THE UNIVERSITY OF
NEW SOUTH WALES

Faculty of Commerce and Economics

School of Accounting

ACCT 1501
Accounting and Financial Management 1A

Course Outline
Session 2, 2004

Dear Students,

Welcome to Accounting and Financial Management 1A.

I hope that you will enjoy the course. You will benefit from the practical value that a basic knowledge of financial accounting can give you, both personally and professionally. The course involves a lot of interacting with your fellow students and with teaching staff. I hope you enjoy that interaction, it will be an integral feature of your learning.

This course outline has detailed information so that you will know at the outset what to expect and what is expected of you. It is designed as a reference document to prepare, inform and guide you throughout the course. Please read the course outline carefully as it will be assumed that you are familiar with its contents.

If you have any questions, at any time, then please ask your tutor or lecturers.

I look forward to teaching you.

Claudia Gormly

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Section

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 the design and analysis 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 and financial performance 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 in Australia.

2. Objectives/Learning Outcomes of Accounting and Financial Management 1A

- To introduce students to the language of accounting and financial reporting;
- To develop an extensive understanding of the accounting cycle and the operation of accounting information systems;
- To identify, define and record events affecting a business' financial position
- To develop critical skills in analysing, communicating and presenting arguments based on accounting information: and
- To become familiar with the financial media and it's reporting of the public discussion of accounting issues and reporting of financial results of companies.

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*
Enjoy the experience and you cannot fail[1]

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.

[1] **"The First Year Experience"**, Ann Game and Andrew Metcalfe, Federation Press, 2003

4.2 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.

4.3 Assessment

The course is assessed as follows:

Tutorial Preparation	10
Media Task	10
Mid-session exam	15
Practice set	15
Final exam	50
	100

Each of these assessment items is explained below.

4.3.1 Tutorial Preparation (10%)

Your tutor will choose *five random weeks*, to review your written answers to the assigned tutorial questions. For each week a mark out of three will be given on the basis the thoroughness of your preparation rather than the correctness of your answer. Your final tutorial preparation mark will comprise the *best three reviews*. Each review is worth the maximum of three marks with an extra mark possible for consistent work.

Please note that:

- If you are absent on the week of review (due to various reasons), your tutor will review your work at some stage during the semester.
- Other tutors cannot review your work.
- Your work will not be reviewed if you are more than half an hour late for tutorial.

4.3.2 Media Task (10%)

The media task consists of a media file and two separate writing tasks, due in weeks 7 and 10. Students are required to start keeping a media file from the beginning of session. The kind of material you collect should include articles that forecast and/or report on the financial results of companies, articles that comment on contemporary accounting issues such as corporate governance, corporate fraud, debate on broad accounting issues etc. For each article you are required to prepare a brief summary, draw a connection with the relevant course content and include a personal reflection. Two specific tasks require a written response. Specific guidance on the media task is included in the “Media Task Outline” included on the course website.

Assessment of the media task will be based partly on the process of maintaining the media file and partly on the quality of the written response.

4.3.3 Mid-session exam *(15%)*

This exam will be run in Week 8 ***(venue and date to be announced)*** and will cover all of the basic material covered in lectures for weeks 1 to 6 of the course. The exam will be two hours and will be in the same format as the final exam.

No supplementary exam will be available for the mid-session.

4.3.4 Practice set *(15%)*

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 Guitar Mart 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*** and is due in week 12*.* The completion and submission of Guitar Mart is a prerequisite for the *mini-practise set to be completed under exam conditions in tutorials in week 13*. The mini-practise set will be graded out of 15.

4.3.5 Final examination *(50%)*

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.

Three recent 1A final exam papers, together with solutions and markers' comments 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.

4.3.6 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.

4.3.7 Assessment grades

Your work is individually graded in line with the following scale

85-100	High Distinction	HD	Outstanding performance
75-84	Distinction	DN	Superior performance
65-74	Credit	CR	Good performance
50-64	Pass	PS	Acceptable performance

4.4 Other student responsibilities

4.4.1 Attendance

You 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.

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

4.4.2 Student conduct and behaviour

You are expected to conduct yourself with consideration and respect for the needs of your 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.

4.4.3 Keeping informed

You should take note of all 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. You will be deemed to have received these announcements.

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 twice. For the benefit of part-time students, the repeat lectures are combined into one a two-hour lecture held on Thursday nights.

Times and location of lectures are:

<table>
<tr><td colspan="2">Lecture 1
Tuesday</td><td colspan="2">Lecture 2
Thursday</td></tr>
<tr><td>13:00 – 14:00</td><td>Mathews Theatre A</td><td>14:00 – 15:00</td><td>Central Lecture Block 7</td></tr>
<tr><td colspan="2"></td><td colspan="2">Lectures 1 & 2
Thursday</td></tr>
<tr><td colspan="2"></td><td>18:00-20:00</td><td>Smith Theatre</td></tr>
</table>

5.2 Tutorials

Tutorials commence in Week 2, *the week beginning 2nd August, 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 that you will then give to your usual tutor next time you meet.

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 together with any questions you may have about the preparation questions and the prior week's lecture material. As was described in section 4.3.1 a review of your tutorial questions is included in your assessment.

5.3 Textbook

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*.

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

The practice set for the course is:

- Wijewardena, H., 2000, *Guitar Mart: An accounting practice set*, Melbourne: Thomson Nelson ITP*.

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 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 past 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 are available for consultation for specified hours during the week. You can consult with any staff member, regardless of whether or not they are your tutor. Consultation in person is the recommended consultation mode. E-mail queries directed to the teaching staff will only be answered during consultation times. Staff will not reply to e-mails that 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. If you wish to see a particular staff member outside of consultation times, you will need to arrange a mutually suitable time.

5.7 Peer Assistance Support Scheme

The Peer Assistance Support Scheme (PASS) gives you an opportunity to clarify and reinforce specific questions and concepts that you encountered in tutorials and lectures. Second and third year accounting students lead informal one hour sessions to help groups of first year students who are having trouble with the course material.

No record of attendance is taken and you can attend as few or as many PASS sessions as you wish. Past experience suggests that the scheme has had a positive effect on students' grades. The scheme commences in Week 3 and session times and location are posted on the school website.

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 2039, 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.

5.11 Student support services

Those students who have a disability that requires some adjustment in their teaching or learning environment are encouraged to discuss their study needs with the course convenor prior to, or at the commencement of, their course, or with the Equity Officer (Disability) in the EADU 9385 4734. Issues to be discussed may include access to materials, signers or note-takers, the provision of services and additional exam and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.

6. Key staff

The key teaching staff for this course are:

Lecturing staff	Room	Phone	E-mail
Claudia Gormly (co-ordinator)	QUAD 3122	9385 5812	c.gormly@unsw.edu.au
Robert Czernkowski	QUAD 3081	9385 5807	r.czernkowski@unsw.edu.au
Tutorial staff (to be advised)			

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 he 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. Course structure

Week Commencing	Lecture number and Topic	Lecturer	T&G Readings
1 26 July	INTRODUCTION		
	1 Welcome and The Nature of Accounting	Claudia Gormly	Ch. 1
	2 Basic accounting concepts	Claudia Gormly	s.9.3-9.5 & s.1.1-1.4
2 2 August	3 The statement of financial position	Claudia Gormly	ss.1.1 – 1.7 ; 2.2-2.12 ; 3.2-3.5 ; 9.2 – 9.5
	4 The statement of financial performance	Claudia Gormly	
3 9 August	5 Introduction to financial reporting	Claudia Gormly	Ss 2.8 – 2.12; 3.4 – 3.5
	ACCOUNTING BASICS		
	6 The accounting cycle	Claudia Gormly	Ch.4
4 16 August	7 Adjusting entries	Robert Czernkowski	Ch.5
	8 The closing process	Robert Czernkowski	
5 23 August	9 Accounting systems	Robert Czernkowski	Appendix A5
	10 Group work introduction / Practice set workshop (1)	Kerry Howells (EDU) Claudia Gormly & Robert Czernkowski	
6 30 August	ASSETS		
	11 Cash and its Management	Robert Czernkowski	s.6.3-6
	12 Receivables	Robert Czernkowski	s.5.8
7 6 September	13 Inventory	Robert Czernkowski	s.7.1-11
	14 Inventory	Robert Czernkowski	s.7.1-11
8 13 September	Mid-session Exam. No lectures or tutorials will be held in this week.		
9 20 September	15 Non-current assets (1)	Claudia Gormly	s.8.1-12
	16 Non-current assets (2)	Claudia Gormly	s.8.1-12
27 September	Mid-session break		
10 5 October	17 Non-current assets (3)	Robert Czernkowski	s.8.1-12
	LIABILITIES		
	18 Introduction to liabilities	Robert Czernkowski	s.10.3, 10.5
11 11 October	19 GST	Robert Czernkowski	s.10.4
	20 Practice set workshop (2)	Claudia Gormly & Robert Czernkowski	
12 18 October	21 Owners' equity (1)	Robert Czernkowski	s.10.6-11
	22 Owners' equity (2)	Robert Czernkowski	s.10.6-11
13 25 October	SPECIAL TOPICS		
	23 Intercorporate investments (1)	Claudia Gormly	
	24 Intercorporate investments (2)	Claudia Gormly	s.10.2
14 1 November	25 Financial reporting principles	Claudia Gormly	s.9.2-9.5 & s.9.9
	26 Review, evaluation and AFM1B preview	Claudia Gormly	
6-11 Nov.	Study period		
12-30 Nov.	Examinations		