

	<b>ANU College of Business and Economics</b>	<b>Research School of Accounting</b>
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## BUSN1002

# Accounting Processes and Systems

The course extends the material in Business Reporting and Analysis. It provides detailed understanding of the technical aspects and concepts used in producing financial and management accounting reports. This includes cost assignment methods, the application of accounting principles and double-entry accounting systems for recording and reporting financial transactions.

Topics include: using journals and ledgers; application of accrual accounting; methods of income measurement and asset valuation; accounting for assets and liabilities; applying the principles of internal control; and an introduction to accounting for partnerships and companies.

<b>Course URL</b>	<a href="http://programsandcourses.anu.edu.au/2017/course/BUSN1002">http://programsandcourses.anu.edu.au/2017/course/BUSN1002</a>
<b>Mode of Delivery</b>	On campus
<b>Prerequisites</b>	<a href="#">BUSN1001</a>
<b>Incompatible Courses</b>	N/A
<b>Co-taught Courses</b>	N/A
<b>Course Convenor</b>	<a href="#">Dr Stanley Choi</a>
<b>Phone</b>	+61 2 6125 4477
<b>Email</b>	<a href="mailto:stanley.choi@anu.edu.au">stanley.choi@anu.edu.au</a>
<b>Office</b>	PAP Moran Building, Room 2048
<b>Office hours for student consultation</b>	To be advised on the <a href="#">Wattle</a> course site
<b>Research Interests</b>	Dr Stanley Choi's research interests include capital markets and disclosure regulations.

<b>Tutor(s) (optional)</b>	To be advised on the <a href="#">Wattle</a> course site
<b>Student Administration</b>	Room 2037 Hanna Neumann Building 21 <a href="mailto:enquiries.rsa@anu.edu.au">enquiries.rsa@anu.edu.au</a> +61 2 6125 0025 or 6125 7968 Office Hours: Monday-Friday 9-5 pm

## SEMESTER 2

2017

## COURSE OVERVIEW

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### Learning Outcomes

Upon successful completion of the requirements for this course, students will be able to:

1. Understand the assumptions underlying accounting information;
2. Understand and apply accounting principles for recording and preparing accounting information;
3. Apply the principles of internal control;
4. Assign costs to production;
5. Account for capital contributions and profit distributions for partnerships and companies;
6. Able to utilise a computerised accounting package to set up the accounts and complete the accounting cycle of a small business;
7. Develop or improve a range of generic/soft skills essential for commerce graduates.

### Assessment Summary

Assessment Task	Value	Due Date	Return of assessments	Linked learning Outcomes
1 Tutorial Performance	5%	Week 3 to 12	In one week	1, 2, 3, 4, 5, 7
2 Mid-semester Examination	20%	Week 6	Week 7	1, 2, 3, 4
3 Individual MYOB Assignment	15%	Friday 4pm, Week 10	Week 12	1, 2, 6, 7
4 Final Examination	60%	Exam period	n.a.	1, 2, 3, 4, 5

**\*\*\*\*\* To achieve a Pass grade in this course, students must obtain an overall grade of at least 50% and pass the final examination. \*\*\*\*\***

**Note:** All components of the above assessment are compulsory and must be submitted. Details about the assessments are subject to changes during the early weeks of the semester. Please ensure that you check with your lecturer or tutor about any changes. Changes to the assessment schedule will be announced in class as well as on Wattle.

### Research-Led Teaching

As part of the assessment, students will have certain exposures to the popular accounting software - MYOB. Research and independent, self-directed learning is required when completing the MYOB assignment which is set in a realistic context.

### Feedback

#### **Staff Feedback**

Students will be given feedback in various ways in this course, including verbal or written feedback on the return of assessment tasks, during class discussion, or during consultation with lecturers and tutors.

## **Student Feedback**

ANU is committed to the demonstration of educational excellence and regularly seeks feedback from students. One of the key formal ways students have to provide feedback is through Student Experience of Learning Support (SELS) surveys. The feedback given in these surveys is anonymous and provides the Colleges, University Education Committee and Academic Board with opportunities to recognise excellent teaching, and opportunities for improvement.

For more information on student surveys at ANU and reports on the feedback provided on ANU courses, go to:

<http://unistats.anu.edu.au/surveys/self/students/> and  
<http://unistats.anu.edu.au/surveys/self/results/learning/>

## **Policies**

ANU has educational policies, procedures and guidelines, which are designed to ensure that staff and students are aware of the University's academic standards, and implement them. You can find the University's education policies and an explanatory glossary at: <http://policies.anu.edu.au/>

Students are expected to have read the [Academic Misconduct Rule](#) before the commencement of their course.

Other key policies include:

- Student Assessment (Coursework) Policy
- ([https://policies.anu.edu.au/ppl/document/ANUP\\_004603](https://policies.anu.edu.au/ppl/document/ANUP_004603))
- Student Assessment (Coursework) Procedure
- ([https://policies.anu.edu.au/ppl/document/ANUP\\_004604](https://policies.anu.edu.au/ppl/document/ANUP_004604))
- Student Surveys and Evaluations
- ([https://policies.anu.edu.au/ppl/document/ANUP\\_004601](https://policies.anu.edu.au/ppl/document/ANUP_004601))
- Copyright (<http://copyright.anu.edu.au/>)

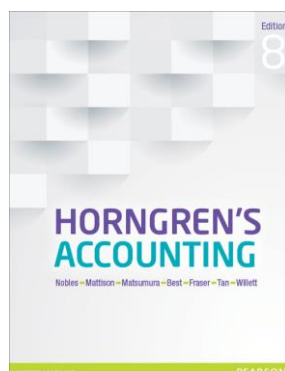
## **Examination material or equipment**

- A non-programmable calculator that does not have text retrieval capacity/alphabet on keyboard is permitted.
- Translation dictionaries with signed permission forms. Permission forms for English/foreign language dictionaries are available from the course website or the RSA School Office foyer. Electronic dictionaries are not allowed.
- To fill the Multiple Choice Answer Sheets, please use a lead pencil (preferably 2B). An eraser and sharpener are also useful when using these sheets.

## READING LISTS

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### Prescribed Text



Nobles et al. (2016) **Horngren's Accounting (8<sup>th</sup> Edition)**. Publisher: **Pearson Australia**. ---- Please be careful not to buy "Horngren's Financial Accounting" which looks almost the same.

### Online references

- Textbook Companion Website - <http://www.pearson.com.au/myaccountinglab>
- CPA Australia - [www.cpaaustralia.com.au](http://www.cpaaustralia.com.au)
- The Institute of Chartered Accountant in Australia (ICAA) - <http://www.charteredaccountants.com.au/>
- The International Accounting Standards Board (IASB) - [www.iasb.org](http://www.iasb.org)
- Australian Securities & Investments Commission (ASIC) - [www.asic.gov.au](http://www.asic.gov.au)

### COURSE SCHEDULE

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Week	Summary of Activities	Related chapter(s)*	Assigned tutorial questions for the week*	Lecture	Tutorial
1	Course Introduction/ Accounting, Ethics & Internal Control	Ch 1, Ch 8		✓	✗
2	Recording Business Transactions	Ch 2	E1-12 (p.42), P1-3 (p.44), E1-9 (p.42), Decision case 8-2 (p.402)	✓	✓
3	Profit Measurement & The Accounting Cycle	Ch 3, 4	P2-8 (p.101), P2-17 (p.105), Additional question 1 (Wattle)	✓	✓
4	Retail Operations & Inventory	Ch 5, 6, 7	Additional question 2 (Wattle), Focus on ethics (p.217), Fraud case (p.218)	✓	✓
5	Receivables & Payables	Ch 9, Ch 11 pp.501-509	P5-2 (p.259), E6A-1 (p.314), Focus on ethics (p.309)	✓	✓
6	<b><u>Mid-semester Examination**</u></b>		There is no lecture or tutorial for this week.	✗	✗

Mid-semester break					
7	Accounting for Partnerships	Ch 13	P9-3 (p.446), P9-4 (p.446), P11-1 (p.523)	✓	✓
8	Accounting for Companies	Ch 14 pp.608-624, Ch 15	E13-9 (p.599), P13-2 (p.601), P13-4 (p.602), P13-6 (p.603)	✓	✓
9	Company Liabilities	Ch 12	P14-4 (p.639), Decision case 14-1 (p.642), P15-2 (p.670)	✓	✓
10	Non-current Assets <b><u>MYOB assignment due</u></b>	Ch 10	P12-4 (p.555), P12A-4 (p.566)	✓	✓
11	Accounting for Manufacturing Companies	Ch 19 pp.826-843, Ch 20	P10-2 (p.491), P10-4 (p.492), P10-6 (p.492)	✓	✓
12	Financial Statement Analysis & Course Review	Ch 18	Decision case 19-1 (p.887), P20-4 (p.919), P20-6 (p.921)	✓	✓

\* Referring to the prescribed textbook: **Horngren's Accounting Ed. 8, Pearson.**

\*\* Exact date, time and venue(s) for the Mid-semester exam are determined by the University's Examinations Office and will be announced in lectures and on Wattle once finalised.

## **ASSESSMENT REQUIREMENTS**

The ANU is using Turnitin to enhance student citation and referencing techniques, and to assess assignment submissions as a component of the University's approach to managing Academic Integrity. For additional information regarding Turnitin please visit the [ANU Online](#) website.

Students may choose not to submit assessment items through Turnitin. In this instance you will be required to submit, alongside the assessment item itself, copies of all references included in the assessment item.

Any student identified, either during the current semester or in retrospect, as having used ghost writing services will be investigated under the University's Academic Misconduct Rule.

### **Assessment Tasks**

#### **Assessment Task 1: Tutorial Performance**

**Details of task:** Five (5) random homework collections in the registered tutorial classes.

A student's tutorial performance is assessed on their effort put in their learning throughout the semester. Students are expected to come to the tutorial class with the assigned tutorial questions completed with sufficient effort. Depending on the questions assigned, each class's tutorial homework takes around 1-2 hours to thoroughly prepare for each class. Please refer to the "Course Schedule" which includes a column for the assigned tutorial questions for each class. All tutorial questions come from the prescribed textbook (see the section "Prescribed texts" below), therefore it is important to have access to it as early as possible.

**Weight:** 5% (1% each)

**Due date:** Five (5) random collection from Week 3 to Week 12

**Submission:** Please submit a properly stapled hard copy of your homework to your tutor (in your registered tutorial class only) upon request. Please ensure your full name and student ID are on the front page. Submitting your work in a tutorial class that you are not registered with will not be considered.

**Marking criteria:** The homework will be marked based on the extent of completion and effort (not accuracy). Homework questions must be completed before class. Suggested solutions will be posted on Wattle by the end of the week.

**Extensions and Penalties:** A mark of zero for late or no submission will be strictly enforced. In case you cannot attend your tutorial class due to misadventure, sickness or other 'valid' reasons, please notify your tutor as soon as possible. Your tutor may (or may not) collect an additional homework depending on their judgment of how genuine and unavoidable the stated reasons are.

## **Assessment Task 2: Mid-semester Examination**

**Details of task:** The mid-semester examination (closed-book) will be held in Week 6. The purpose is to give you a focus for your study and to give you timely feedback on your performance. The result of which may be indicative of your application to achieving the learning outcomes of the course. Students who achieve poor results in this test are strongly recommended to consult a teaching staff regarding strategies for improving their performance.

**Weight:** 20%

**Due date:** Week 6. Exact date, time and venue(s) are determined by the University's Examinations Office and will be announced in lectures and on Wattle once finalised.

**Marking criteria:** The mid-semester examination covers topics from Week 1 to Week 4 (inclusive).

**Additional information:** A non-programmable calculator that does not have text retrieval capacity/alphabet on keyboard is permitted.

**Deferred Examination/Special Consideration:** A deferred examination is the sitting of an examination at a time other than the scheduled time/date. The University may make alternate provisions for undergraduate and graduate coursework students who are unable to attend a formal examination at the prescribed time, owing to extenuating circumstances.

Wherever possible a student should sit their examination at the prescribed time, and if necessary apply for special assessment consideration for the marking of the examination.

More information about Deferred Examination can be found at <http://www.anu.edu.au/students/program-administration/assessments-exams/deferred-examinations>.

More information about Special Assessment Consideration can be found at <http://www.anu.edu.au/students/program-administration/assessments-exams/special-assessment-consideration>.

### Assessment Task 3: Individual Online MYOB Assignment

**Note:** *The School will purchase the login access of the online assignment and MYOB software for all students (so you do not need to purchase yourself). Unfortunately, the MYOB software is in Windows only. Mac users may either use the computers in the labs in CBE, or to use the trial version of the Mac equivalent (MYOB AccountingEdge) which free for 30 days of trial. For Linux users, please use the computers in the labs in CBE.*

**Details of task:** Starting from around Week 5, students are expected to self-learn MYOB and complete an online MYOB assignment by the end of Week 10. Through completing an accounting cycle with the MYOB software in a realistic commercial scenario, you will gain the technical skills and practical experience essential to an accounting career.

The assignment provides each student with a unique accounting scenario and must be completed individually.

Answers to the assignment are submitted online. However, it is possible to print each page of the assignment in order to work on it offline. You will complete and submit answers to the assignment in parts, and be graded in parts; feedback on your performance will be provided instantly so that you can adjust your work accordingly to avoid errors being carried through the following parts.

There are two versions of the MYOB assignment: (i) revision version; and (ii) assessment version. The revision version aims to train and familiarise you with MYOB without the pressure of grades. The revision version is essentially the same as the assessment version in terms of functionality and requirements, except that you may have unlimited attempts. Please note the revision attempts are not graded.

Once you feel ready, you may move onto the assessment version which will be graded. You have up to two attempts and only the higher of the two attempts will be considered.

This is a substantial assignment, taking up to 20 study hours to complete for each round. Please ensure you set a plan to self-learn the software and complete this exercise well before the deadline.

Details about the assignment will be announced in lectures and on Wattle when it comes closer to Week 5.

**Weight:** 15%

**Due date:** 13 Oct, 2017 – Friday 4:00:00 pm (end of Week 10)

**Additional Information – Self-directed learning:** Guided by the Perdisco MYOB assignment, the learning of MYOB is self-directed meaning that it will not be covered in lectures or tutorials. It thus requires a great deal of self-discipline to master the necessary skills to complete this assignment. Students are strongly recommended to schedule extra time for MYOB learning each week.

When you login to your assignment, you will see a Student Companion and Helpful Hints document on your assignment home page. Please read this document because it gives you information that will help you to successfully complete the assignment.

As you work through the assignment, you will also notice links to the 'MYOB Learning Centre'. This online resource provides you with support on using MYOB and you are strongly encouraged to refer to it as you complete your assignment.



**Additional Information – Login details, accessing the online assignment and MYOB software:**

In complying with the University's rules on protecting students' privacy, each student will be provided with a randomised set of login, password, an access code and other details in an email directly from the lecturer to your student email account.

Students are expected to create an account with the online assignment provider, Perdisco, using the login, access code and other details provided in the email ONLY. Please note that while this arrangement anonymises you to the assignment provider, failing to create your Perdisco account using the EXACT details provided by the lecturer would also anonymise you to the lecturer, which results in a zero grade for the assignment.

After you are given the login, access code and other details, instructions on downloading and installing MYOB are also provided at [www.perdisco.com.au/myobLogin](http://www.perdisco.com.au/myobLogin)

**Marking criteria:** Only the assessment version of the assignment will be graded. You have up to two attempts and only the higher of the two attempts will be considered. The assignment will be automatically graded by Perdisco on the accuracy and completion of the accounting cycle as required.

**Assessment Task 4: Final Examination**

**Details of task:** The Final Examination is a closed-book exam. Details about the topic coverage will be announced in the latter half of the course.

**Weight:** 60%

**Due date:** University Examination Period. The exact date, time and venue(s) are determined by the University's Examinations Office (<http://timetable.anu.edu.au/exams/>).

**Deferred examination/Special Consideration:** A deferred examination is the sitting of an examination at a time other than the scheduled time/date. The University may make alternate provisions for undergraduate and graduate coursework students who are unable to attend a formal examination at the prescribed time, owing to extenuating circumstances.

Wherever possible, a student should sit their examination at the prescribed time, and if necessary, apply for special assessment consideration for the marking of the examination.

More information about Deferred Examination can be found at <http://www.anu.edu.au/students/program-administration/assessments-exams/deferred-examinations>.

**More information about Special Assessment Consideration can be found at** <http://www.anu.edu.au/students/program-administration/assessments-exams/special-assessment-consideration>

**Assignment submission**

**Online Submission:** Answers to the assignment are to be submitted online. Please do expect heavy internet traffic close to the deadline, it is advisable to submit early.

You will be required to electronically sign a declaration as part of the submission of your assignment. Please keep a copy of the assignment for your records.

## **Extensions and penalties**

**No submission of assessment tasks after the due date will be permitted unless an extension was applied before the due date and was approved. If an assessment task is not submitted by the due date, a mark of 0 will be awarded.**

Extensions and late submission of assessment pieces are covered by the [Student Assessment \(Coursework\) Policy and Procedure](#).

The Course Convenor may grant extensions for assessment pieces that are not examinations or take-home examinations. If you need an extension, you must request in writing on or before the due date. If you have documented and appropriate medical evidence that demonstrates you were not able to request an extension on or before the due date, you may be able to request it after the due date.

## **Returning assignments**

Teaching staff aim to return all assignments within four weeks after their due dates. Specific details about the return of each assessment will be announced in lectures and on Wattle in due course.

## **RESUBMISSION OF ASSIGNMENTS**

Resubmission of assignments is not applicable in BUSN1002.

## **REFERENCING REQUIREMENTS**

All assessments of BUSN1002 are practical based, thus do not require referencing.

## **EXAMINATIONS**

There will be a mid-semester examination and a final examination as indicated in the assessment tasks 2 and 4.

## **Scaling**

Your final mark for the course will be based on the **raw** marks allocated for each of your assessment items. However, your final mark may not be the same number as produced by that formula, as marks may be **scaled**. Any scaling applied will preserve the rank order of raw marks (i.e. if your raw mark exceeds that of another student, then your scaled mark will exceed the scaled mark of that student), and may be either up or down.

## **Privacy Notice**

The ANU has made a number of third party, online, databases available for students to use. Use of each online database is conditional on student end users first agreeing to the database licensor's terms of service and/or privacy policy. Students should read these carefully.

In some cases student end users will be required to register an account with the database licensor and submit personal information, including their: first name; last name; ANU email address; and other information.

In cases where student end users are asked to submit 'content' to a database, such as an assignment or short answers, the database licensor may only use the student's 'content' in accordance with the terms of service – including any (copyright) licence the student grants to the database licensor.

Any personal information or content a student submits may be stored by the licensor, potentially offshore, and will be used to process the database service in accordance with the licensors terms of service and/or privacy policy.

If any student chooses not to agree to the database licensor's terms of service or privacy policy, the student will not be able to access and use the database. In these circumstances students should contact their lecturer to enquire about alternative arrangements that are available.

## **TUTORIAL / SEMINAR REGISTRATION**

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Tutorial signup for this course will be done via the Wattle website. Detailed information about signup times will be provided on Wattle. When tutorials are available for enrolment, follow these steps:

1. Log on to [Wattle](#), and go to the course site.
2. Click on the link "Tutorial enrolment"
3. On the right of the screen, click on the tab "Become Member of ....." for the tutorial class you wish to enter.
4. Confirm your choice

If you need to change your enrolment, you will be able to do so by clicking on the tab "Leave group..." and then re-enrol in another group. You will not be able to enrol in groups that have reached their maximum number. Please note that enrolment in ISIS must be finalised for you to have access to Wattle.

## **COMMUNICATION**

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### **Email**

Students are expected to check their University email account regularly (at least once a week). The lecturers and tutors for this course may contact students on their official ANU student email address. Information about your enrolment and fees from the Registrar and Student Services' office will also be sent to this email address.

*When you send emails to the teaching staff, please use your student email only and include "BUSN1002" in the title to avoid your email being filtered as spam.*

### **Announcements**

Students are expected to check the Wattle site (<https://wattle.anu.edu.au>) at least once a week for announcements about this course (under Course Announcements), e.g. changes to timetables or notifications of cancellations. Notifications of emergency cancellations of lectures or tutorials will be posted on the door of the relevant room as well.

## **SUPPORT FOR STUDENTS**

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The University offers a number of support services for students. Information on these is available online from <http://students.anu.edu.au/studentlife/>