

THE UNIVERSITY OF NEW SOUTH WALES



School of Accounting

ACCT 1501: Accounting and Financial Management 1A

Course Outline Session 1 2004

This document sets out the structure of this course and its requirements.

It will be assumed that you are familiar with these requirements.

Please read this document carefully.

Direct any questions to your tutor in Week 2.

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1. First year courses in Accounting and Financial Management

Accounting and Financial Management 1A and 1B form an integrated study program designed to give students an understanding of the way in which financial information is generated and used.

Accounting and Financial Management 1A is concerned with reasoning in accounting and how that reasoning is reflected in the analysis and design of accounting information systems. The assumptions and choices made in the design of an accounting system are explored with particular attention given to reporting the financial position of a business.

Accounting and Financial Management 1B introduces cash flow statements and considers issues such as

- Recognition and disclosure of financial statement elements;
- Professional ethics; and
- Accounting policy.

The perspective then changes from that of a preparer to that of a user of financial information with an introduction to financial statement analysis and managerial decision making.

The first year accounting courses seek to develop:

- Technical competence in recording economic events in the accounting system;
- A critical understanding of key technical terms and concepts so as to interpret accounting information and reports in the financial press;
- An ability to argue a reasoned position on key questions of accounting theory and practice; and
- Familiarity with institutional structures affecting the practice of accounting.

2. Objectives/Learning Outcomes of this course

Accounting and Financial Management 1A has the following objectives:

1. To introduce students to the language and reasoning process of accounting;
2. To develop an extensive understanding of the accounting cycle and the operation of accounting information systems;
3. To identify, define and record events affecting a business' financial position; and
4. To develop critical skills in analysing, communicating and presenting arguments based on accounting information.

3. Approach to learning

At University, the focus is your self-directed search for knowledge. Lectures, tutorials, textbooks, exams and other resources are all provided to help you learn.

It's up to you to choose how much work you do in each part of the course: preparing for classes; completing assignments; studying for exams; and seeking assistance or extra work to extend and clarify your understanding. You must choose an approach that best suits your learning style and goals in this course.

The teaching staff have put a great deal of thought into the development and presentation of this course so students may experience a flexible but directed introduction to accounting.

The fundamental approach to learning in this course can be summarised in the following statements:

Understand rather than *Memorise*
Take responsibility for learning rather than *Blaming others for failure*
Explore and test ideas rather than *Limit yourself to facts*
Work collaboratively with others rather than *Compete with peers*

4. Student responsibilities

4.1 Passing the course

In order to pass this course, you must:

- i) Achieve a composite mark of at least 50; and
- ii) Make a satisfactory attempt at all assessment tasks.

This means that you may receive a mark of 50 or more but still not pass the course because you did not make a satisfactory attempt at all assessment items.

NEW SECTION ADDED AFTER PRINTING

Workload Expectations

It is expected that you will spend at least ten hours per week studying this course. This time should be made up of reading, research, working on exercises and problems, performing computer tasks and attending classes. In periods where you need to complete assignments or prepare for examinations the workload may be greater.

Over commitment has been a cause of failure for many students. You should take the required workload into account when planning how to balance study with employment and other activities.

4.2 Assessment

The course will be assessed as follows:

Media Task	10
Week 6 quiz	10
Practice set	20
Final exam	<u>60</u>
	100

Each of these assessment items is explained below.

4.2.1 Week 6 Quiz (10%)

This quiz will be run in week 6 tutorials, and will cover all of the basic material covered in weeks 1 to 5 of the course. The quiz will consist of 20 multiple choice questions and will take up 30 minutes of the tutorial.

4.2.2 Media Task (10%)

The media task is due in week 9 tutorials and consists of a research journal and a single page written response. Students are required to start keeping a journal from the beginning of session. The journal could be thought of as an accumulation of material that synthesises material learnt in lectures, tutorials, the media and personal reflection. The written response to be a single page synthesising key issues that have arisen in the business community due to failures in accounting control systems.

Specific guidance on the media task is included in the “Media Task Outline” document.

Assessment of the media task will be based partly on the process of maintaining the journal and partially on the quality of the written essay. The task is graded out of 10.

4.2.3 Practice set (20%)

A practice set is a comprehensive accounting exercise designed to integrate your knowledge of accounting systems and the accounting cycle. The practice set used in this course is **Sam’s Surf Shop** by Hema Wijewardena. It is available from the UNSW Bookshop.

Two practice set workshops have been scheduled in the lecture program. These are intended to link the practice set to accounting concepts developed elsewhere in the course and to clarify common areas of confusion. It is expected that students will develop agendas for the workshops in tutorial classes.

Practice sets can be completed *individually* or as part of a *group of three students from a single tutorial class*. The Practice Set will be graded out of 20.

4.2.4 Final examination (60%)

A final exam will be held during the examination period at the end of session. The University exams branch will issue a timetable later in the session. Final exam information can be found at:

<http://www.infonet.unsw.edu.au/academic/exams/>

Further details on the final exam will be provided in the Week 14 review lecture.

Suggested solutions to three recent 1A final exam papers are included in your course resource kit. The dynamic nature of accounting means that many concepts covered in some earlier papers are no longer relevant. Accordingly, no other solutions will be made available to students.

4.2.4 Submission of assessment

Collection of your media task and practice set will take place in your allocated tutorial class. The penalty for late submission of assessment is 10% of the marks allocated for each day that the assessment is late.

4.3 Other student responsibilities

4.3.1 Attendance

Students are expected to regularly attend lectures and tutorials. Lectures and tutorials form an integrated presentation of topics, with each week drawing and building upon the work of previous weeks. Failing to keep up to date with the lecture material or tutorial work will place you at a significant disadvantage.

You should consult your tutor if you are to be absent for an extended period of time.

Students should also be aware that University regulations indicate that students who do not attend 80% of scheduled classes may not be awarded a pass in the course.

4.3.2 Student conduct and behaviour

Students are expected to conduct themselves with consideration and respect for the needs of fellow students and teaching staff. This includes prompt arrival at classes and avoidance of disruptive behaviour. Included in disruptive behaviour is talking during lectures and the ringing or use of mobile phones.

A policy of minimal tolerance applies. Students will be given one warning by teaching staff if their behaviour seems to affect the participation of others in the class. If a student's disruptive behaviour persists, then they will be asked to leave the class.

4.3.3 Keeping informed

Students should take note of any announcements made in lectures, tutorials or on the course web site (<http://www.webct.unsw.edu.au/>). From time to time, the University will send important announcements to your university e-mail address without providing you with a paper copy. Students will be deemed to have received these announcements.

4.3.4 Workload

The expected workload for undergraduate students is 10 hours per week per course. This includes time spent in lectures and tutorials, as well as time spent reading reference material, completing tutorial preparation questions, researching and completing assignments, and study time.

5. Student Resources

Learning is the focus of this course. To help you learn, the following resources are made available:

5.1 Lectures

Two one-hour lectures will be presented each week. Each lecture is delivered a number of times, with the first lecture on Tuesday and the second on Thursday. The exception relates to evening classes. For the benefit of part-time students, the two lectures are combined into one two-hour lecture held on Thursday nights.

Times and location of lectures are:

Lecture 1 Tuesday		Lecture 2 Thursday	
10:00-11:00	Keith Burrows Theatre	10:00-11:00	Sir John Clancy Auditorium
12:00-13:00	Central Lecture Block 7	12:00-13:00	Keith Burrows Theatre
14:00-15:00	Keith Burrows Theatre	16:00-17:00	Mathews Theatre A
		Lectures 1 & 2 Thursday	
		18:00-20:00	Central Lecture Block 3

5.2 Tutorials

Tutorials commence in Week 2 (week beginning 8th March, 2004). If you are unable to attend your usual tutorial, for sickness or other reasons, please check the timetable well in advance and plan to attend another tutorial in that week. You will need to get the tutor to provide you with a

Tutorial Attendance Form which you will then give to your usual tutor next time you meet. People with Monday and Friday tutorials should particularly take note of this procedure, as it will affect them on Monday 26th April (Anzac day) or Friday 9th April (Good Friday).

Tutorials are small group learning environments in which you have the opportunity to explore the course matter actively and in-depth. The structure of the course is such that lecture material for one week is, generally, the focus of the tutorial in the next week.

Students are asked to adequately prepare for tutorials. In this way, tutorials will be more productive in targeting problems and issues. Tutorial questions are included in the course resource kit booklet for each topic.

Tutorial activities are broken into two categories:

Tutorial preparation questions

You should attempt these questions before each tutorial. So that you can get feedback on your answers, solutions to these questions will be made available on the course web site before the relevant tutorial. Bring along specific issues arising from these problems to your tutorial class.

Tutorial questions

These will be the focus of the tutorial work. Although you are not required to complete these questions before the tutorial, you should be familiar with the questions and the nature of the response they require.

5.3 Textbook

Please note that the textbook and practice set will be available shrink-wrapped together (ISBN 0170962571). The package also includes the Management Supplement to the text book, which will be used in AFM1B. This should be cheaper than buying the components separately. The textbook for this course is:

- Trotman, K. & Gibbins, M., 2003 **Financial Accounting: An Integrated Approach**, (including the Management Accounting Supplement), 2nd edition, Melbourne: Thomson Nelson ITP*. (The ISBN when sold alone is 0170107728.)

Often in this course, the text will be abbreviated to “TG”.

The practice set for the course is:

- Wijewardena, H., 2000, **Sam’s Surf Shop: An accounting practice set**, Melbourne: Thomson Nelson ITP*. (The ISBN when sold alone is 0729536254.)

The following reference books are listed as other sources you might wish to consult. You do not have to purchase these books; they are available in the UNSW Library.

- Anthony, R.N. & Pearlman, L.K., 2000, **Essentials of Accounting**, Upper Saddle River, NJ: Prentice Hall
- Hoggett, J., Edwards, L. & Medlin, J., 2003, **Accounting in Australia**, Milton, Qld: John Wiley & Sons
- Jackling, B., Raar, J., Wigg, R., Williams, B. & Wines, G., 2004, **Accounting: A Framework for Decision Making**, Sydney: McGraw Hill
- Hussey, R. (ed.), 1999, **A Dictionary of Accounting**, Oxford: Oxford University Press

If you decide to continue with studies in accounting, you may find it useful purchase the following by Sin and Jones, which describes and assists with acquiring the skills required of accounting graduates.

- Sin, S. & Jones, A., 2003, **Generic Skills in Accounting**, French's Forest, NSW: Pearson Education Australia

5.4 Course resource kit

A comprehensive course resource kit has been compiled to support and extend your participation in the course. It can be purchased from the UNSW Bookshop. The course resource kit contains booklets covering most lecture topics and assigned tutorial questions. The kit also contains additional readings and sample exam papers.

5.5 Web site

This course has an extensive web site listed among your courses at:

<http://www.webct.unsw.edu.au/>

It will include:

- Lecture slides (posted at the completion of the lecture series for each topic area);
- Solutions to tutorial preparation questions and tutorial questions (tutorial question solutions are posted the week after the relevant tutorial);
- On-line learning tools; and
- Useful accounting links.

The following sites might also be useful:

http://www.student.unsw.edu.au	UNSW homepage for students
http://www.library.unsw.edu.au	UNSW library (catalogues, info, etc.)
http://www.comms.unsw.edu.au	UNSW Communications unit (net access, UDUS, e-mail)

5.6 Staff consultation

All teaching staff will be available for consultation for specified hours during the week. You may seek consultation from any staff member, regardless of whether or not they are your tutor. E-mail queries directed to the teaching staff will only be answered during consultation times. Staff will not reply to e-mails which request extensive or substantive answers. You are encouraged to use the discussion forum on the course site rather than sending e-mail queries about course material. Alternatively, questions can be raised in tutorials or consultation times.

If you wish to see a particular staff member outside of consultation times, you will need to make an appointment

5.7 Peer Assistance Support Scheme

The Peer Assistance Support Scheme (PASS) is a voluntary scheme that gives you an opportunity to explore specific questions and concepts that you encountered in tutorials and lectures. Second and third year students are available to help groups of first year students who are having trouble with the course material. Past experience suggests that the scheme has had a positive effect on students' grades.

The scheme will commence in Week 3. It is envisaged that it will be run as a room where you can drop in and discuss problems that you are having, or extra exercises which you have chosen to do, with a senior year student. Further details will be provided in lectures.

5.8 Learning Centre

The Learning Centre provides a free and confidential service offering learning and language support to UNSW students. Assistance is provided through workshops, discipline-based courses and individual consultations. The Learning Centre is located on Level 2 of the Library Building, and can be contacted by phone: 9385 3890 or on the web at <http://www.lc.unsw.edu.au/>.

5.9 Education Development Unit

You are encouraged to take advantage of the extra support for students offered by the EDU. At the EDU Learning Assistance Centre, you can see a learning consultant for advice on individual and group assignment writing and oral presentations, written expression, critical analysis, learning strategies, exam techniques and also discuss improving your past performance. This service is free, confidential and only available to students in this Faculty. Requests for consultations is by phone: 9385 5584 or by email: edu@unsw.edu.au through the website <http://education.fce.unsw.edu.au/>, or you can visit the EDU Learning Assistance Centre, Level 2, Room 2093, Quad Building.

Additional services the EDU offers include: lunchtime workshops run throughout Sessions 1 and 2; printed and on-line study skills resources such as referencing, case analysis and oral presentations; and the drop-in Learning Assistance Centre where books and audio visual material can be borrowed.

Details about consultations, workshops and resources are available at the EDU Website.

5.10 Counselling service

Students experiencing problems of an academic or personal nature are encouraged to contact the Counselling Service at UNSW. This service is free and confidential and run by professional counsellors. The Counselling Service is located on Level 2, Quadrangle East Wing, and can be contacted by phone: 9385 5418.

You can find the Service on the web at <http://www.counselling.unsw.edu.au>.

6. Key staff

The key teaching staff for this course are:

<i>Lecturing staff</i>	Room	Phone
Jeff Coulton	QUAD 3091	9385 5811
Asher Curtis	QUAD 3129	9385 5844
Robert Czernkowski (co-ordinator)	QUAD 3081	9385 5807
Diane Mayorga	QUAD 3095	9385 5814
Sandy Lynch (School of Philosophy)	Morven Brown G54	9385 2371
<i>Tutorial staff</i>		
<i>Other staff to be advised</i>		

7. Administrative matters

7.1 Academic misconduct

Students are reminded that the University regards academic misconduct as a very serious matter. Students found guilty of academic misconduct are usually excluded from the University for two years. However, because of the circumstances in individual cases, the period of expulsion can range from one session to permanent expulsion from the University.

The following are some of the actions which have resulted in students being found guilty of academic misconduct in recent years:

- Taking unauthorised materials into an examination;
- Submitting work for assessment knowing it to be the work of another person;
- Improperly obtaining prior knowledge of an examination and using that knowledge in the examination; and
- Failing to acknowledge the source of material in an assignment.

In order to protect yourself against allegations of plagiarism, you should make sure that you are familiar with the guidelines located at:

http://www.fce.unsw.edu.au/current_students/responsibilities.shtml#misconduct

7.2 Supplementary examination

A supplementary final examination will only be offered to students who have been prevented from taking the final examination or who have been placed at a serious disadvantage during the examination, and whose circumstances have improved considerably in the period since the examination was held.

All applications for special consideration must be made through the Registrar's Office. Forms and details of required documentation are available from the Student Centre (New South Q) in the Chancellery. Details regarding special consideration are specified in the Faculty handbook. As a general rule, you should lodge any applications as soon as possible after the work affected has been submitted or completed.

UNSW gives you 3 days to lodge applications for consideration. The rules are available at <http://www.student.unsw.edu.au/atoz/atoz-Special.shtml>.

Please note that lodging an application for special consideration does not guarantee that you will be granted the opportunity to sit the supplementary exam. The supplementary exam in this course will be held on a specific date to be advised (between the end of exams and the end of the calendar year). Students who apply for special consideration must be available during this period to sit the exam. No other opportunities to sit the supplementary exam will be offered.

8. Table of Accounting Standards

The relevant Australian and International accounting standards are listed for reference, but are not required reading.

Topic	Australian Standards	International Standards
Intro. to financial reporting (1)	SAC 1-4	IASB Framework
Intro. to financial reporting (2)	AASB 1040, 1018	IFRS 1
The accounting cycle	AASB 1001, 1034	IFRS 8
Inventory	AASB 1019	IFRS 2
Non-current assets (1)	AASB 1015, 1036	IFRS 16, 23, 38
Non-current assets (2)	AASB 1021	
Non-current assets (3)	AASB 1010, 1041	
Introduction to liabilities	AASB 1033, 1044, 1041	IFRS 32, 19, 37, 39
Owners' equity (2)	UIG 22	
Intercompany investments (1)	AASB 1016, 1024	IFRS 22, 27, 28

9. Course structure

The following table outlines the structure of this course.

Week Commencing	Topic	Lecturer	TG Reference chapters, sections or pages
	INTRODUCTION		
1 1 March	1 Welcome and perspectives 2 Evolution of accounting thought	Robert Czernkowski Robert Czernkowski	chapter 1 sections 3.11-12
2 8 March	3 Accounting framework 4 Intro. to financial reporting (1)	Robert Czernkowski Robert Czernkowski	sections 9.3-5 & 1.1-4 sections 9.2, 2.2-7 & 3.2-3
3 15 March	5 Reasoning & argument (1) 6 Reasoning & argument (2)	Sandy Lynch Sandy Lynch	readings in Course Resource Kit
	ACCOUNTING BASICS		
4 22 March	7 Intro. to financial reporting (2) 8 The accounting cycle	Jeff Coulton Jeff Coulton	sections 2.8-12 & 3.4- 5& 3.13 chapter 4
5 29 March	9 Adjusting entries 10 The closing process	Jeff Coulton Jeff Coulton	chapter 5
6 5 April	Note that Friday 9 th April is Good Friday. People with Friday tutorials will need to go to another tutorial this week.		Appendix A5
	11 Accounting systems 12 Group work introduction / Practice set workshop (1)	Jeff Coulton Kerry Howells (EDU) Jeff Coulton	
9-18 April	Easter / Mid-semester Break		
	ASSETS		
7 19 April	13 Cash and its Management 14 Receivables	Robert Czernkowski Robert Czernkowski	section 6.3-6 section 5.8
8 26 April	Note that Monday 26 th April is a holiday in lieu of Anzac Day. People with Monday tutorials will need to go to another tutorial this week.		
	15 Inventory 16 Non-current assets (1)	Robert Czernkowski Diane Mayorga	sections 7.1-11 }
9 3 May	17 Non-current assets (2) 18 Non-current assets (3)	Diane Mayorga Diane Mayorga	
	LIABILITIES		
10 10 May	19 Introduction to liabilities 20 GST	Diane Mayorga Diane Mayorga	sections 10.3, 10.5 section 10.4
11 17 May	21 Practice set workshop (2)	Asher Curtis	
	OWNERS' EQUITY		
	22 Owners' equity (1) 23 Owners' equity (2)	Asher Curtis Asher Curtis	} } sections 10.6-11
12 24 May	SPECIAL TOPICS		
	24 Intercompany investments (1) 25 Intercompany investments (2)	Asher Curtis Asher Curtis	} } section 10.2 sections 9.2-5 & 9.9
13 31 May	26 Financial reporting principles 27 Review, evaluation and AFM1B preview	Asher Curtis Asher Curtis	
14 7 June			
12-17 June	Swotvac		
18Jun – 6Jul	Exam period		
7-25 Jul	Mid-year break		