PC1.2   | Oral Communication             |
| PC1.3   | Digital Literacy               |
| PC3   | Creative and Critical Thinking |
| PC3.1   | Problem Solving                |
| PC6   | Career-ready                   |

| CODE  | COMPETENCY           |
|-------|----------------------|
| 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 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        | Artefact - Technical and Scientific                    | Individual          | 30%         | N/A                            | Week 7                | Online Submission                                  |
| All           | 2        | Artefact - Technical and Scientific, and Written Piece | Individual          | 20%         | N/A                            | Week 11               | Online Assignment Submission with plagiarism check |
| All           | 3        | Examination - Centrally Scheduled                      | Individual          | 50%         | 90 minutes                     | Exam Period           | Online Submission                                  |

**All - Assessment Task 1:** Accounting cycle simulation

|                        |   |   |
|------------------------|---|---|
| <b>GOAL:</b>           | To apply introductory accounting concepts to practical scenarios and demonstrate completing the accounting cycle. |   |
| <b>PRODUCT:</b>        | Artefact - Technical and Scientific   |   |
| <b>FORMAT:</b>         | Completion of steps in the financial accounting process using an Excel 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 <b>1</b> |
|                        | 2   | Application of creative and critical thinking skills to a practical business context <b>2</b>             |
|                        | 3   | Demonstration of digital literacy applicable to the accounting profession <b>3</b>                        |
| <b>GENERIC SKILLS:</b> | Problem solving, Organisation, Applying technologies, Information literacy  |   |

**All - Assessment Task 2:** Practical accounting software application

|                        |   |  |
|------------------------|---|--|
| <b>GOAL:</b>           | To demonstrate effective use of accounting software in relation to financial accounting transactions of a fictional business. To follow basic steps and to produce the required output. |  |
| <b>PRODUCT:</b>        | Artefact - Technical and Scientific, and Written Piece  |  |
| <b>FORMAT:</b>         | Completion of steps in the financial accounting process using accounting software submitted with a small written summary.   |  |
| <b>CRITERIA:</b>       | <b>No.</b>  | <b>Learning Outcome assessed</b>   |
|                        | 1   | Analysis and interpretation of business transaction information to enter into accounting software <b>1</b> |
|                        | 2   | Application of creative and critical thinking skills to a practical business context <b>2</b>              |
|                        | 3   | Demonstration of digital literacy applicable to the accounting profession <b>3</b>                         |
| <b>GENERIC SKILLS:</b> | Problem solving, Organisation, Applying technologies, Information literacy  |  |

**All - Assessment Task 3:** Final Examination

|                        |   |   |
|------------------------|---|---|
| <b>GOAL:</b>           | The aim is to assess 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   | Interpreting accounting knowledge and applying to practical scenarios to make decisions. <b>1</b> |
|                        | 2   | Interpreting and applying knowledge to solve problems correctly. <b>2</b>                         |
| <b>GENERIC SKILLS:</b> | Problem solving, Organisation, Information literacy                             |   |

#### 6.4. Assessment to competency mapping

| PROGRAMME DELIVERY MODE                                   | ASSESSMENT TYPE  | TITLE                                     | COMPETENCY | TEACHING METHODS |
|---|--|---|------------|------------------|
| <b>2020 UNISC BUSINESS SCHOOL STANDARDS UNDERGRADUATE</b> |  |   |            |                  |
| All delivery modes  | Artefact - Technical and Scientific                    | Accounting cycle simulation               | PC1.3      | Assessed         |
|   |  |   | PC3.1      | Assessed         |
|   |  |   | PC6.2      | Assessed         |
|   | Artefact - Technical and Scientific, and Written Piece | Practical accounting software application | PC1.3      | Assessed         |
|   |  |   | PC3.1      | Assessed         |
|   |  |   | PC6.2      | Assessed         |
|   | Examination - Centrally Scheduled                      | Final Examination                         | PC3.1      | Assessed         |
|   |  |   | PC6.2      | Assessed         |

#### 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.

#### 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:

- (a) The final mark is in the percentage range 47% to 49.4%; and
- (b) The course is graded using the Standard Grading scale

## 10.3. Assessment: Submission penalties

Late submissions may be penalised up to and including the following maximum percentage of the assessment task's identified value, with weekdays and weekends included in the calculation of days late:

- (a) One day: deduct 5%;
- (b) Two days: deduct 10%;
- (c) Three days: deduct 20%;
- (d) Four days: deduct 40%;
- (e) Five days: deduct 60%;
- (f) Six days: deduct 80%;
- (g) Seven days: A result of zero is awarded for the assessment task.

The following penalties will apply for a late submission for an online examination:

Less than 15 minutes: No penalty

From 15 minutes to 30 minutes: 20% penalty

More than 30 minutes: 100% penalty

## 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)