



UNSW Business School Course Outline

ACCT2511 Financial Accounting Fundamentals - 2022

Study Level
Undergraduate

Term
Term 3

UOC
6

Location
On Campus and
Online

School
Accounting
Auditing & Tax

1. Course Details

Summary of Course

This course follows on from COMM1140 by further introducing students to the process of financial statement preparation. It builds technical competence in recording economic events through an accounting system. This course complements and extends knowledge gained in COMM1140 in the following ways:

- Technical competence in recording economic events through accounting systems;
- Critical appreciation of important issues in accounting theory and practice;
- Recording business transactions using accounting software; and
- Familiarity with institutional structures that affect the practice of accounting.

Topics covered in this course include record keeping in the ledgers, accounting for current assets such as accounts receivable and inventory, non-current assets, liabilities, revenues and expenses, equity, balance sheet and income statement, cash flow statements, and accounting policy choice.

Teaching Times and Locations

Please note that teaching times and locations are subject to change. Students are strongly advised to refer to the Class Timetable website for the most up-to-date teaching times and locations.

[View course timetable](#)

Course Policies & Support

The Business School expects that you are familiar with the contents of this course outline and the UNSW and Business School learning expectations, rules, policies and support services as listed below:

- Program Learning Outcomes
- Academic Integrity and Plagiarism
- Student Responsibilities and Conduct
- Special Consideration
- Protocol for Viewing Final Exam Scripts
- Student Learning Support Services

Further information is provided in the [Assessment](#) and [Policies and Support](#) sections.

Students may not circulate or post online any course materials such as handouts, exams, syllabi or similar resources from their courses without the written permission of their instructor.

Course Aims and Relationship to Other Courses

This course is part of the financial accounting stream within the Accounting major, which is within the Bachelor of Commerce. The knowledge learned from COMM1140 Financial Management is further extended in ACCT2511 Financial Accounting Fundamentals. In this course the preparation of external financial reports is conducted for corporate entities. In

COMM1140 students were introduced to financial concepts, financial statements, the double-entry system, record keeping, financial statement analysis, managing cash flows, capital markets and responsible financial management. In ACCT2511 we build on the knowledge of COMM1140 and extend into corporate accounting technical concepts. This course is the first part of a 3-part financial accounting course stream, and prepares you for the next two courses: ACCT2542 Corporate Financial Reporting and Analysis; and ACCT3563 Issues in Financial Reporting and Analysis. The role of ACCT2511 is to lay the foundational knowledge of general-purpose financial statements, which is then further developed in the two remaining courses in the stream. ACCT2542 Corporate Financial Reporting and Analysis extends the knowledge of ACCT2511 beyond the preparation of a single corporate entity, and is focused on the technical knowledge required to prepare consolidated financial statements of a corporate group entity and accounting for associates. The third and final financial accounting stream course is ACCT3563 Issues in Financial Reporting and Analysis. ACCT3563 builds on the knowledge from both ACCT2511 and ACCT2542 to explore accounting theories, ethics, advanced topics in liabilities, employee benefits, share-based payments, revenue recognition, leases, financial instruments, foreign currency transactions, hedging, disclosure and accounting for mineral resources.

This course is offered by the School of Accounting, Auditing & Taxation and is a core course for students enrolled in a major in Accounting. To enrol in this course, the following pre-requisite must have been satisfied: COMM1140 Financial Management. ACCT2511 is a co-requisite with ACCT2522 Management Accounting 1, in that this course can be taken in the same term as ACCT2522, but not in a term after ACCT2522. This course is part of the core curriculum studies required by CPA Australia and Chartered Accountants Australia & New Zealand (CA ANZ).

Student Learning Outcomes

The Course Learning Outcomes (CLOs) are what you should be able to demonstrate by the end of this course, if you participate fully in learning activities and successfully complete the assessment items.

CLOs also contribute to your achievement of the Program Learning Outcomes (PLOs), which are developed across the duration of a program for all students. More information on coursework PLOs is available under [Policies and Support](#). PLOs are, in turn, directly linked to [UNSW graduate capabilities](#) and the aspiration to develop “globally focussed graduates who are rigorous scholars, capable of leadership and professional practice in an international community”.

For PG research PLOs please refer to the [UNSW HDR Graduate Attributes and Learning Outcomes](#).

The following table shows how the CLOs for this course relate to the overall PLOs and indicates where each CLO and PLO is assessed:

Course Learning Outcomes	Program Learning Outcomes	Course Assessment Item
On successful completion of the course, you should be able to:	This course helps you to develop the following Program Learning Outcomes:	This learning outcome will be assessed in the following items:
Define, identify, and classify economic transactions into components of the	PLO 1: Business knowledge	<ul style="list-style-type: none"> • MYOB Financial Reporting Simulation Assignment • Research & Critical

Course Learning Outcomes	Program Learning Outcomes	Course Assessment Item
financial statements, such as revenues, expenses, assets, liabilities and equity, and be able to explain their inter-relationships.		Analysis Assignment <ul style="list-style-type: none"> • Tutorial Participation • Final Exam
Explain and apply the accounting treatment to record basic business transactions and other events for businesses using the principles of double entry accounting.	PLO 1: Business knowledge PLO 2: Problem solving	<ul style="list-style-type: none"> • MYOB Financial Reporting Simulation Assignment • Tutorial Participation • Final Exam
Prepare, analyse and interpret general purpose financial statements and related disclosures for a company including: income statement; balance sheet; and cash flow statement.	PLO 1: Business knowledge PLO 2: Problem solving	<ul style="list-style-type: none"> • MYOB Financial Reporting Simulation Assignment
Evaluate the appropriateness of accounting policies used to prepare financial statements and understand that accounting involves the application of significant professional judgement.	PLO 2: Problem solving PLO 3: Business communication	<ul style="list-style-type: none"> • MYOB Financial Reporting Simulation Assignment • Research & Critical Analysis Assignment • Tutorial Participation • Final Exam
Demonstrate problem solving and critical thinking skills in relation to accounting applications and practices.	PLO 2: Problem solving	<ul style="list-style-type: none"> • MYOB Financial Reporting Simulation Assignment • Research & Critical Analysis Assignment • Tutorial Participation • Final Exam
Discuss and synthesise information relating to national and international developments in accounting standard setting, accounting research, and media reports in order to understand how real world companies are impacted by accounting.	PLO 1: Business knowledge PLO 2: Problem solving PLO 3: Business communication PLO 6: Global and cultural competence	<ul style="list-style-type: none"> • Research & Critical Analysis Assignment • Tutorial Participation
Record business transactions using accounting software.	PLO 1: Business knowledge PLO 2: Problem solving	<ul style="list-style-type: none"> • MYOB Financial Reporting Simulation Assignment

2. Staff Contact Details

Position	Title	Name	Email	Location	Phone	Consultation Times
Lecturer-in-charge	Dr	Nicole Ang	Email	N/A	N/A	TBA
Lecturer	Dr	Hien Hoang	Email	N/A	N/A	TBA

The policies regarding staff contact are as follows:

- All questions regarding course administration should be directed to the Lecturer-in-charge.
- Full-time staff will be available for consultation starting from Weeks 2 to 10, and in the STUVAC period.
- Consultation hours will be advised on the course Moodle page in a consolidated timetable.
- Students are encouraged to consult with staff during consultation sessions. Consultation will not be provided via phone or email (see below for more detail).
- Questions about academic content can ONLY be posted to the Discussion Forum. These questions will not be answered by email.
- Consultation times during the STUVAC period will likely vary from the regular consultation times during Term, and will be posted on the course webpage later in the Term.

While emails to staff should be a rare occurrence as noted above, in instances where it is warranted please make sure that you:

- Use your official UNSW email account when corresponding with ACCT2511 staff. Emails from other addresses (such as Hotmail, Gmail, Yahoo, 126, QQ, etc.) are not accepted and will not be replied to.
- Use common written etiquette when communicating with staff. Emails (and discussion forum posts) that use short-hand and "Texting" language are not acceptable, and communication must be in English. Please do not expect a reply if you do not follow these writing requirements and your email cannot be understood.
- You must identify yourself by your full name, student ID, and tutorial day and time.
- Please be aware that Staff will not necessarily reply to students to inform them if their emails are non-compliant.
- Please allow up to 2 business days for the staff to respond to your emails. Hours in which to expect a reply: Monday-Friday 9AM-5PM.

Questions about the academic content of the course will not be answered by email. These should only be posted to the Discussion Board.

Complaints about the above, the assessment, or other aspects of this course should be directed to the Lecturer-in-Charge in the first instance. If unsatisfied with the response received, then please direct your concerns to the School of Accounting Grievance Officer: <https://www.business.unsw.edu.au/about/schools/accounting/contact>

3. Learning and Teaching Activities

Use of your Webcam and Digital Devices: If you enrol in an online class, or the online stream of a hybrid class, teaching and associated activities will be conducted using Teams, Zoom, or similar a technology. Using a webcam is optional, but highly encouraged, as this will facilitate interaction with your peers and instructors. If you are worried about your personal space being observed during a class, we encourage you to blur your background or make use of a virtual background. Please contact the Lecturer-in-Charge if you have any questions or concerns.

Some courses may involve undertaking online exams for which your own computer or digital devices will be required. Monitoring of online examinations will be conducted directly by University staff and is bound by the University's privacy and security requirements. Any data collected will be handled accordance with [UNSW policies and standards for data governance](#). For more information on how the University manages personal information please refer to the [UNSW Student Privacy Statement](#) and the [UNSW Privacy Policy](#).

Approach to Learning and Teaching in the Course

Successful study of ACCT2511 requires discipline, persistence, and diligence, but most of all your engagement with the teaching and learning activities. At UNSW, the focus is on your self-directed search for knowledge. This course provides you with lectures, tutorials, online videos, textbook readings, and other materials; these are all designed to help you learn the course. The aim of this course structure is to provide you with a flexible but directed learning approach. The assessment items will provide you with ongoing feedback on your performance in the course. Based on past evidence, students who routinely miss lectures and tutorials and/or do not participate actively during the tutorials typically fail this course. Behaviour during lectures and tutorials can be informal but must remain respectful to your fellow students and towards the lecturer/tutor.

Learning Activities and Teaching Strategies

1. Student engagement

Learning occurs via lectures and tutorials, where instructors explain and actively demonstrate accounting techniques and engage with the learning materials. Students who miss this instruction miss a crucial learning activity.

Students learn independently through undertaking course activities: reading the textbook; completing written answers to tutorial questions; engaging in course discussion with peers; and reviewing course materials. Learning also occurs in self-study groups and through consultation with teaching staff.

Engage with the learning materials, complete tutorial questions, and participate in tutorials and online discussions. Discuss concepts and issues with staff and other students to assist your learning. Students should ask questions and/ or raise issues throughout the term in order to obtain feedback that is additional to feedback from assessment tasks.

2. Lectures

The purpose of lectures in this course is to introduce and explain concepts that are critical to the core themes of the course. Topic summary materials (in documents titled "Handout" documents) as well as a PDF of lecture slides will be available on the course Moodle site, and you are encouraged to download the Handout document and lecture slides prior to attending each week's lecture. Students are encouraged to attend the lecture when it occurs, rather than watch the recordings, because live lectures provide you with

an opportunity to ask questions of staff at the time you are thinking about the topic. In contrast, lecture recordings are better used as a revision tool. Lecture slides are prepared with the expectation that students will actively listen and take notes during the lecture.

3. Tutorials: from week 2

Tutorials provide students with a regular small group forum to interact with teaching staff and other students to discuss the issues encountered when attempting the tutorial questions. Tutors will work through the tutorial questions and will ask students to participate with their responses to questions when doing so. Active participation during the tutorials is vital for you to get the most out of the tutorial. In order to obtain feedback on content questions you should in the first instance ask your tutor during the tutorial. You are encouraged to take notes during the tutorials in order to obtain the full benefit of the tutorial and facilitate your personal study for the assessment items. In order to be able to answer tutorial questions you need to come to the tutorial prepared – i.e., having attended (or watched) the lectures and taken notes, watched any applicable short-lecture videos on the course Moodle site, and attempted the tutorial questions indicated in the Handout document on the Moodle site. Please note that tutorials will lag lectures by one week e.g., the week two tutorial questions relate to material that is introduced in the week one lectures.

4. Staff Consultation: from week 2

Staff consultation sessions will be held via Zoom. These sessions provide an opportunity to address your general areas of difficulty in the course or have your questions answered, with one of the lecturing team members in a less formal setting. You are welcome to attend any staff member's consultation time. Specific questions are encouraged. Note that during busy times staff will try to accommodate as many students as possible. Staff will also be available during the study (STUVAC) week for consultation prior to the final exam. Details about consultation times and how to access the sessions during the term and STUVAC will be provided on the course Moodle page at a later date.

5. Peer Assisted Study Sessions (PASS): from week 3

PASS offers free, weekly, out-of-class study sessions that are drop-in, drop-out to all students enrolled in ACCT2511. The PASS classes are facilitated by a leader who is a student who has previously studied and successfully completed the course. Attending PASS regularly can help you to: deepen your understanding of the course content; develop skills for independent university study; make friends; and help you feel more confident in your studies. The timetables for the PASS class will be made available on the course Moodle site. There is no need to register. You can choose to attend during some weeks but not other weeks, depending on your needs. To get the most out of your PASS class you should: (i) be interactive; (ii) come along with questions and raise issues that you are having with the course content; and (iii) attend regularly. Please note that PASS classes lag tutorials by one week e.g., the material introduced in the week one lecture is discussed in the week two tutorial, and then again in PASS in week three. This week lag gives you time to really process the topic material, to work out what you may still not be understanding after the tutorial and lecture, and be in a position to make the most of the PASS session.

6. General Strategy

An "ideal" weekly study strategy (on which the provision of course materials is based) might look like the following:

- Watch the mini-lecture videos on that week's topic (if available).
- Attend the lecture (preferably) or watch the recorded video of the lecture as soon as possible after the live lecture, and take notes.
- Read the relevant chapter(s) of the textbook and any other prescribed readings.
- Significantly attempt tutorial questions for that tutorial prior to attending the tutorial for that week.
- Write down any of your own questions that you have about that particular topic. During tutorials you

will have an opportunity to raise your own questions and clarify your understanding of the topic. Seek feedback from the tutor on how to answer questions and whether your tutorial question answers are on the right track. This active participation through talking with your tutor and fellow students helps you to identify issues that need to be clarified or resolved. Active participation in tutorials enhances the value you and others receive.

- Reflect after the tutorial and post up any remaining questions you have on the Discussion Forum on Moodle, attend a staff consultation session to ask more questions, and/or attend a PASS session.

Self-Study

There is an expectation in this course that students will engage in self-study. This is a key element of the course. The course webpage provides self-study questions and PASS questions for students to undertake their own self-directed study outside of tutorials and lectures. We encourage students to engage with course materials outside of tutorials and attempt tutorial homework questions – aim to have at least 80% of the questions completed prior to attending tutorials.

4. Assessment

Formal Requirements

In order to pass this course, you must:

- achieve a composite mark of at least 50 out of 100;
- meet any additional requirements described in the Assessment Summary section.

You are expected to attempt all assessment requirements in the course.

Assessment Structure

Assessment Task	Weighting	Length	Due Date
Assessment 1: MYOB Financial Reporting Simulation Assignment	20%	Refer to Assessment Summary	Part 1 – Due Friday of Week 3 (5PM AEST) Part 2 – Due Friday of Week 8 (5PM AEST) Part 3 – Due Friday of Week 10 (5PM AEST)
Assessment 2: Research & Critical Analysis Assignment (Note: Working in pairs is encouraged but optional, and teamwork is not formally assessed) (BCom students: myBCom course points for PLO3 & PLO6)	20%	Refer to Assessment Summary	Due Friday of Week 5 (5pm AEST)
Assessment 3: Tutorial Participation	10%	During tutorials Weeks 2-5, 7-10	Participation is during tutorials. Each week is weighted equally.
Assessment 4: Final Exam (BCom students: myBCom course points for PLO2)	50%	2 hours and 10 minutes	Exam held on campus during the official university exam period.

Assessment Summary

As a student at UNSW you are expected to display [academic integrity](#) in your work and interactions. Where a student breaches the [UNSW Student Code](#) with respect to academic integrity, the University may take disciplinary action under the Student Misconduct Procedure. To assure academic integrity, you may be required to demonstrate reasoning, research and the process of constructing work submitted for assessment.

To assist you in understanding what academic integrity means, and how to ensure that you do comply with the UNSW Student Code, it is strongly recommended that you complete the [Working with Academic Integrity](#) module before submitting your first assessment task. It is a free, online self-paced Moodle module that should take about one hour to complete.

You are expected to complete all assessment tasks for your courses in the School of Accounting, Auditing & Taxation. In some courses, there will be a minimum pass mark required on the final exam due to the need to assure individual mastery of specific course learning outcomes for accounting accreditation requirements. Where applicable this is explained in the assessment information below.

For more details of all assessments, see the "ACCT2511 Assessment Summary T3 2022" document on Moodle under "Assessments". It is your responsibility to read the document carefully.

Assessment 1: MYOB Financial Reporting Simulation Assignment (20%)

You will use MYOB to set up a business profile, record transactions, and generate financial statements for a simulated business. The assignment has three parts, with submissions due by Friday 5pm AEST in weeks 3, 8, and 10. Detailed information will be posted in stages on Moodle under "Assessments", starting from Week 1.

Assessment aims: To develop understanding of, and practical skills in book-keeping and preparing financial statements using accounting software.

Assessment 2: Research & Critical Analysis Assignment (20%)

This can be completed individually, or in pairs, with one other student in your tutorial. Teamwork is not formally assessed, but working in pairs will allow you to access different perspectives and strengths. You will need course knowledge (topics one to four) and to conduct research in order to analyse components of a company's financial statements. Details will be posted on Moodle under "Assessments" by Week 2. Submissions are due Friday of Week 5 by 5pm AEST.

Assessment aims: To develop students' ability to apply their knowledge to real companies and their financial statements, to develop an appreciation for the multitude of factors that may affect financial reporting in practice, and to introduce students to financial accounting research. This assignment will lay the foundations of knowledge about how a research project might be conducted. This knowledge is extended in the two follow-on financial courses within the accounting major: ACCT2542 and ACCT3563. Critical thinking, written communication, and research skills will be enhanced. Students working in pairs will also develop their teamwork and communication skills.

Assessment 3: Tutorial Participation (10%)

Students must attend the tutorial in which they are enrolled in myUNSW each week to be considered eligible for tutorial participation marks. A high correlation exists between actively participating during tutorials and passing the course. You will be assessed based on the extent and quality of your contributions to all tutorials throughout the term. Your mark is based on: constructive participation during tutorials that enhances all students' learning experience; and active engagement in all tutorial activities. Grading criteria is as follows:

- 0 – 4 = attendance with no or limited participation, e.g., when called on by the tutor there is no reply; not contributing to class discussions; copying/reading word for word from the solutions manual; having an answer but not being able to explain it; not interacting with group members when group work is required.
- 5 – 7 = attendance with some regular participation, such as occasionally answering questions, engaging well with group members when group work is required, or being able to answer

questions when called on by the tutor.

• 8 – 10 = Consistently and frequently volunteering answers that are relevant and demonstrate preparation, and actively contributing during group activities. For online tutorials, adding a picture to your Zoom profile and/or turning on your webcam when answering questions (if your internet is stable enough) is highly encouraged for participation.

Note: The tutorial mark guidelines have no avenue for passive participation. Marks are awarded based on students' interaction AND conduct in class. Tutors keep detailed records of all participation. Students who are disruptive in class may have their tutorial participation marks cancelled. Please be aware that if you miss classes, you are missing your opportunity to participate.

Assessment aims: To encourage preparation for tutorials; to improve the quality of discussions; and to develop skills in the areas of critical thinking, problem-solving, group work, and oral communication.

Assessment 4: Final Exam (50%)

The final exam is held in the formal end-of-session examination period, and is two hours and 10 minutes long. Details about format and required materials will be posted on Moodle in Week 10.

The exam will be invigilated and held on UNSW's Kensington campus. The exam will be conducted on Inpera, an online assessment platform. It is a mandatory requirement that you attend the exam on-campus (even if you are only attending online classes) and that you come with a fully charged laptop which has the Safe Exam Browser (SEB) installed.

If you are an international student and completing this course remotely, the UNSW Exams Team will contact you to arrange an online invigilated exam monitored by UNSW staff, via Zoom. You will need a working camera and microphone on your laptop as you will be required to have your camera on for the entire duration of the exam.

Further instructions on how to prepare for this exam will be provided to you during the term.

Assessment aims: Enable students to demonstrate that they have achieved all Program and Course Learning Outcomes for the course, and have acquired an adequate level of technical competency in accounting that can be applied analytically and critically in a business environment. If the examiner is doubtful that this has been achieved, or the student has had a misadventure, an oral examination could be awarded in lieu of a supplementary exam.

Assignment Submission Procedure

Instructions on how to submit your assessment items will be provided on the course Moodle page.

Assessment Feedback

Feedback on student performance from formative and summative assessment tasks will be provided to students in a timely manner. Assessment tasks completed within the teaching period of a course, other than a final assessment, will be assessed and students provided with feedback, with or without a provisional result, within 10 working days of submission, under normal circumstances. Feedback on continuous assessment tasks (e.g. laboratory and studio-based, workplace-based, weekly quizzes) will be provided prior to the midpoint of the course.

Special Consideration

You can apply for special consideration when illness or other circumstances beyond your control interfere with your performance in a specific assessment task or tasks, including online exams. Students studying remotely who have exams scheduled between 10pm and 7am local time, are also able to apply for special consideration to sit a supplementary exam at a time outside of these hours.

Special consideration is primarily intended to provide you with an extra opportunity to demonstrate the level of performance of which you are capable. To apply, and for further information, see Special Consideration on the UNSW [Current Students](#) page.

Special consideration applications will be assessed centrally by the Case Review Team, who will update the online application with the outcome and add any relevant comments. The change to the status of the application immediately sends an email to the student and to the assessor with the outcome of the application.

Please note the following:

1. Applications can only be made through Online Services in myUNSW. Applications will not be accepted by teaching staff. The lecturer-in-charge/course coordinator will be automatically notified when your application is processed.
2. Applying for special consideration does not automatically mean that you will be granted a supplementary exam or other concession.
3. If you experience illness or misadventure in the lead up to an exam or assessment, you must submit an application for special consideration, either prior to the examination taking place, or prior to the assessment submission deadline, except where illness or misadventure prevent you from doing so.
4. If your circumstances stop you from applying before your exam or assessment due date, you must apply within 3 working days of the assessment or the period covered by your supporting documentation.
5. Under the UNSW Fit To Sit/Submit rule, if you sit the exam/submit an assignment, you are declaring yourself well enough to do so and are cannot subsequently apply for special consideration.
6. If you become unwell on the day of – or during – an exam, you must stop working on your exam, advise your course coordinator or tutor and provide a medical certificate dated within 24 hours of the exam, with your special consideration application. For online exams, you must contact your course coordinator or tutor immediately via email, Moodle or chat and advise them you are unwell and submit screenshots of your conversation along with your medical certificate and application.
7. Special consideration requests do not allow the awarding of additional marks to students.

Further information on Business School policy and procedure can be found under “Special Consideration” on the [Policies and Support](#) page.

Late Submission Penalties

Late submission will incur a penalty of 5% per day or part thereof (including weekends) from the due date and time. An assessment will not be accepted after 5 days (120 hours) of the original deadline unless special consideration has been approved. An assignment is considered late if the requested format, such as hard copy or electronic copy, has not been submitted on time or where the ‘wrong’ assignment has been submitted.

For assessments which account for 10% or less of the overall course grade, and where answers are immediately discussed or debriefed, the LIC may stipulate a different penalty. Details of such late penalties will be available on the course Moodle page.

Protocol for Viewing Final Exam Scripts

UNSW students have the right to view their final exam scripts, subject to a small number of very specific exemptions. The UNSW Business School has set a [protocol](#) under which students may view their final exam script. Individual schools within the Faculty may also set up a local process for viewing final exam scripts, so it is important that you check with your School. Further school-specific information may be included below.

Students in the School of Accounting, Auditing & Taxation at the UNSW Business School who wish to view their final examination script should also refer to this page: <https://www.unsw.edu.au/business/our-schools/accounting-auditing-taxation/student-life/viewing-final-examination-scripts>

Quality Assurance

The Business School is actively monitoring student learning and quality of the student experience in all its programs. A random selection of completed assessment tasks may be used for quality assurance, such as to determine the extent to which program learning goals are being achieved. The information is required for accreditation purposes, and aggregated findings will be used to inform changes aimed at improving the quality of Business School programs. All material used for such processes will be treated as confidential.

5. Course Resources

Prescribed Textbook

You will need to have access to one of two possible textbooks for this course. They have very similar coverage of the material that you will be learning in this course. Please make sure you have access to either:

(1) Trotman, Humphreys, Clout, Morgan (2022). Fundamentals of Accounting and Financial Management, Customised Edition Part 2, Cengage Learning Australia.

The above eTextbook is most appropriate if you already have access to Trotman, Humphreys, Clout, Morgan (2022) Fundamentals of Accounting and Financial Management, Customised Edition Part 1, Cengage Learning Australia.

This eTextbook can be purchased directly through Cengage. Instructions on how to acquire this book with a discount for our course will be posted to Moodle.

<https://au.cengage.com/c/fundamentals-of-accounting-and-financial-management-44-customised-edition-part-2-7e-trotman/9780170462976/>

OR

(2) Trotman, K., Carson, E. and Morgan, K. (2019). Financial Accounting: An Integrated Approach, 7th edition, Cengage Learning Australia.

The above text is most appropriate if you do not already have access to Trotman, Humphreys, Clout, Morgan (2022) Fundamentals of Accounting and Financial Management, Customised Edition Part 1, Cengage Learning Australia.

There are alternative ways of accessing this text. It can be purchased as an eTextbook or in physical form from Cengage:

<https://au.cengage.com/c/financial-accounting-an-integrated-approach-7e-trotman-carson-morgan/9780170411028/>

The library also currently holds physical copies of this text, as well as several digital licences for the electronic version of this book (there is a library link under “Course Resources” on Moodle to these e-versions). Please ensure that if you are accessing the eText version via the library that you log out after each use (so as not to prevent another student from accessing it).

Resources that may be useful to you throughout the term:

- Trotman, Carson, and Morgan (2019) Financial Accounting Student Study Guide, Cengage, (copies available in the UNSW Library).
- Australian Accounting Standards available at the AASB’s website: <https://www.aasb.gov.au> (see lecture notes for relevant accounting standards)

Course Website

This course has a Moodle site. You are required to have a student number and zPass to access this website at: <http://moodle.telt.unsw.edu.au> In addition, you must be enrolled in the course to access the course Moodle site. The Moodle site will contain important announcements, tutorial solutions, mini-lecture videos, and any additional material deemed suitable by the Lecturer-in-charge from time to time. If you need help getting started or using Moodle then go to <https://www.student.unsw.edu.au/moodle/support>.

6. Course Evaluation & Development

Feedback is regularly sought from students and continual improvements are made based on this feedback. At the end of this course, you will be asked to complete the [myExperience survey](#), which provides a key source of student evaluative feedback. Your input into this quality enhancement process is extremely valuable in assisting us to meet the needs of our students and provide an effective and enriching learning experience. The results of all surveys are carefully considered and do lead to action towards enhancing educational quality.

This course reflects changes that have been made in response to feedback received from students in previous sessions, such as the weighting and requirements of the MYOB assignment, the introduction of a discussion forum, and the number of tutorial questions and PASS questions.

7. Course Schedule

Note: for more information on the UNSW academic calendar and key dates including study period, exam, supplementary exam and result release, please visit: <https://student.unsw.edu.au/new-calendar-dates>

Week	Activity	Topic	Assessment/ Other
Week 1: 12 September	Lecture	Topic 1: Record Keeping including ledgers; Accounting Information Systems; and Accounts Receivable	<p>Reading:</p> <p>Trotman, Humphreys, Clout, Morgan (2022) Fundamentals of Accounting and Financial Management, Customised Edition Part 2 (Henceforth THCM): Chapter 10, and 11.1-11.10</p> <p>OR</p> <p>Trotman, Carson, Morgan (2019) Financial Accounting: An Integrated Approach (Henceforth TCM): Chapter 8</p> <p>Other: Complete additional self-study material on "The Accounting Cycle: Closing Entries" (on Moodle under "Topic 1") before the week 2 lecture</p>
Week 2: 19 September	Lecture	Topic 2: Inventory	<p>Reading: THCM Chapter 12 or TCM Chapter 9.</p> <p>Additional references: http://www.aasb.com</p>

Week	Activity	Topic	Assessment/ Other
			.au
	Tutorial	Topic 1: Record Keeping including ledgers; Accounting Information Systems; Accounts Receivable	–
Week 3: 26 September	Lecture	Topic 3: Non-Current Assets	Reading: THCM Chapter 13: 13.1-13.9 or TCM Chapter 10: 10.1-10.9. Assessment 1: MYOB Assignment Part 1 due Friday 5pm AEST of Week 3
	Tutorial	Topic 2: Inventory	–
Week 4: 3 October	Lecture	Topic 4: Liabilities	Reading: THCM Chapter 14: 14.1-14.10 or TCM Chapter 11: 11.1-11.10
	Tutorial	Topic 3: Non-Current Assets	–
Week 5: 10 October	Lecture	Topic 5: Equity	Reading: THCM Chapter 15: 15.1-15.5, & 15.12 or TCM Chapter 12: 12.3-12.8 Assessment 2: Research & Critical Analysis Assignment Due Friday 5pm AEST of Week 5
	Tutorial	Topic 4: Liabilities	–
Week 6: 17 October	–	Flexibility Week Break. No lectures, tutorials,	–

Week	Activity	Topic	Assessment/ Other
		PASS sessions or staff consultation times are scheduled during week 6.	
Week 7: 24 October	Lecture	Topic 6: Revenue & Expense Recognition	Reading: THCM Chapter 15: 15.6 - 15.11 or TCM Chapter 13
	Tutorial	Topic 5: Equity	–
Week 8: 31 October	Lecture	Topic 7: Cash Flows – Part 1 Direct Method	Reading: THCM Chapter 16: 16.1-16.3 or TCM Chapter 14: 14.1-14.4 Assessment 1: MYOB Assignment Part 2 Due Friday 5pm AEST of Week 8
	Tutorial	Topic 6: Revenue & Expense Recognition	–
Week 9: November 7	Lecture	Topic 8: Cash Flows – Part 2 Indirect Method & Analysis	Reading: THCM Chapter 16: 16.4-16.6 or TCM Chapter 14: 14.5-14.6
	Tutorial	Topic 7: Cash Flows – Part 1 Direct Method	–
Week 10: November 14	Lecture	Topic 9: Future of Accounting; Introduction to Data Analytics for Accounting	Reading: THCM Chapter 17, and more on Moodle site (optional) (there is no reading from TCM for this week) Assessment 1: MYOB Assignment Part 3 Due Friday 5pm AEST of Week

Week	Activity	Topic	Assessment/ Other
			10
	Tutorial	Topic 8: Cash Flows – Part 2 Indirect Method & Analysis	–

8. Policies and Support

Information about UNSW Business School program learning outcomes, academic integrity, student responsibilities and student support services. For information regarding special consideration, supplementary exams and viewing final exam scripts, please go to the [key policies and support](#) page.

Program Learning Outcomes

The Business School places knowledge and capabilities at the core of its curriculum via seven Program Learning Outcomes (PLOs). These PLOs are systematically embedded and developed across the duration of all coursework programs in the Business School.

PLOs embody the knowledge, skills and capabilities that are taught, practised and assessed within each Business School program. They articulate what you should know and be able to do upon successful completion of your degree.

Upon graduation, you should have a high level of specialised business knowledge and capacity for responsible business thinking, underpinned by ethical professional practice. You should be able to harness, manage and communicate business information effectively and work collaboratively with others. You should be an experienced problem-solver and critical thinker, with a global perspective, cultural competence and the potential for innovative leadership.

All UNSW programs and courses are designed to assess the attainment of program and/or course level learning outcomes, as required by the [UNSW Assessment Design Procedure](#). It is important that you become familiar with the Business School PLOs, as they constitute the framework which informs and shapes the components and assessments of the courses within your program of study.

PLO 1: Business knowledge

Students will make informed and effective selection and application of knowledge in a discipline or profession, in the contexts of local and global business.

PLO 2: Problem solving

Students will define and address business problems, and propose effective evidence-based solutions, through the application of rigorous analysis and critical thinking.

PLO 3: Business communication

Students will harness, manage and communicate business information effectively using multiple forms of communication across different channels.

PLO 4: Teamwork

Students will interact and collaborate effectively with others to achieve a common business purpose or fulfil a common business project, and reflect critically on the process and the outcomes.

PLO 5: Responsible business practice

Students will develop and be committed to responsible business thinking and approaches, which are underpinned by ethical professional practice and sustainability considerations.

PLO 6: Global and cultural competence

Students will be aware of business systems in the wider world and actively committed to recognise and respect the cultural norms, beliefs and values of others, and will apply this knowledge to interact, communicate and work effectively in diverse environments.

PLO 7: Leadership development

Students will develop the capacity to take initiative, encourage forward thinking and bring about innovation, while effectively influencing others to achieve desired results.

These PLOs relate to undergraduate and postgraduate coursework programs. For PG Research PLOs, including Master of Pre-Doctoral Business Studies, please refer to the [UNSW HDR Learning Outcomes](#)

Business School [course outlines](#) provide detailed information for students on how the course learning outcomes, learning activities, and assessment/s contribute to the development of Program Learning Outcomes.

UNSW Graduate Capabilities

The Business School PLOs also incorporate [UNSW graduate capabilities](#), a set of generic abilities and skills that all students are expected to achieve by graduation. These capabilities articulate the University's institutional values, as well as future employer expectations.

UNSW Graduate Capabilities	Business School PLOs
Scholars capable of independent and collaborative enquiry, rigorous in their analysis, critique and reflection, and able to innovate by applying their knowledge and skills to the solution of novel as well as routine problems.	<ul style="list-style-type: none"> • PLO 1: Business knowledge • PLO 2: Problem solving • PLO 3: Business communication • PLO 4: Teamwork • PLO 7: Leadership development
Entrepreneurial leaders capable of initiating and embracing innovation and change, as well as engaging and enabling others to contribute to change	<ul style="list-style-type: none"> • PLO 1: Business knowledge • PLO 2: Problem solving • PLO 3: Business communication • PLO 4: Teamwork • PLO 6: Global and cultural competence • PLO 7: Leadership development
Professionals capable of ethical, self-directed practice and independent lifelong learning	<ul style="list-style-type: none"> • PLO 1: Business knowledge • PLO 2: Problem solving • PLO 3: Business communication • PLO 5: Responsible business practice
Global citizens who are culturally adept and capable of respecting diversity and acting in a socially just and responsible way.	<ul style="list-style-type: none"> • PLO 1: Business knowledge • PLO 2: Problem solving • PLO 3: Business communication • PLO 4: Teamwork • PLO 5: Responsible business practice • PLO 6: Global and cultural competence

While our programs are designed to provide coverage of all PLOs and graduate capabilities, they also provide you with a great deal of choice and flexibility. The Business School strongly advises you to choose a range of courses that assist your development against the seven PLOs and four graduate capabilities, and to keep a record of your achievements as part of your portfolio. You can use a portfolio as evidence in employment applications as well as a reference for work or further study. For support

with selecting your courses contact the UNSW Business School [Student Services team](#) .

Academic Integrity and Plagiarism

Academic Integrity is honest and responsible scholarship. This form of ethical scholarship is highly valued at UNSW. Terms like Academic Integrity, misconduct, referencing, conventions, plagiarism, academic practices, citations and evidence based learning are all considered basic concepts that successful university students understand. Learning how to communicate original ideas, refer sources, work independently, and report results accurately and honestly are skills that you will be able to carry beyond your studies.

The definition of academic misconduct is broad. It covers practices such as cheating, copying and using another person's work without appropriate acknowledgement. Incidents of academic misconduct may have serious consequences for students.

Plagiarism

UNSW regards plagiarism as a form of academic misconduct. UNSW has very strict rules regarding plagiarism. Plagiarism at UNSW is using the words or ideas of others and passing them off as your own. All Schools in the Business School have a Student Ethics Officer who will investigate incidents of plagiarism and may result in a student's name being placed on the Plagiarism and Student Misconduct Registers.

Below are examples of plagiarism including self-plagiarism: **Copying:** Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment, without appropriate acknowledgement of authorship.

Inappropriate Paraphrasing: Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original, and information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.

Collusion: Presenting work as independent work when it has been produced in whole or part in collusion with other people. Collusion includes:

- Students providing their work to another student before the due date, or for the purpose of them plagiarising at any time
- Paying another person to perform an academic task and passing it off as your own
- Stealing or acquiring another person's academic work and copying it
- Offering to complete another person's work or seeking payment for completing academic work

Collusion should not be confused with academic collaboration (i.e., shared contribution towards a group task).

Inappropriate Citation: Citing sources which have not been read, without acknowledging the 'secondary' source from which knowledge of them has been obtained.

Self-Plagiarism: 'Self-plagiarism' occurs where an author republishes their own previously written work

and presents it as new findings without referencing the earlier work, either in its entirety or partially. Self-plagiarism is also referred to as 'recycling', 'duplication', or 'multiple submissions of research findings' without disclosure. In the student context, self-plagiarism includes re-using parts of, or all of, a body of work that has already been submitted for assessment without proper citation.

To see if you understand plagiarism, do this short quiz: <https://student.unsw.edu.au/plagiarism-quiz>

Cheating

The University also regards cheating as a form of academic misconduct. Cheating is knowingly submitting the work of others as their own and includes **contract cheating** (work produced by an external agent or third party that is submitted under the pretences of being a student's original piece of work). Cheating is not acceptable at UNSW.

If you need to revise or clarify any terms associated with academic integrity you should explore the 'Working with Academic Integrity' self-paced lessons available at: <https://student.unsw.edu.au/aim>.

For UNSW policies, penalties, and information to help you avoid plagiarism see: <https://student.unsw.edu.au/plagiarism> as well as the guidelines in the online ELISE tutorials for all new UNSW students: <http://subjectguides.library.unsw.edu.au/elise>. For information on student conduct see: <https://student.unsw.edu.au/conduct>.

For information on how to acknowledge your sources and reference correctly, see: <https://student.unsw.edu.au/referencing>. If you are unsure what referencing style to use in this course, you should ask the lecturer in charge.

Student Responsibilities and Conduct

Students are expected to be familiar with and adhere to university policies in relation to class attendance and general conduct and behaviour, including maintaining a safe, respectful environment; and to understand their obligations in relation to workload, assessment and keeping informed.

Information and policies on these topics can be found on the '[Managing your Program](#)' website.

Workload

It is expected that you will spend at least **ten to twelve hours per week** studying for a course except for Summer Term courses which have a minimum weekly workload of **twenty to twenty four hours**. This time should be made up of reading, research, working on exercises and problems, online activities 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.

We strongly encourage you to connect with your **Moodle course websites** in the **first week of semester**. Local and international research indicates that students who engage early and often with their course website are more likely to pass their course.

[View more information on expected workload](#)

Attendance and Engagement

Your regular attendance and active engagement in all scheduled classes and online learning activities is expected in this course. Failure to attend / engage in assessment tasks that are integrated into learning activities (e.g. class discussion, presentations) will be reflected in the marks for these assessable

activities. The Business School may refuse final assessment to those students who attend less than 80% of scheduled classes where attendance and participation is required as part of the learning process (e.g. tutorials, flipped classroom sessions, seminars, labs, etc.). If you are not able to regularly attend classes, you should consult the relevant Course Authority.

[View more information on attendance](#)

General Conduct and Behaviour

You are expected to conduct yourself with consideration and respect for the needs of your fellow students and teaching staff. Conduct which unduly disrupts or interferes with a class, such as ringing or talking on mobile phones, is not acceptable and students may be asked to leave the class.

[View more information on student conduct](#)

Health and Safety

UNSW Policy requires each person to work safely and responsibly, in order to avoid personal injury and to protect the safety of others.

[View more information on Health and Safety](#)

Keeping Informed

You should take note of all announcements made in lectures, tutorials or on the course web site. 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 this information. It is also your responsibility to keep the University informed of all changes to your contact details.

Student Support and Resources

The University and the Business School provide a wide range of support services and resources for students, including:

[Business School Learning Support Tools](#)

Business School provides support a wide range of free resources and services to help students in-class and out-of-class, as well as online. These include:

- [Academic Communication Essentials](#) – A range of academic communication workshops, modules and resources to assist you in developing your academic communication skills.
- [Learning consultations](#) – Meet learning consultants who have expertise in business studies, literacy, numeracy and statistics, writing, referencing, and researching at university level.
- [PASS classes](#) – Study sessions facilitated by students who have previously and successfully completed the course.
- [Educational Resource Access Scheme](#) – To support the inclusion and success of students from equity groups enrolled at UNSW Sydney in first year undergraduate Business programs.

[The Nucleus - Business School Student Services team](#)

The Nucleus Student Services team provides advice and direction on all aspects of enrolment and graduation. Level 2, Main Library, Kensington 02 8936 7005 / <https://nucleus.unsw.edu.au/en/contact-us>

[Business School Equity, Diversity and Inclusion](#)

The Business School Equity, Diversity and Inclusion Committee strives to ensure that every student is empowered to have equal access to education. The Business School provides a vibrant, safe, and equitable environment for education, research, and engagement that embraces diversity and treats all people with dignity and respect. [Email](#)

[UNSW Academic Skills](#)

Resources and support – including workshops, individual consultations and a range of online resources – to help you develop and refine your academic skills. See their website for details.

[Email](#)

[Student Support Advisors](#)

Student Support Advisors work with all students to promote the development of skills needed to succeed at university, whilst also providing personal support throughout the process.

John Goodsell Building, Ground Floor.

[Email](#)

02 9385 4734

[International Student Support](#)

The International Student Experience Unit (ISEU) is the first point of contact for international students. ISEU staff are always here to help with personalised advice and information about all aspects of university life and life in Australia.

[Advisors](#) can support you with your student visa, health and wellbeing, making friends, accommodation and academic performance.

[Email](#)

02 9385 4734

[Equitable Learning Services](#)

Equitable Learning Services (formerly Disability Support Services) is a free and confidential service that provides practical support to ensure that your health condition doesn't adversely affect your studies.

[Register with the service](#) to receive educational adjustments.

Ground Floor, John Goodsell Building.

[Email](#)

02 9385 4734

[UNSW Counselling and Psychological Services](#)

Provides support and services if you need help with your personal life, getting your academic life back on track or just want to know how to stay safe, including free, confidential counselling.

Level 2, East Wing, Quadrangle Building.

[Email](#)

02 9385 5418

[Library services and facilities for students](#)

The UNSW Library offers a range of collections, services and facilities both on-campus and online.

Main Library, F21.

02 9065 9444

[Moodle eLearning Support](#)

Moodle is the University's learning management system. You should ensure that you log into Moodle regularly.

[Email](#)

02 9385 3331

[UNSW IT](#)

UNSW IT provides support and services for students such as password access, email services, wireless services and technical support.

UNSW Library Annexe (Ground floor).
02 9385 1333

Support for Studying Online

The Business School and UNSW provide a wide range of tools, support and advice to help students achieve their [online learning](#) goals.

The UNSW [Guide to Online Study](#) page provides guidance for students on how to make the most of online study.

We recognise that completing quizzes and exams online can be challenging for a number of reasons, including the possibility of technical glitches or lack of reliable internet. We recommend you review the [Online Exam Preparation Checklist](#) of things to prepare when sitting an online exam.