

ACC100 - Accounting 1

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Subject Summary

ACC100 - Accounting 1

Session 1 2022

Faculty of Business, Justice and Behavioural Sciences

School of Business

Internal Mode

Credit Points 8

Welcome to a new session of study at Charles Sturt University. Please refer to the University's

[Acknowledgement of Country \(http://student.csu.edu.au/study/acknowledgement-of-country\)](http://student.csu.edu.au/study/acknowledgement-of-country).

Subject Coordinator

Subject Coordinator Mr Emmett Berry

Email eberry@csu.edu.au

Phone 02 6338 6342

Campus Bathurst

Building/Room number 1292/1.18

Consultation procedures

Your Subject Convenor for ACC100 is Emmett Berry. My email is: eberry@csu.edu.au (<mailto:eberry@csu.edu.au>). Your Local Lecturer's contact details are:

Local Lecturer	Email address
Hu Weijia	weijia_hu@foxmail.com (mailto:weijia_hu@foxmail.com)
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Subject Overview

Abstract

Accounting 1 introduces students to key accounting information that business managers and accountants use to make decisions and manage a business. Students will develop skills that enable them to analyse and interpret accounting reports and to communicate the results of this analysis to interested parties. The subject focuses on the use of accounting information rather than on the recording of financial transactions and events (book-keeping). Students will learn various tools and techniques to enable them to make important business decisions.

Learning outcomes

Upon successful completion of this subject, students should:

- be able to define the role of accountants and explain how accounting can assist in making decisions;
- be able to analyse and interpret a range of accounting and financial transactions and reports;
- be able to implement various management accounting tools and techniques in making business decisions;
- be able to identify and describe sources of business finance;
- be able to use a computer spreadsheet to assist in the preparation of business information and be able to generate and analyse a range of business results and reports; and

- be able to employ research and report writing skills.

Academic Progress Requirements

To remain enrolled as a student at Charles Sturt University, you must be a genuine student and pass more than 50% of your subjects, along with other criteria set out in the [Academic Progress Policy \(https://policy.csu.edu.au/document/view-current.php?id=513\)](https://policy.csu.edu.au/document/view-current.php?id=513). If you are identified as a non-genuine student or fail to meet academic progress requirements, the University may remove you from your subject and or course.

Being a genuine student means you are actively participating in your learning (e.g. submitting assessment items and accessing Interact2). If you are receiving any type of Commonwealth Assistance, including a Commonwealth Supported Place and/or any type of HELP loan and not actively participating in your learning prior to the census date, you will be contacted by the University to discuss your options. The University will also contact you if you are not meeting [academic progress \(https://www.csu.edu.au/current-students/support-services/help-information/academic-progress\)](https://www.csu.edu.au/current-students/support-services/help-information/academic-progress) requirements and you maybe offered support or be required to engage with support services.

Subject Schedule & Delivery

Prescribed text

Find information about required textbooks for your subject on the [Current Students \(https://www.csu.edu.au/current-students/learning-resources/information-planning/textbooks\)](https://www.csu.edu.au/current-students/learning-resources/information-planning/textbooks) site. The [Library \(https://library.csu.edu.au/\)](https://library.csu.edu.au/) provides free access to many textbooks online; check the Library's catalogue before purchasing your textbooks.

Birt J., Chalmers K., Maloney S., Brooks A., Oliver J., Bond D., (2020). *Accounting business reporting for decision making* (7th ed.). John Wiley and Sons.

Note: The CSU Library has also purchased access to an online version of this textbook: <https://ebookcentral.proquest.com/lib/CSUAU/detail.action?docID=5915857>. This can be viewed by three (3) students simultaneously.

Class/tutorial times and location

If you are studying at a Study Centre or other partner institution, your class timetable information will be provided by your institution.

Schedule

Session Week	Week commencing	Topic	Learning Activities
1	28 February 2022	1. The role of accounting	Chapter 1 pp 1-9, 17 Chapter 2 Online test 1: Topic 1 due 23:00*, 6 March
2	7 March	2. Business structures	Chapter 3 Online test 2: Topic 2 due 23:00, 13 March
3	14 March	3. Financial statements	Chapter 5 pp. 138-162, 169-170 Chapter 6 pp. 190-196, 199-214 Chapter 7 pp. 233-250, 259-265 Online test 3: Topic 3 due 23:00, 20 March Assessment item 2 - completed in week 3
4	21 March	4. Analysing business transactions	Chapter 4 pp. 109-117, 121-122 Online test 4: Topic 4 due 23:00, 27 March
5	28 March	5 Financial statement analysis	Chapter 8 Online test 5: Topic 5 due 23:00, 3 April Assessment item 3 - due 3 April
6	4 April	6. Managing the business	Chapter 9 Online test 6: Topic 6 due 23:00, 10 April
7	11 April	7. CVP analysis 8. Funding the business	Chapter 10 Online test 7: Topic 7 due 23:00, 17 April Chapter 13 Online test 8: Topic 8 due 23:00, 17 April
8	18 April	Revision week	
9	25 April	Examination period	

This study schedule has been devised to assist in your planning during the session and is intended as a guide only.

During the session online classes will take place through the 'Online Meeting (Zoom)' tab within the interact2 site following this schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
Lecture (all students)		12:00 - 15:00			
Tutorial Group 1		15:00 - 16:00			
Tutorial Group 2		15:00 - 16:00			
Tutorial Group 3			14:00 - 15:00		
Tutorial Group 4			14:00 - 15:00		
Tutorial Group 5			15:00 - 16:00		
Tutorial Group 6			15:00 - 16:00		

* Beijing time (UTC+8).

Learning materials

Details of learning materials that support your success in this subject can be found in the Interact2 Subject Site.

Learning, teaching and support strategies

All of your subject materials are available on the Interact site under the 'Learning Content and Activities' heading in the left-hand side menu. Each week, there is a mix of learning activities that will guide you through your current topic. Some are designed to be completed alone, however, others really benefit from learning with and through your peers on the 'Discussion' forum. So I suggest that for each topic you work through each of the learning resources and activities as indicated. Once you have a feel for what the topic is about, try and make a good set of notes for each topic and attempt the tutorial exercises.

Submission of Assessment item 1 will be used to monitor your engagement and give you the opportunity to seek further assistance if required. Should you not complete the assessment item I may contact you to discuss your engagement in the subject.

In this subject, there are also many opportunities for you to engage with me, with your peers and with the subject. I will be holding structured weekly online meetings throughout the session which will include learning activities that assist in your engagement with the content and in your preparation for assessment items. Details of times and dates can be found in the 'Schedule' of this Subject Outline.

Academic Skills report writing feedback support:

CSU's Academic Skills Advisors provide free support services seven (7) days per week for all CSU students. You will receive feedback from a writing expert on your work before you submit for marking. Advisors will review your draft report or memo, and offer advice on a range of Academic Skills, including:

- writing your introduction/conclusion;
- using correct sentence and paragraph structure;
- integrating research and referencing accurately using [APA \(7th ed.\) style referencing \(https://student.csu.edu.au/study/referencing-at-csu\)](https://student.csu.edu.au/study/referencing-at-csu);
- improving spelling, grammar, and punctuation.

Please note, advisors provide general guidance rather than detailed corrections. They do not proof-read and edit your work – instead, they will provide you with strategies to improve your text and to effectively proof-read and edit your own work. Links to helpful resources and workshop recommendations may also be included.

To submit your draft for review, and find out more about Academic Skills support, click [here \(https://interact2.csu.edu.au/webapps/stdy-studiosity-BB5c1c4db3261aa/explain?course_id=_299_1&mode=cpview\)](https://interact2.csu.edu.au/webapps/stdy-studiosity-BB5c1c4db3261aa/explain?course_id=_299_1&mode=cpview).

Turnitin

Turnitin is an electronic originality checking service offered to you and other students of CSU, comparing your assessment to billions of pages of content on the internet, in books, newspapers, scholarly journals, magazines and other student submissions.

After you submit Assessment item 3 and 4 to EASTS, Turnitin will be used by your CSU Subject Convenor to check for originality. If you produce a similarity of 25% or higher, your assessment will be investigated for possible plagiarism and / or collusion. If evidence of academic misconduct is found, a Student Academic Misconduct case will be lodged. If you are unsuccessful in defending the allegation(s), penalties imposed will be subject to the [Student Misconduct Rule 2020 \(https://policy.csu.edu.au/document/view-current.php?id=501\)](https://policy.csu.edu.au/document/view-current.php?id=501). The case may also delay your graduation from CSU.

All textual elements within an assessment must be submitted in a format that is readable by Turnitin. Specific exceptions, where an assessment requires the insertion of image based evidence of workings will be outlined in the context of the assessment. Students that deliberately attempt to insert content of assessments in a format that is not readable by Turnitin may be subject to Academic misconduct investigations.

How to reduce your Turnitin similarity and avoid a Student Academic Misconduct investigation:

- 1)** Complete your own assessment. Do not share the work you have produced with other students.
- 2)** Paraphrase the original sources rather than quoting them directly. Effective paraphrasing will lower your Turnitin similarity score, increase your understanding, improve the flow of your writing, allow you to focus more acutely on responding to the actual question asked, and demonstrate your knowledge and skills so you receive a higher mark.
- 3)** Acknowledge all material sourced by providing traceable, credible in-text citations and a reference list that conforms with [APA 7th ed. Style \(http://student.csu.edu.au/library/integrity/referencing-at-csu\)](http://student.csu.edu.au/library/integrity/referencing-at-csu).
- 4)** Use Turnitin to pre-check your writing, detect similarity and revise your assessment before submitting to EASTS. Instructions on how to create an account, use Turnitin, the Class ID and

Enrolment Key, can be found here: <http://student.csu.edu.au/library/integrity/referencing-at-csu/checking>.

Note: Turnitin will not pre-check your similarity against other students in the current session until the Subject Convenor uploads your final EASTS submission. Do not rely on your pre-check similarity percentage to reflect collusion with your peers.

If you are having difficulties creating a Turnitin account to pre-check your work, please contact your Subject Convenor who will create an account for you. Please allow 3 days for a response.

5) Do not include a copy of the assessment question and/ or marking criteria in your EASTS submission, as these will all contribute to a higher similarity score.

Recommended student time commitment

CSU Academic Senate policy states that a standard 8 point subject should require you to spend a **total of 140-160 hours engaged in the learning and teaching activities**. This means an average of 19 hours over the eight (8) teaching weeks. This subject complies with this policy. Obviously some weeks may require more time than other depending on how you work – but the following is a guide for your information.

Online class attendance	4.0
Reviewing the online study guide, textbook readings, lecture slides etc:	6.0
Review of Announcements and online videos	2.0
Preparation of assessments	5.0
Online test for reinforcement of learning	2.0
Total hours per week	19.0

Assessment and Exam Items

Essential requirements to pass this subject

You must obtain at least 50% in both the examination and the total mark in order to pass this subject.

You must pass the exam to pass the subject. To be eligible for the grade AA or AE you must have submitted all assessment items in the subject, including the final exam. If you choose not to complete an assessment item or do not sit the final exam then you will not be granted an AA or an AE grade.

Items

Item No.	Title	Value	Due Date*	Return Date**
1	Online tests	10%	Variable	Not returned
2	Mid-session exam	10%	Variable	-
3	Business transactions and financial statements	30%	03-Apr-2022	27-Apr-2022
4	Final exam	50%	To be advised	-

* Due date is the last date for assessment items to be received at the University

** Applies only to assessment items submitted by the due date

Assessment item 1 - Online tests

Value: 10%

Due Date: Variable Date

Return Date: -

Length:

Group Assessment: No

Submission method options: Interact2 Test

TASK

You are required to complete eight (8) sets of online multiple-choice tests. These are to be completed online, commencing with Topic 1 (submitted in week 1). The cut-off submission date and time for each online test will be 23:00 (Beijing time (UTC+8) on Sunday of the same week, i.e. the online test for Topic 1 is due to be completed by 23:00 on the Sunday of week 1.

Submission of the online tests is undertaken via Interact2 and will be available from the first day of session. This will enable you, if you choose, to progress through the study schedule at a quicker pace than required by the study schedule in this subject outline. Please ensure you are adequately prepared.

Please note the following:

1. You will receive one (1) attempt.
2. Each online test is a 'timed' exercise. This means you have 2 hours to complete the test once you commence. This **cannot** be paused thus you are not able to log out and log in again at another time to complete the exercise. If you fail to complete the exercise within 2 hours, interact2 will accept all answers up to the last answer you submitted.
3. These questions will be randomly selected from a pool of questions, so all tests will be slightly different.
4. Your results for each test will be provided shortly after the due date.
5. A late penalty of 50% will apply if an exercise is attempted after the due date.

RATIONALE

This assessment task will work towards assessing the following learning outcome/s:

- be able to define the role of accountants and explain how accounting can assist in making decisions.
- be able to analyse and interpret a range of accounting and financial transactions and reports.
- be able to implement various management accounting tools and techniques in making business decisions.
- be able to identify and describe sources of business finance.
- be able to employ research and report writing skills.

This assessment task covers all topics. It has been designed to ensure that you are engaging with the subject content on a regular basis.

MARKING CRITERIA AND STANDARDS

Criteria	High Distinction	Distinction	Credit	Pass
<p>You will be required to answer theory and numerical, practical based multiple choice questions to demonstrate your ability to: demonstrate and understand the role of accountants and accounting and how it can assist in making decisions; analyse and interpret a range of accounting and financial transactions and reports; use various management accounting tools and techniques in making business decisions; identify and describe sources of business finance.</p>	<p>To meet this level you will attain a cumulative mark between 85%-100%. A mark in this range (no less than 8.5 marks) indicates you have demonstrated an outstanding and a consistently high level of knowledge and understanding in at least 7 tests in this subject.</p>	<p>To meet this level you will attain a cumulative mark between 75%-84%. A mark in this range (7.5 – 8.4) indicates you have demonstrated a comprehensive and high level of knowledge and understanding in at least 6 tests in this subject.</p>	<p>To meet this level you will attain a cumulative mark between 65%-74%. A mark in this range (6.5 - 7.4) indicates you have demonstrated a better than satisfactory knowledge and understanding in at least 5 tests in this subject.</p>	<p>To meet this level you will attain a cumulative mark between 50%-64%. A mark in this range (5 – 6.4) indicates you have demonstrated a satisfactory knowledge and understanding in at least 4 tests in this subject.</p>

Assessment item 2 - Mid-session exam

Value: 10%

Due Date: Variable Date

Return Date: -

Length: 1 hour

Group Assessment: No

Submission method options: Alternative submission method

TASK

You will be provided a one (1) hour mid-session exam in week 3 of session.

Please note the following information:

1. Topic 1 and Topic 2 will be accessed.
2. Questions will be similar to the tutorial questions provided within the 'Resources' section of interact2.
3. You can use all/any reference materials.
4. The exam is to be completed individually.
5. The exam will be conducted with your Local Lecturer.

RATIONALE

This assessment task will assess the following learning outcome/s:

- be able to define the role of accountants and explain how accounting can assist in making decisions.
- be able to analyse and interpret a range of accounting and financial transactions and reports.

This assessment task covers topics 1 to 2 and has been designed to ensure that you are engaging with the subject content on a regular basis.

MARKING CRITERIA AND STANDARDS

Criteria	High Distinction	Distinction	Credit	Pass
You will be required to answer theory and numerical, practical based short answer questions to demonstrate your ability to: demonstrate and understand the role of accountants and accounting and how it can assist in making decisions; analyse and interpret a range of accounting and financial transactions and reports.	To meet this level you will attain a cumulative mark between 85%-100%. A mark in this range (no less than 8.5 marks) indicates you have demonstrated an outstanding and a consistently high level of knowledge and understanding in the majority of questions.	To meet this level you will attain a cumulative mark between 75%-84%. A mark in this range (7.5 – 8.4) indicates you have demonstrated a comprehensive and high level of knowledge and understanding in the majority of questions.	To meet this level you will attain a cumulative mark between 65%-74%. A mark in this range (6.5 - 7.4) indicates you have demonstrated a better than satisfactory knowledge and understanding in the majority of questions.	To meet this level you will attain a cumulative mark between 50%-64%. A mark in this range (5 – 6.4) indicates you have demonstrated a satisfactory knowledge and understanding in the majority of questions.

REQUIREMENTS

This examination consists of short answer. You can use all/any reference materials and all questions are to be answered.

Assessment item 3 - Business transactions and financial statements

Value: 30%

Due Date: 03-Apr-2022

Return Date: 27-Apr-2022

Length: 450 words (for memo)

Group Assessment: No

Submission method options: EASTS (online)

TASK

Financial statements, analysing business transactions and financial statement analysis

On 1 January 2021, Ernie started a business as a sole trader. He named the business 'Quality Apartments' and provides accommodation within the units of an apartment building. Customers include short and long term tenants. As a friend of Ernie, you have offered to utilise what you have learnt in this accounting subject and:

1. prepare the financial statements; and,
2. write a brief memo analysing some aspects of the financial health of Ernie's business for the 6 months ended 30 June 2021.

Quality Apartments has the following account balances as at 31 May 2021:

Cash at bank	\$57,000
Accounts receivable	\$3,000
Office & maintenance equipment	\$15,000
Building	\$300,000
Accounts payable	\$25,000
Loan payable	\$253,000
Capital	\$62,000
Income	\$80,000*
Expenses	(\$45,000)**

*Income consists of \$79,500 sales revenue, \$500 interest income.

**Expenses consist of \$2,500 accounting, \$10,000 advertising, \$2,000 administration, \$6,200 cleaning, \$300 donation, \$4,500 electricity, \$2,000 insurance, \$1,800 interest expense \$3,000 office sundry expenses, \$3,500 telephone and internet, \$9,200 wages.

The following transactions occurred in the last month of the financial year, from 1 June - 30 June 2021:

June	Transaction Description
1	A basement flooding damaged maintenance equipment worth \$2,500.
2	Received \$2,600 payment for outstanding invoice (sent 13 May) from Aus Training Providers Pty Ltd for their employees stay at the apartment.
3	Purchased \$850 worth of office stationery for the business on account from Stationery R Us.
4	Paid \$800 to the internet and telephone service provider account, outstanding from May.
4	Paid casual staff \$1,800 wages.
5	Ernie injected \$1,500 of her own cash into the business bank account.
7	Sent a \$4,700 invoice for apartments rented during the first week of June to Red Group.
8	Paid the invoice received on 3 June.
12	Paid \$500 for online advertising.
14	With the exception of one small \$150 invoice (which remains outstanding) received payment from all remaining outstanding invoices.
15	Made a loan repayment of \$2,500 (includes \$800 interest expense).
17	Paid \$1,200 in accounting fees for June.
18	Paid casual staff \$2,200 wages.
21	Ernie paid \$250 for a 5 star restaurant meal with friends from the business account.
25	Paid plumber \$750 to perform urgent repairs on building plumbing.
27	Paid a \$300 donation to the Cancer Council.
30	Paid monthly bank charges of \$15.
30	Purchased a new office computer and management software for \$4,500. \$2,000 was paid from the business bank account and the balance was financed via a loan.
30	Received \$110 in interest in the business bank account.
30	Repaid the meal purchased on 21 June into the business bank account.
30	Received cash from apartments rented, \$5,000.

Required:

Part A: Business transactions [10%]

1. Analyse business transactions

You are required to analyse each of the above transactions with respect to their effect on the accounting equation. Complete the worksheet in the 'Assessment item 3 Template' for Quality Apartments. Using the sheet labelled 'Analysis of transactions', discuss the transactions and the effect on the accounting equation.

Note:

Section 4.5 starting on page 114 of your textbook can be used as a guide on how to present your answer. In addition, you should review the tutorial questions we have provided the solutions to, as well as any other subject material available.

There *may* be new accounts created during the month that did not have an opening balance at 1 June 2021.

You are encouraged to discuss how to present your work on the discussion forum that is dedicated to assessment questions/discussions. Note, though, that you must NOT discuss specific numbers or solutions.

2. Worksheet

You are required to complete the worksheet in the 'Assessment item 3 Template' for Quality Apartments. Using the sheet labelled 'Worksheet' identify the business transactions for June 2021 and construct an accounting worksheet.

Note:

1. Illustrative example 4.4 on pg. 116 of the text can be used as a guide for the format required for the worksheet.
2. Balances as at 31 May 2021 should be used as your starting point in your accounting worksheet.
3. In your worksheet, you must demonstrate the use of the following Excel functions:
 - 'sum'
 - bordering
 - cell merging
 - wrap text
 - date.
4. Ensure that you 'sum' each side of your worksheet to prove the accounting equation.

Part B: Financial statements [5%]

Using the same Excel file that you used for Part A, prepare the following financial statements of Quality Apartments from the accounting worksheet for the 6 months ended 30 June 2021:

- Income statement.
- Statement of changes in equity
- Balance sheet.

Note:

1. Illustrative example 4.5 on pp.116-117 of the text can be used as a guide to the format required for the income statement and balance sheet. You should not limit yourself to these illustrative examples only. You should also review the tutorial questions we have provided the solutions to, as well as any other subject material available.

2. Each financial statement should be prepared using the named worksheets provided in the Excel template. You are required to use formulas only to transfer the figures from the worksheet into the statements.

3. In your financial statements, you must demonstrate the use of the following Excel functions:

- formulas for each subtotal and total
- bordering
- cell merging
- wrap text.

PART C: Ratio analysis [5%]

In the same Excel template that you used for Part A and B use the sheet labelled 'Ratio Analysis', to complete the following:

- the table labelled 'Ratio Figures'. You are required to use formulas to transfer the figures needed from the worksheet into this table. Do not type answers directly into this table, except for the 'Cash flow from Operating activities' which is \$60,445.
- the column labelled 'Formula'. You are required to provide the written formula for each of the ratios provided.
- you are required to use formula by pulling figures from the 'Ratio Figures' to show the ratio calculation. (**Do not type ratio answer directly into the table**).

Note:

In completing the 'Ratio Analysis' Sheet in the Excel template, you must demonstrate that you have used the following Excel functions:

- '=+/-'
- bordering
- merging cells
- wrap text.

PART D: Business memo [10%]

30 June 2021 is the end of the financial year. You've been asked to provide a snapshot on key aspects of Quality Apartments' financial health. Write a brief memo (450 +/- 10% words) to the partners that contain the following:

1. analysis of ratios calculated in Part C for the following areas:
 - profitability
 - asset efficiency
 - liquidity
2. with reference to the results reported in Part B and C, discuss the results for the first 6 months and any recommendations of improvement for Quality Apartments.

You can select an appropriate template for your memo by clicking 'New' > 'search for online templates' within MS Word by typing 'memo'.

Note:

Your memo should be (450 +/- **10%** words), excluding the reference list.

RATIONALE

This assessment task will assess the following learning outcome/s:

- be able to analyse and interpret a range of accounting and financial transactions and reports.
- be able to use a computer spreadsheet to assist in the preparation of business information and be able to generate and analyse a range of business results and reports.
- be able to employ research and report writing skills.

This assessment task covers topics 3, 4 and 5. It has been designed to ensure that you are engaging with the subject content on a regular basis.

MARKING CRITERIA AND STANDARDS

Criteria	High Distinction	Distinction	Credit	Pass
<p>Parts A & B Analyse various business transactions and prepare financial statements using Excel</p> <p>/15%</p>	<p>All/Almost all transactions are analysed correctly with no errors. Financial statements are prepared with all correct accounts and correctly formatted and in a professional presentation style. Demonstrate ability to use all required Excel spreadsheet functions.</p>	<p>Almost all transactions are analysed correctly with minor error. Financial statements are prepared with a majority of correct accounts and in a correct format and logical presentation style. Demonstrated ability to use all required Excel spreadsheet functions.</p>	<p>Majority of transactions are analysed correctly with some errors. Financial statements are prepared with a majority of correct accounts and in a correct format and logical presentation style. Demonstrated ability to use most required Excel spreadsheet functions.</p>	<p>Most transactions are analysed correctly but with a number or errors and omissions. Financial statements are prepared correctly with most accounts correct, in a correct format and logical presentation style. Demonstrated ability to use most required Excel spreadsheet functions.</p>
<p>Part C. Financial statement analysis using prepared financial statements</p> <p>/5%</p>	<p>Correctly stated the formulas for all of the relevant ratios. Correctly computed all of the ratios. Demonstrated ability to use Excel spreadsheet functions with proficiency.</p>	<p>Correctly stated the formulas for all of the relevant ratios. Correctly computed for the majority of the ratios with minimal errors. Demonstrated ability to use Excel spreadsheet functions.</p>	<p>Correctly stated the formulas for most of the relevant ratios. Correctly computed for most of the ratios with minor flaws. Demonstrated ability to use a majority of Excel spreadsheet functions.</p>	<p>Correctly stated the formulas for some of the relevant ratios. Correctly computed some of the ratios with some errors. Demonstrated ability to use most Excel spreadsheet functions.</p>
<p>Part D. Review financial statements provided to evaluate financial health.</p> <p>/10%</p>	<p>Analysis demonstrates a comprehensive understanding of the topic and technical content.</p>	<p>Analysis demonstrates a detailed understanding of the topic and technical content.</p>	<p>Analysis demonstrates a sound understanding of the topic and technical content.</p>	<p>Analysis demonstrates a basic understanding of topic and technical content.</p>

These last two criteria relate to the whole of the assessment. Please note, although these criteria are not given a separate mark, they will be taken into account when marking each of the previous four criteria.

Academic writing (including grammar, spelling & punctuation) and referencing.	<p>The memo includes all required components of the task with appropriate headings, spacing, alignment, indentations, etc. that make the memo visually appealing.</p> <p>Written material is presented with no spelling, grammatical, or punctuation errors AND referencing demonstrates academic integrity.</p>	<p>The memo includes almost all required components with appropriate headings, spacing, alignment, indentations, etc. Minor problems in format and layout, but readability and visually appeal are not affected.</p> <p>Written material is presented with few spelling, grammatical, or punctuation errors AND referencing demonstrates academic integrity.</p>	<p>The memo includes some required components with appropriate headings, spacing, alignment, indentations etc. Some problems in format and layout, but the memo is easy to read.</p> <p>Written material is presented with some spelling, grammatical, or punctuation errors however they do not affect meaning AND referencing demonstrates academic integrity.</p>	<p>The memo includes some required components such as headings, spacing, alignment, indentations etc, but are not consistently followed, reducing readability and visually appeal.</p> <p>Written material is presented with frequent spelling, grammatical, or punctuation errors that have some affect on meaning AND referencing demonstrates academic integrity.</p>
	<p>Where required, all sources are traceable and acknowledged with in-text citations and a reference list entry which are formatted consistently in APA (7th ed.) style. The URL is provided for online sources.</p>	<p>Where required, all sources are traceable and acknowledged with in-text citations and a reference list entry which are formatted consistently, although there are a few minor errors in APA (7th ed.) style. The URL is provided for online sources.</p>	<p>Where required, all sources are traceable and acknowledged with in-text citations and a reference list entry which are formatted consistently, although there are frequent minor errors in APA (7th ed.) style. The URL is provided for online sources.</p>	<p>Where required, all sources are traceable and acknowledged with in-text citations and a reference list entry which are formatted in APA (7th ed.) style but contain frequent errors. The URL is provided for online sources.</p>

REQUIREMENTS

- Parts A – C must be submitted in one MS Excel file.
- Part D must be submitted in one MS Word file.
- No Zip or PDF files to be submitted.
- As long as your filename is different for each submission, EASTS will allow you to submit multiple files.
- As per the marking criteria for this assessment, you must reference your work using the APA guidelines. These can be found in the CSU Referencing website <http://student.csu.edu.au/study/referencing-at-csu>

Assessment item 4 - Final exam

Value: 50%

Due Date: To be advised. Your [exam timetable \(http://student.csu.edu.au/study/exams/exam-timetable\)](http://student.csu.edu.au/study/exams/exam-timetable) will be released via the Student Portal. [Check dates for the exam period and your responsibilities \(http://student.csu.edu.au/study/exams\)](http://student.csu.edu.au/study/exams).

Duration (including Reading, Writing and Technology Allowance): 3 hours +10 mins reading +30 mins Technology

Exam Type: Online exam

Submission method options: Interact2

Invigilated: No

EXAM PENALTIES

Exam Penalties

The penalty for late submission of an exam will **only apply to exam options (such as EASTS) that do not include an auto-submit function**. It will be a deduction of the maximum marks allocated for the exam equal, in percentage terms, to the extent of the late submission. The extent of the late submission will be determined with reference to the duration of the exam, including all allowances.

Example 1.

An exam with 120 minutes (2 hours) of writing time, 10 minutes of reading time and a 30 minute technology allowance is an exam of 160 minutes duration. If a student submits after 200 minutes, the 40 minutes of excess time represents 25% of the total duration and they would therefore be deducted 25% of the maximum marks available for the subject.

Example 2.

An exam with 2 days (48 hours) of writing time. If a student submits after 60 hours, the 12 hours of excess time represents 25% of the total duration and they would therefore be deducted 25% of the maximum marks available for the subject.

An example of the calculation would be:

Maximum marks allocated = 50

Penalty for being 25% in excess of the total duration = 12.5 marks (so, a score of 40/50 becomes 27.5/50 and a score of 25/50 becomes 12.5/50).

Note that the penalties for late submission of an online exam are different to the standard penalties for late submission of an assessment task covered in the **Assessment Information** section below.

REQUIREMENTS

This examination consists of four (4) problem questions to answer. It is an open book exam and all questions are to be answered. The exam is to be undertaken in the University's official exam period at the end of the session.

You must obtain at least 50% in both the examination and the total mark in order to pass this subject.

You must pass the exam to pass the subject.

In response to the COVID-19 pandemic and associated restrictions around students returning to Campus, Charles Sturt University has agreed with all four universities in the Joint China Program to modify the arrangements for the Final Exam.

The end of session exams will take place as scheduled during week 9. These exams will be conducted as a 'time limited, non-invigilated online exam'. This means that the exams will be conducted under 'exam-like' time constraints (3 hours and 10 minutes) but are 'open book', allowing students to refer to any material they wish to use to assist them in preparing their response to the questions. The exams in all subjects will be similar to the sample exam that students have access to in this Subject Outline.

Exam Process

To complete the exam, students will require access to the following technology:

- Computer
- Internet connection sufficient for accessing Interact2

1. Your online exam will be delivered through an Interact2 test. You will access your Interact2 test using your online web browser. Please ensure that you have turned off any pop-up blocking software, as this may block your online exam from opening in Interact2. Once you login to your Interact2 subject site, you will see an option on the left-hand side of your screen that will take you to your online exam page. Before your exam is scheduled to start, a link will appear on this page. You may have to refresh this page. Interact2 will automatically submit your exam for you when the time is up or you can submit your exam yourself if you finish early. Please ensure you write your own responses within the text field provided. You will not be able to cut and paste text into the exam respond field.

2. You will have 3 hours and 10 minutes to complete the exam. An additional time of +30 minutes will be allowed (to allow for upload and/or technology issues).

3. To maintain academic integrity, students' answers will be checked through Turnitin. This is the same process that is used during assessment submission. This process will identify any sections/answers that have been shared between students, and any sections/answers that demonstrate direct quoting from internet sources.

RATIONALE

This assessment task will assess the following learning outcome/s:

- be able to define the role of accountants and explain how accounting can assist in making decisions.
- be able to analyse and interpret a range of accounting and financial transactions and reports.
- be able to implement various management accounting tools and techniques in making business decisions.
- be able to identify and describe sources of business finance.
- be able to employ research and report writing skills.

MARKING CRITERIA AND STANDARDS

Criteria	High Distinction	Distinction	Credit	Pass
<p>Problem-solving questions In response to each of these questions, you will be required to demonstrate, for a range of scenarios, your ability to address each of the learning outcomes for this subject.</p>	<p>To meet this level you will attain a cumulative mark between 85%-100% of the examination. A mark in this range indicates that you have answered three of the four questions to an outstanding level & no more than one question is answered at a basic level. Overall, in meeting this level you will demonstrate an outstanding knowledge, understanding and ability across the majority of topics in this subject.</p>	<p>To meet this level you will attain a cumulative mark between 75%-84% of the examination. A mark in this range indicates that you have answered at least two of the four questions to a high level or above & no more than one question is answered to a basic or limited level. Overall, in meeting this level you will demonstrate a comprehensive knowledge, understanding and ability across the majority of topics in this subject.</p>	<p>To meet this level you will attain a cumulative mark between 65%-74% of the examination. A mark in this range indicates that you have answered at least one of the four questions to a better than satisfactory level & no more than two questions are answered to a basic or limited level. Overall, in meeting this level you will demonstrate a better than satisfactory knowledge, understanding, and ability across the majority of topics in this subject.</p>	<p>To meet this level you will attain a cumulative mark between 50%-64% of the examination. A mark in this range indicates that you have answered at least two of the four questions to a basic level or above & no more than two questions are answered to a limited level. Overall, in meeting this level you will demonstrate a satisfactory knowledge, understanding, and ability across the majority of topics in this subject.</p>

MATERIAL PROVIDED BY THE UNIVERSITY

Online Exam.

WHAT STUDENTS CAN BRING TO THE EXAM

The following is permitted for your exam:

- All/any reference materials
- Non programmable calculator

Online Exam.

SAMPLE EXAM PAPER

You are encouraged to complete this subject's [sample exam \(https://doms.csu.edu.au/csu/file/49d918b9-bf0e-41bd-b8bd-f6d9ac7d8c62/1/ACC100%202022%20Sample%20Exam.docx\)](https://doms.csu.edu.au/csu/file/49d918b9-bf0e-41bd-b8bd-f6d9ac7d8c62/1/ACC100%202022%20Sample%20Exam.docx) in preparation for the end-of-session exam.

Services & Support

Your [Student Portal \(http://student.csu.edu.au/\)](http://student.csu.edu.au/) tells you can how you can seek services and support. These include study, admin, residential, library, careers, financial, and personal support.

Develop your study skills

Develop your writing, referencing, English language, numeracy, computer, and other study skills with a range of free [Academic Skills \(https://www.csu.edu.au/current-students/learning-resources/build-your-skills/academic-skills-help\)](https://www.csu.edu.au/current-students/learning-resources/build-your-skills/academic-skills-help) services and resources, available online and on campus to help you succeed at university.

Library Services

Access a wide range of scholarly eBooks, journals articles and multimedia through your [Library \(https://library.csu.edu.au/\)](https://library.csu.edu.au/). Learn how to find the best information to excel in your study.

We're here to help with easy-to-use Library Resource Guides, videos, workshops, individual appointments and online chat.

Assessment and Exam Information

Academic Integrity

Play your part in maintaining academic integrity at our university. Complete your compulsory

[Academic Integrity at Charles Sturt University \(https://www.csu.edu.au/current-students/learning-resources/build-your-skills/academic-integrity\)](https://www.csu.edu.au/current-students/learning-resources/build-your-skills/academic-integrity) subject. This subject will help you understand our Academic Integrity Policy, our expectations of you, and the support services available to help you meet your academic obligations.

You'll learn how to avoid plagiarism, cheating, contract cheating, and collusion. Charles Sturt University treats breaches of academic integrity seriously. Turnitin is used to check your submitted work for plagiarism or contract cheating.

You can also use Turnitin to [check for plagiarism \(http://www.csu.edu.au/current-students/learning-resources/information-planning/assignments/plagiarism-checking\)](http://www.csu.edu.au/current-students/learning-resources/information-planning/assignments/plagiarism-checking) in your assessments before submission.

Referencing

Referencing is an important component of academic work. All assessment tasks should be appropriately referenced. The American Psychological Association (APA) referencing style is the default referencing style to be used in students' assessment work. If your subject requires a different style to be used, this will be stated in the assessment requirements. Get referencing style guides and help with referencing from [Charles Sturt's Referencing webpage \(https://www.csu.edu.au/current-students/learning-resources/build-your-skills/academic-skills-help/referencing\)](https://www.csu.edu.au/current-students/learning-resources/build-your-skills/academic-skills-help/referencing).

How to submit your Assessment and Exam items

EASTS ASSESSMENT - ONLINE SUBMISSION PROCESS

Access [EASTS \(https://online.csu.edu.au/de/eastssubmission.htm\)](https://online.csu.edu.au/de/eastssubmission.htm) (Electronic Assignment Submission Tracking System) to submit assessment tasks online.

Be sure to read the submission guidelines prior to commencing a task; including file types the system will accept, file name and formatting requirements, etc.

A comprehensive user guide, FAQs and system support are also available.

POSTAL ASSESSMENT - SUBMISSION PROCESS

Under normal circumstances postal submissions will not be accepted for any of the assessments required.

HAND DELIVERED ASSESSMENT - SUBMISSION PROCESS

Under normal circumstances hand delivered submissions will not be accepted for Assessment item 1, 3 and 4.

ALTERNATIVE ASSESSMENT - SUBMISSION PROCESS

Under normal circumstances alternative submission methods will not be accepted for any of the assessments required.

INTERACT2 - ONLINE EXAM SUBMISSION PROCESS

Your online exam will be delivered through an **Interact2** test.

You may have previously completed an online quiz using this system. You will access your Interact2 test using your online web browser, such as Chrome.

Please ensure that you have turned off any pop-up blocking software, as this may block your online exam from opening in Interact2.

Once you login to your Interact2 subject site, you will see an option on the left-hand side of your screen that will take you to your online exam page.

Before your exam is scheduled to start, a link will appear on this page. You may have to refresh this page.

Interact2 will automatically submit your exam for you when the time is up or you can submit your exam yourself if you finish early.

Please ensure you write your own responses within the text field provided. You will not be able to cut and paste text into the exam respond field.

Extensions

It is best to complete assessment items by the due date. However, when something unavoidable comes up an extension may be possible. The following principles are used when processing extensions

1. For in-session assessment items, an extension request for up to three (3) calendar days can be made by emailing your subject coordinator directly before the due date. In your email please state the reason why you need more time as well as what precisely you are requesting. Supporting documentation is not required. If an extension is requested in the above format with a valid reason and your request does not disadvantage other students, the extension will be approved. Extensions **cannot** be granted for on-line tests, as these have to be done within a specific time frame, after which the answers are released to the class automatically.
2. For in-session assessment items, extension requests of more than three (3) calendar days must be made via the special consideration form: <https://apps.csu.edu.au/specialcons/>. (<https://apps.csu.edu.au/specialcons/>) The request must be made before the due date and must include supporting documentation. Acceptable reasons are given in the Special Consideration Policy <<https://policy.csu.edu.au/view.current.php?id=00298>>. Each request will be considered on a case by case basis. The request may not be granted. The maximum extension possible will be seven (7) calendar days.
3. If you receive an extension, then you should expect the assessment item and its feedback to be returned later. If you submit later than the extended due date you will receive late penalties as per guidelines below.
4. Unless your extension permits otherwise, submissions received 10 days after the original due date will receive zero.
5. For end of session exams, you can request a supplementary exam via <https://apps.csu.edu.au/specialcons/>. (<https://apps.csu.edu.au/specialcons/>) This request must be made within 3 working days of the date of exam and must include supporting documentation. Acceptable reasons are given in the Special Consideration Policy <<https://policy.csu.edu.au/view.current.php?id=00298>>. For medical issues, a CSU medical certificate is required. If the supplementary exam (SX) is awarded then your exam is moved to the next examination period. In order to preserve exam integrity and manage the logistics of exams, the timing of a supplementary exam is heavily restricted.

How to apply for special consideration

Academic regulations provide for special consideration to be given if you suffer misadventure or extenuating circumstances during the session (including the examination period) which prevents you from meeting acceptable standards or deadlines. Find the form on the Student Portal [Special Consideration, Misadventure, Advice and Appeals \(http://student.csu.edu.au/study/academic-advice\)](http://student.csu.edu.au/study/academic-advice) page.

Penalties for late submission

The penalty for late submission of an assessment task (without obtaining the Subject Coordinator's approval for an extension) will be:

10% deduction per day, including weekends, of the maximum marks allocated for the assessment task, i.e. 1 day late 10% deduction, or 2 days late 20% deduction.

An example of the calculation would be:

Maximum marks allocated = 20

Penalty for one day late = 2 marks (so, a score of 18/20 becomes 16/20 and a score of 12/20 becomes 10/20).

If an assignment is due on a Friday but is not submitted until the following Tuesday, then the penalty will be four days (40% deduction or 8 marks in the example above).

Submissions more than 10 days late will be acknowledged as received but will not be marked.

Resubmission

Under normal circumstances resubmission of assessment items will not be accepted for any of the assessments required in this subject.

Feedback processes

Results for each online test will be provided on submission. In relation to assignments a completed marking criteria table, with accompanying comments, will be provided with each returned assignment clearly showing how your marks were determined.

Assessment return

You should normally expect your marked assignment to be returned to you within 15 working days of the due date, if your assignment was submitted on time. If you submitted your assignment on time but not received it back by the return date, you should make enquiries in the first instance to the subject coordinator.

Student Feedback & Learning Analytics

Evaluation of subjects

Charles Sturt University values constructive feedback and relies on high response rates to Subject Experience Surveys (SES) to enhance teaching. Responses are fed back anonymously to Subject Coordinators and Heads of Schools to form the basis for subject enhancement and recognition of excellence in teaching. Schools report on their evaluation data; highlighting good practice and documenting how problems have been addressed. You can view a summary of survey results via the Student Portal [SES Results \(https://student.csu.edu.au/study/subject-\)](https://student.csu.edu.au/study/subject-)

[experience-survey-results](#)) page.

We strongly encourage you to complete your online Subject Experience Surveys. You will be provided with links to your surveys via email when they open three [3] weeks before the end of session.

Changes and actions based on student feedback

As of this session the textbook has been updated to the latest edition.

Learning analytics

Learning Analytics refers to the collection and analysis of student data for the purpose of improving learning and teaching. It enables the University to personalise the support we provide our students. All Learning Analytics activities will take place in accordance with the Charles Sturt University Learning Analytics Code of Practice. For more information, please visit the University's [Learning Analytics \(http://www.csu.edu.au/division/student-learning/home/analytics-and-evaluations/learning-analytics\)](http://www.csu.edu.au/division/student-learning/home/analytics-and-evaluations/learning-analytics) website.

Data about your activity in the Interact2 site and other learning technologies for this subject will be recorded and can be reviewed by teaching staff to inform their communication, support and teaching practices.

Policies & Regulations

This subject outline should be read in conjunction with all academic policies and procedures. Please refer to the collated list of [policies and regulations relevant to studying your subject\(s\) \(http://student.csu.edu.au/administration/policies-regulations-subjects\)](http://student.csu.edu.au/administration/policies-regulations-subjects) which includes links to [Charles Sturt University's Policy Library \(https://about.csu.edu.au/our-university/publications-policy/policy\)](https://about.csu.edu.au/our-university/publications-policy/policy)- the sole authoritative source of official academic and administrative rules, policies and procedures of the University.

Subject Outline as a reference document

This Subject Outline is an accurate and historical record of the curriculum and scope of your subject. Charles Sturt University's Course and Subject Information Procedure expects that you retain a copy of the Subject Outline for future use, including for accreditation and other professional purposes.