



ACCT11081 *Introductory Financial Accounting*

Term 1 - 2021

Profile information current as at 20/06/2021 10:13 pm

All details in this unit profile for ACCT11081 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview

This unit introduces you to key concepts of financial accounting and supports you to apply these concepts to various elements of accounting. You will also examine financial statements and how they are analysed and interpreted for effective decision making by both internal and external users. This unit prepares you for further accounting units.

Details

Career Level: *Undergraduate*

Unit Level: *Level 1*

Credit Points: 6

Student Contribution Band: 10

Fraction of Full-Time Student Load: 0.125

Pre-requisites or Co-requisites

Pre-requisite: ACCT11059 or ACCT11057 Anti-requisite: ACCT19084

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

Offerings For Term 1 - 2021

- Brisbane
- Melbourne
- Online
- Sydney

Attendance Requirements

All on-campus students are expected to attend scheduled classes - in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

Class and Assessment Overview

Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

Class Timetable

[Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

[Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview

1. **Online Quiz(zes)**

Weighting: 5%

2. **Written Assessment**

Weighting: 45%

3. **Take Home Exam**

Weighting: 50%

Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the [University's Grades and Results Policy](#) for more details of interim results and final grades.

CQUniversity Policies

All University policies are available on the [CQUniversity Policy site](#).

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from Student feedback

Feedback

It would be great if one of the weekly tutorials/workshops could be videoed as well as the weekly lecture.

Recommendation

We will include videos of the weekly workshops on Moodle.

Feedback from Student feedback

Feedback

It would be great if we could have a video to support Steps 4 and 5 of the Assignment.

Recommendation

We will include videos to support Steps 4 and 5 of the Assignment on Moodle.

Unit Learning Outcomes

On successful completion of this unit, you will be able to:

1. Describe the accounting conceptual framework as it applies to specific financial reports
2. Apply the accounting conceptual framework to the measurement of the elements of accounting
3. Examine how financial statements are analysed and interpreted for effective decision making
4. Interact effectively with peers.

Alignment of Learning Outcomes, Assessment and Graduate Attributes



Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes			
	1	2	3	4
1 - Online Quiz(zes) - 5%	•	•	•	
2 - Written Assessment - 45%		•	•	•
3 - Take Home Exam - 50%	•	•	•	

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes			
	1	2	3	4
1 - Communication	•			•

Graduate Attributes	Learning Outcomes			
	1	2	3	4
2 - Problem Solving	•	•	•	•
3 - Critical Thinking		•	•	
4 - Information Literacy				
5 - Team Work				•
6 - Information Technology Competence				
7 - Cross Cultural Competence				
8 - Ethical practice				
9 - Social Innovation				

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes								
	1	2	3	4	5	6	7	8	9
1 - Online Quiz(zes) - 5%	•	•	•						
2 - Written Assessment - 45%	•	•	•		•				
3 - Take Home Exam - 50%	•	•	•						

Textbooks and Resources

Textbooks

There are no required textbooks.

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Word
- Excel
- MYOB AccountRight Plus v19 or MYOB Essentials for Mac users

Referencing Style

All submissions for this unit must use the referencing style: [American Psychological Association 7th Edition \(APA 7th edition\)](#)

For further information, see the Assessment Tasks.

Teaching Contacts

David Keene Unit Coordinator
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Schedule

Week 1 - 08 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Introduction	Study Guide Chap 1 (Sections 1.1 - 1.3)	

Week 2 - 15 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Double Entry Bookkeeping: recording Business Transactions	Study Guide Chapter 1 (Section 1.4) Study Guide Chapter 2	

Week 3 - 22 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Double Entry Bookkeeping: the Adjusting Process	Study Guide Chapter 2 Study Guide Chapter 3	Assessment Task 1 Online Quiz available from 09:00 AEST Monday 22 March 2021 to 21:00 AEST Friday 26 March 2021.

Week 4 - 29 Mar 2021

Module/Topic	Chapter	Events and Submissions/Topic
Double Entry Bookkeeping: completing the Accounting Cycle	Study Guide Chapter 3	

Week 5 - 05 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Retailing Operations	Study Guide Chapter 4	

Vacation Week - 12 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
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Week 6 - 19 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Retail Inventory	Study Guide Chapter 4	Assessment Task 2 Written assessment (Part A) due by 23:45 AEST Wednesday 21 April 2021.

Week 7 - 26 Apr 2021

Module/Topic	Chapter	Events and Submissions/Topic
Accounting Systems: MYOB		

Week 8 - 03 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Receivables	Study Guide Chapter 5	

Week 9 - 10 May 2021

Module/Topic	Chapter	Events and Submissions/Topic
Non-Current Assets	Study Guide Chapter 5	Assessment Task 2 Written assessment (Part B) due by 23:45 AEST Wednesday 12 May 2021.
Week 10 - 17 May 2021		
Module/Topic	Chapter	Events and Submissions/Topic
Liabilities	Study Guide Chapter 6	
Week 11 - 24 May 2021		
Module/Topic	Chapter	Events and Submissions/Topic
Statement of Cash Flows	Study Guide Chapter 7	
Week 12 - 31 May 2021		
Module/Topic	Chapter	Events and Submissions/Topic
Revision		
Review/Exam Week - 07 Jun 2021		
Module/Topic	Chapter	Events and Submissions/Topic
Exam Week - 14 Jun 2021		
Module/Topic	Chapter	Events and Submissions/Topic

Assessment Tasks

1 Online Quiz

Assessment Type

Online Quiz(zes)

Task Description

Assessment Task Information

The online quiz has a weighting of 5% of the total marks for the unit.

The online quiz will be available as follows:

- Open at 09:00 (9 AM) AEST Monday 22 March 2021 (Week 3), and
- Close at 21:00 (9 PM) AEST Friday 26 March 2021 (Week 3).

The online quiz assesses the content from:

- Week 1 (Introduction), and
- Week 2 (Recording Business Transactions).

The online quiz consists of 10 multiple choice questions.

The duration of the online quiz is 20 minutes from the time you start it.

The online quiz is open-book.

Before you start the online quiz you should ensure that any pop-up blockers in your web browser are disabled.

The online quiz must be completed during the time that it is open. In the absence of an approved extension, there will be no opportunity to complete the online quiz after it closes.

Number of Quizzes

Frequency of Quizzes

Assessment Due Date

Return Date to Students

Results will be available in Moodle immediately after completion of the online quiz.

Weighting

5%

Assessment Criteria

Each correctly answered question is awarded 0.5 marks.

Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

Submission

Online

Submission Instructions

Submit through Moodle

Learning Outcomes Assessed

- Describe the accounting conceptual framework as it applies to specific financial reports
- Apply the accounting conceptual framework to the measurement of the elements of accounting
- Examine how financial statements are analysed and interpreted for effective decision making

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking

2 Written Assessment

Assessment Type

Written Assessment

Task Description**Assessment Task Information**

This assessment task is an individual assignment that comprises two parts:

1. Written assessment (Part A):

- Has a weighting of 20% of the total marks for the unit.
- Is due by 23:45 (11.45 PM) AEST on Wednesday 21 April 2021 (Week 6).

2. Written assessment (Part B):

- Has a weighting of 25% of the total marks for the unit.
- Is due by 23:45 (11.45 PM) AEST on Wednesday 12 May 2021 (Week 9).

Full details of this assessment task (including the specific questions and the assessment criteria) will be available in Moodle at the commencement of the term.

Assessment Due Date**Return Date to Students**

You will receive your assignment back two weeks from the submission date

Weighting

45%

Assessment Criteria

The assessment criteria will be included in the assessment documents in Moodle.

Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

Submission

Online

Submission Instructions

Submit through Moodle

Learning Outcomes Assessed

- Apply the accounting conceptual framework to the measurement of the elements of accounting
- Examine how financial statements are analysed and interpreted for effective decision making
- Interact effectively with peers.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Team Work

3 TAKE HOME EXAM

Assessment Type

Take Home Exam

Task Description

Assessment Task Information

The take-home exam has a weighting of 50% of the total marks for the unit.

The take-home exam will be scheduled during the university exam period.

You will be advised during the term of the scheduled date and time of the take-home exam.

The duration of the take-home exam is 3.5 hours.

The take-home exam is open-book.

On the date scheduled for the take-home exam, you will:

- Download a document from Moodle (available at the scheduled start time) that contains the questions,
- Complete answers to these questions in a Word document, and
- Submit your document in Moodle before the scheduled end time.

Further information on the take-home exam will be available in Moodle.

Assessment Due Date

During the University examination period

Return Date to Students

Weighting

50%

Assessment Criteria

No Assessment Criteria

Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

Submission

Online

Submission Instructions

Submit through Moodle

Learning Outcomes Assessed

- Describe the accounting conceptual framework as it applies to specific financial reports
- Apply the accounting conceptual framework to the measurement of the elements of accounting
- Examine how financial statements are analysed and interpreted for effective decision making

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

What can you do to act with integrity?



Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem

Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.