

Unit of Study Guide: BUS1004 Foundations of Accounting

Trimester 3, 2022

Overview

This unit will explore financial reporting as part of financial accounting which is the activity involved with: classifying, measuring and recording the economic transactions of an entity in accordance with established principles, legal requirements and accounting standards.

Course(s)	Diploma of Business (DipBUS) Bachelor of Business (BBUS) Diploma of Business Information Systems (DipBIS) Bachelor of Business Information Systems (BBIS)
Credit Points	6 Credit points
Duration	12 weeks (10 teaching weeks; 1 study week; 1 final assessment week)
Level	Undergraduate Introductory
Student Workload	Students should expect to spend approximately 10 hours per week over 12 weeks (totalling approximately 120 hours) on learning activities for this unit.
Mode(s) of Delivery	On campus, Blended
Pre-Requisites	N/A
Unit Coordinator	As per current timetable
Contact Information	Consultation: 1 hour scheduled session

Unit Learning Outcomes

On successful completion of this units, students will be able to:

- ULO1 Apply relevant accounting concepts to simple business scenarios.
- ULO2 Evaluate the effects of business transactions on the key components of the three main accounting reports.
- ULO3 Record and report simple business transactions following Generally Accepted Accounting Principles using appropriate accounting software.
- ULO4 Analyse and interpret information contained in accounting reports, particularly business profitability, working capital management, and financing.
- ULO5 Understand simple cost concepts and their relevance to small business management.
- ULO6 Apply basic management accounting techniques to provide solutions to simple business scenarios.

Weekly Schedule

Detailed information for each week's activities can be found in the unit's weekly modules in Canvas.

Week	Topic
Week 1	The process of accounting including introduction to accounting software
Week 2	The different forms of business entities
Week 3	Business transactions including recording these in accounting software
Week 4	Generating income statements using accounting software
Week 5	Generating balance sheets using accounting software
Week 6	Generating Cash Flow Statements using accounting software
Week 7	Analysis and interpretation of financial statements
Week 8	Analysis and interpretation of financial statements - II
Week 9	Cost-volume-profit analysis I
Week 10	Cost-volume-profit analysis II
Week 11	STUDY WEEK
Week 12	ASSESSMENT/EXAMINATION WEEK

Assessments






1. All assessments are compulsory.
2. To pass the unit students must:
 - achieve a total of 50% or more of marks offered; and
 - pass all individual invigilated assessments; and
 - have attempted all assessments.

Where one or more of these requirements are not met, the Board of Examiners will consider a student's overall progress towards meeting the unit learning outcomes and any special circumstances before reaching a decision.

3. The Board of Examiners may grant a supplementary assessment where a student:
 - achieves a total of 45% or more; and
 - has passed all individual invigilated assessments in the unit; and
 - has attempted all assessments; and
 - has a recommendation for supplementary assessment by the Unit Coordinator and the Head of Discipline.

Where one or more of these requirements are not met, the Board of Examiners will consider a student's overall progress towards meeting the unit learning outcomes and any special circumstances before reaching a decision. Attendance and engagement in class will be considered.

4. APIC awards common result grades as set out in the [Award of Grade Policy](#).
5. Detailed information for each assessment can be found on the Unit's Home Page and in the Assessment Brief.

Assessment Task	Type	Weight	Length	Due	ULOs Assessed
Assessment 1: Logbook This is an invigilated weekly task to be completed through e-portfolio and submitted through Logbook submission. Please see Canvas for detailed guidelines. This is an invigilated individual assessment.	Individual  Invigilated 	30%	30 mins each week (equiv. to 2000 words)	Week 3 Week 5 Week 7 Week 9	[ULO1], [ULO2], [ULO3], [ULO4], [ULO5], [ULO6]
Assessment 2: Report This is a non-invigilated group (maximum three) assessment. The students are required to prepare an analytical report on an ASX listed company. The report needs to overview the company followed by the financial analysis. Please see canvas for detailed guidelines.	Group 	30%	2000 +/- 10% words	Week 10	[ULO1], [ULO2], [ULO3], [ULO4], [ULO5], [ULO6]
Assessment 3: Final Exam The student is required to sit for the exam with duration of 120 minutes. The contents of the exam may consist of the practical applications, scenario analysis, cases and problem-solving question on topics covered in the unit.	Individual  Invigilated 	40%	120 mins (equiv. 2000 words)	Week 12	[ULO1], [ULO2], [ULO3], [ULO4], [ULO5], [ULO6]

equiv. – equivalent word count based on the Assessment Load Equivalence Guide. It means this assessment is equivalent to the normally expected time requirement for a written submission containing the specified number of words.

Course Reserves

Course Reserve includes all required resources and reading material for the unit of study. You can access Course Reserve via [APIC Library](#) or via the Course Reserve link on the unit's homepage.

Prescribed text(s):

Birt, J, Chalmers, K, Maloney, S, Brooks, A & Oliver, J 2019, *Accounting business reporting for decision making*, 7th edn, John Wiley and Sons, Massachusetts.

Recommended Readings:

Robinson, TR 2020, *International financial statement analysis*, John Wiley & Sons, Australia.

Other Recommended Resources:

Harvard Business Review: www.hbr.org

Academic Integrity

Ethical conduct and academic integrity and honesty are fundamental to the mission of APIC and academic misconduct will not be tolerated by the College. It is the responsibility of every student to make sure that they understand what constitutes academic misconduct and to refrain from engaging in it. Please refer to APIC's [Academic Integrity Policy](#) for further details.

Other Important Information and Links

<p>Special consideration</p> <p>If your academic work is impacted by significant documented illness, hardship, or other adverse circumstances beyond your control, you may make an application for Special Consideration. Please refer to the Assessment Policy for further details.</p>	<p>Late submission</p> <p>Penalties apply when work is submitted after the due date without approval. Please refer to the Assessment Policy for information about late submission.</p>
<p>Assessment appeals</p> <p>If you are concerned about a mark you have received for an assessment or final grade, you may apply to formally appeal the grade. Please see the Assessment Policy for further details.</p>	<p>Award of grades</p> <p>APIC awards common result grades, set out in the Award of Grade Policy.</p>

<p>Expectations of student conduct</p> <p>Students are expected to conduct themselves in a manner that is consistent with a safe and respectful study environment. More information can be found in the Student Code of Conduct.</p>	<p>Study resources</p> <p>APIC Library and Student Learning Support resources and services can be accessed via the Student Lounge or your Dashboard on the OLS (Canvas).</p>
<p>Student Services</p> <p>The Student Services team provides administrative support for students and handles enquiries about enrolment, timetables, important dates and submitting forms. More information can be found on the Student Services page on the OLS (Canvas).</p>	<p>Key dates</p> <p>Key dates through the academic year, including teaching periods, census, payment deadlines and exams can be found on the Academic Calendar section of the APIC website.</p>

Changes and Updates to the Unit of Study Guide

This Unit of Study Guide may be updated and amended from time to time. Students will be notified of any changes to the unit via the Online Learning System (Canvas) space for the unit.

This Unit of Study Guide was last modified on 15 Sep 2022.