# Unit Outline

## ACCT1000 Introduction to Accounting

**Semester 2, 2016**

<table>
<thead>
<tr>
<th><strong>Unit study package code:</strong></th>
<th>ACCT1000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mode of study:</strong></td>
<td>Fully Online</td>
</tr>
<tr>
<td><strong>Tuition pattern summary:</strong></td>
<td>This unit does not have a fieldwork component.</td>
</tr>
<tr>
<td><strong>Credit Value:</strong></td>
<td>25.0</td>
</tr>
<tr>
<td><strong>Pre-requisite units:</strong></td>
<td>Nil</td>
</tr>
<tr>
<td><strong>Co-requisite units:</strong></td>
<td>Nil</td>
</tr>
<tr>
<td><strong>Anti-requisite units:</strong></td>
<td>Nil</td>
</tr>
<tr>
<td><strong>Result type:</strong></td>
<td>Grade/Mark</td>
</tr>
<tr>
<td><strong>Approved incidental fees:</strong></td>
<td>Information about approved incidental fees can be obtained from our website. Visit <a href="https://fees.curtin.edu.au/incidental_fees.cfm">fees.curtin.edu.au/incidental_fees.cfm</a> for details.</td>
</tr>
</tbody>
</table>

**Unit coordinator:**

- **Title:** Mr
- **Name:** Wahseem Soobratty
- **Phone:** +61892662375
- **Email:** W.Soobratty@curtin.edu.au
- **Location:** Building: 407 - Room: 431

**Teaching Staff:**

- **Name:** Generic Accounting 1000 Email Account
- **Email:** Accounting1000@curtin.edu.au

**Administrative contact:**

- **Name:** Lirsi Duijckers
- **Phone:** 08 9266 2869
- **Email:** lirsi.duijckers@curtin.edu.au
- **Location:** Building: 407 - Room: 422

**Learning Management System:** [Blackboard](https://lms.curtin.edu.au)

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## Acknowledgement of Country

We respectfully acknowledge the Indigenous Elders, custodians, their descendants and kin of this land past and present.

## Syllabus

Distinguishing different business structures; strategic business planning; introductory budgeting; basic accounting concepts and applications; accounting records; working capital; financial statements; sustainability; tactical decision making.
Introduction

Introduction to Accounting will provide you with a better understanding of accounting’s role within the business world and its influence on society in general. Accounting impacts on all areas of society and it is therefore an enormous advantage for you to have an understanding of basic accounting principles.

This unit will cover a broad range of management and financial accounting issues with emphasis on their practical application in the business world. By the end of this course you will have learnt how to complete the accounting cycle for small business, from source documents through to completion of financial statements, and how to address some key questions about the financial efficiency and effectiveness of business. Even if you do not intend to undertake an accounting major, you will certainly benefit from the technical skills you develop in this unit.

In addition to developing technical proficiency, the unit has also been designed to develop and enhance your creativity, professionalism, communication and inter-personal skills. As importantly, the unit has been designed to maximise your enjoyment and to give you every opportunity to succeed.

Unit Learning Outcomes

All graduates of Curtin University achieve a set of nine graduate attributes during their course of study. These tell an employer that, through your studies, you have acquired discipline knowledge and a range of other skills and attributes which employers say would be useful in a professional setting. Each unit in your course addresses the graduate attributes through a clearly identified set of learning outcomes. They form a vital part in the process referred to as assurance of learning. The learning outcomes tell you what you are expected to know, understand or be able to do in order to be successful in this unit. Each assessment for this unit is carefully designed to test your achievement of one or more of the unit learning outcomes. On successfully completing all of the assessments you will have achieved all of these learning outcomes.

Your course has been designed so that on graduating we can say you will have achieved all of Curtin’s Graduate Attributes through the assurance of learning process in each unit.

<table>
<thead>
<tr>
<th>On successful completion of this unit students can:</th>
<th>Graduate Attributes addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Apply basic management accounting techniques to resolve business problems</td>
<td>📖 🕵️‍♂️ 🗄️</td>
</tr>
<tr>
<td>2. Apply basic financial accounting knowledge to complete the accounting cycle</td>
<td>📖 🕵️‍♂️ 🗄️</td>
</tr>
<tr>
<td>3. Prepare and interpret financial statements</td>
<td>📖 🕵️‍♂️ 🗄️</td>
</tr>
</tbody>
</table>

Curtin’s Graduate Attributes

- 📖 Apply discipline knowledge
- 🕵️‍♂️ Thinking skills (use analytical skills to solve problems)
- 🗄️ Information skills (confidence to investigate new ideas)
- 📖 Communication skills
- 🕵️‍♂️ Technology skills
- 🗄️ Learning how to learn (apply principles learnt to new situations) (confidence to tackle unfamiliar problems)
- 📖 International perspective (value the perspectives of others)
- 🕵️‍♂️ Cultural understanding (value the perspectives of others)
- 🗄️ Professional Skills (work independently and as a team) (plan own work)

Find out more about Curtin’s Graduate attributes at the Office of Teaching & Learning website: [ctl.curtin.edu.au](http://ctl.curtin.edu.au)

Learning Activities

Acknowledging that everyone learns differently, we have developed a wide range of learning activities to support students in Introduction to Accounting. We want your commitment to engage with the materials and work to succeed, and in return we have developed an extensive range of supports and activities to help you get there. Please read the below very carefully to ensure you receive maximum benefit from the resources available.

Lectures

Lectures are held each week to explain key concepts – please make sure to watch the ilecture (which is posted on Blackboard at the end of each teaching week). We move quite quickly in this course and if you miss key concepts it
can be difficult to catch up. Lectures are designed to be engaging and we will include plenty of practical advice as well as challenge you to think and question.

**Homework and Tutorial Question**

You should ensure to attempt the allocated homework and tutorial questions on a weekly basis (after watching the ilecture). The questions are either from your textbook or posted on Blackboard (please refer to the program calendar section of the unit outline for details). All solutions are also made available to you on Blackboard.

**Collaborate Sessions**

We will be holding at least 4 collaborate sessions during the semester (generally held the week before an assessment is due). These sessions will enable you to chat with an experienced tutor and ask any questions you may have. The tutor will gladly go through any question(s) that you may have encountered difficulty with along with providing any guidance as deemed necessary.

**Accounting 1000 Generic Email Account**

Given the large number of students completing this unit, we have created an Accounting 1000 Generic email. This is to ensure that students queries are responded within the shortest time frame. This email account is monitored on a daily basis by a group of tutors. If you encounter any difficulty throughout the semester, please email your query to Accounting1000@curtin.edu.au and one of the tutors will reply to you within 48 hours.

**Self Online learning – Wiley Plus**

We use "Wiley Plus" online learning tools in this course. If you love interactive online learning with videos, practical examples, “try it yourself” questions, case studies and quizzes, then you will find Wiley Plus to be a great resource. No need to search the web for extra explanations or study tools – they are all here built into your course already.

Through Wiley Plus, you will gain access to additional questions (from modules 5 onwards), which is recommended you attempt on a weekly basis (at the completion of your lecture and workshop) to further consolidate your knowledge for the respective topic.

You will receive an email with a link to WileyPLUS and your login details. Please note that if you have previously created a Wiley Plus account (for a different unit for example), you will not receive this email. Instead, you will simply need to log in your Wiley Plus account (using your existing log in and password, and you will see the ACCT1000 course already added for you. If you do not remember your password, simply click on the forgot password link of Wiley Plus and the system will email you your updated password (your username is always your Curtin Student Email Account.

Within WileyPLUS you only need to access the Assessment and Gradebook tabs. There is an additional Read, Study, Practice tab which will not be applicable for this course. This is due to the fact I have produced a custom publication for ACCT1000, the Read, Study, Practice area which requires a code or you to purchase access, will not be required for ACCT1000. More information can be found on the Wiley Plus login site.

The publisher has the following website which has short videos on some of the key areas regarding WileyPLUS. It also has a link to a live chat support team, so please use this for any WileyPLUS related queries:  

**Online Workbook**

Towards the end of the semester, you will be required to complete an online Workbook - through the Wiley online portal (as outlined above). This assignment has been specifically designed so as to give you a comprehensive idea of how companies prepare their financial statement. Please be advised that the assignment can be quite time consuming, and you should therefore allow enough time for it.

Should you encounter any technical difficulty while completing the assessment, you will be required to contact Wiley directly at:  

**UniPASS**

Whether you are a top performer or could use some improvement, you will benefit from the skills and understanding gained from attending UniPASS. UniPASS sessions are facilitated by senior students who have excelled in this subject. Many students each year find Introduction to Accounting challenging, and UniPASS has a strong record of helping those students to get through this subject. Regularly attending UniPASS students scored 12% higher on average.
than non-attending students. UniPASS starts in week two and runs for 11 weeks; no registrations – just come along; the timetable will be on Blackboard in week 1.

Save Time - 1 hour of UniPASS = 3 hours of study! (University of Wollongong, 2010).
Better Marks - 12% higher grades on average (Curtin University, 2014)

Make Friends – study together in small groups
Student Perspective – the student facilitator has a different approach to a lecturer

Some previous attendees’ feedback:

- “I learnt a lot more than I would have studying on my own, plus the facilitator has done the unit, so knows what to expect and understands problems faced by students”
- “Unlike lectures it is an interactive learning environment where examples are gone over. It helped me because it was my only class time to actually learn at my own pace where the lectures were ahead of me and the practical was focused on me completing the work”
- “Getting to hear the information from another perspective, learning how other students are remembering the information - memory tricks etc. Getting the chance to explain to consolidate my own understanding and the chance to check that I am understanding the content at the level required”
- “The facilitator was knowledgeable, friendly and helpful. The activities and group work helped improve my knowledge of the unit and made me more confident”

Many students also commented how they felt a lot more comfortable asking questions than they did at lectures or tutorials. Come and try for yourself.

If you have any problems accessing information please email the UniPASS team at UniPASS@curtin.edu.au.


Learning Resources

Essential texts

The required textbook(s) for this unit are:

- *Introduction to Accounting (ACCT1000) Custom publication for Curtin University, Prepared by Wahseem Soobratty*
  (ISBN/ISSN: 9780730329190)

Online resources

- As well as the hardcopy book in the bookstore, I have also produced an e-Text for the custom book you may choose to use this semester in lieu of the hard copy textbook. The e-Text can be purchased via the link below:
  http://customer.au.wiley.com/CGI-BIN/lansaweb?procfun+shopcart+shcfn01+funcparms+parmmisbn
  (a2500):0730329208+parmmqty(a0750):001
  (http://customer.au.wiley.com/CGI-BIN/lansaweb?procfun+shopcart+shcfn01+funcparms+parmmisbn
  (a2500):0730329208+parmmqty(a0750):001)
  (ISBN/ISSN: 9780730329190)
Other resources
Wiley Plus self study resources
Students may find the following texts useful:
Mike Bazley and Phil Hancock, *Contemporary Accounting*, 7th (2010) or 8th (2013) editions, Cengage Learning Australia

Assessment
Assessment schedule

<table>
<thead>
<tr>
<th>Task</th>
<th>Value %</th>
<th>Date Due</th>
<th>Unit Learning Outcome(s) Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests x 2</td>
<td>30 percent</td>
<td>Week: Week 4 and 6 Day: Saturday 27th August and Saturday 17th September Time: 27th August - 5pm and 17th September - 9am</td>
<td>1,2,3</td>
</tr>
<tr>
<td>Online workbook</td>
<td>20 percent</td>
<td>Week: Week 12 Day: Friday the 4th November Time: 10:00 pm (Western Australia Time)</td>
<td>1,2,3</td>
</tr>
<tr>
<td>Final examination</td>
<td>50 percent</td>
<td>Week: Examination Period Day: TBA Time: TBA</td>
<td>1,2,3</td>
</tr>
</tbody>
</table>

Detailed information on assessment tasks

1. As part of the assessment structure of this unit, you will be required to attempt two (2) tests, details of which are provided below:

   1. **Test 1 - eTest - Worth 10%**

      You will be required to attempt one (1) eTest via the Wiley Plus website, weighing 10%.

      Please note that you are not required to purchase the log in to access the Wiley Plus website (and as such, no access code is required). In week 3, you will receive an email with a link to WileyPLUS and your login details (Username [which is your curtin student email address] and password). **Please note that if you have previously created a Wiley Plus account (for a different unit for example), you will not receive this email. Instead, you will simply need to log in your Wiley Plus account (using your existing log in and password), and you will see the ACCT1000 course already added for you. If you do not remember your password, simply click on the forgot password link of Wiley Plus and the system will email you your updated password (your username is always your Curtin Student Email Account).**

      If you fail to see the email, please ensure to check your spam folder. If you still cannot see the email, it would mean that you would already have had a Wiley account, in which case try to recover your password using the instructions above. Should you encounter any difficulty, please contact the Wiley Support Team directly (not the Unit Controller) and they will gladly assist you solving the issue.
The eTests consist of a mixture of MCQs (Multiple Choice Questions) and practical/calculation questions and will be made available on the Wednesday of the assessed week (Wednesday 24th August) at 9am. You will have until the Saturday 5:00pm of the same week (Saturday 27th August) to attempt and submit the etest. Please note that you will only be allowed one (1) attempt to the eTest, and once started, you will be allocated 60 minutes to complete and submit the test. Since you will be given over four (4) days to attempt this test, please note that no extensions of time will be granted.

In order to help you familiarise yourself with the Wiley system, you will be able to access a sample eTest from 9am Tuesday 23rd August. The sample eTest consist of 7 questions and you are allowed 3 attempts to the practice test.

The test will cover materials covered from modules one (1) to module three (3) [inclusive].

Should you encounter any technical difficulty (such as log in issues), please contact the Wiley Support Team directly (not the Unit Controller) and they will gladly assist you solving the issue. Please refer to the blackboard announcement section for more details.

2. Test 2 - Mid Semester Test - Worth 20%

The mid-semester test will be held on Saturday 17th September 2016 at 9:00am. The duration of the test is 2 hours plus 10 minutes reading time. Module one to module four (inclusive) will be assessed in the mid-term test.

Please note that a Mid Semester Revision lecture will be held during the usual lecture time in Week 5 and the PowerPoint materials posted on Blackboard on Friday 7 pm of Week 5. These contain very important information pertaining to the test and students should peruse through these documents [along with the iLecture] with great details in order to properly prepare for the test.

Additional information, along with the structure of the exam will be available on the unit’s FLECS-Blackboard website closer to the date.

Please note that this assessment will be held on campus on the stipulated date and time. However, if you reside outside of the Perth Metropolitan area, you will need to complete a "Nomination for Supervisor" form and send to the School by the stated deadline - these (along with the form) will be posted on Blackboard at the beginning of the semester. Please check the announcement section of Blackboard for further details.

Curtin Student ID is required. Calculators are allowed, but programmable calculators, mobile phones and other such devices are not permitted and will be removed. Possession of one these items or other prohibited materials after the commencement of the test will be grounds for a charge of academic misconduct. You will also need a HB pencil and a rubber to complete the multiple choice answer sheet.

If you fail to sit your mid semester test a zero grade will be recorded for that test (Please note that in order to pass this unit all assessment need to be attempted and an overall grade of 50% attained). If you miss the test due to medical or other University approved reasons (refer to the University Guidelines on deferred assessment) and can produce evidence to support your claim (ie. medical certificate) then you may apply to sit an alternative test. Appeals of this nature can only be approved by the Unit Coordinator and, unless there are extenuating circumstances, must be made no later than five working days after the test gave been conducted.

2. As part of your assessments, you will be required to complete an online Workbook through the Wiley portal. This assessment has been devised to give you a general idea of how companies’ financial statements are prepared. For the purpose of this assessment, you will be provided with a set of transactions from which you will be given a set of requirements from the journalisation of these transactions to the preparation of the financial statements. This assessment will test your knowledge from Module 5 to 9 (inclusive) and is worth 20%.

This online Workbook consists of multiple parts, and will need to be completed in order (Complete Question 1 prior to opening question 2 etc).

The assessment will need to be completed individually, and is not time limited. However, you will only be able to start the online workbook from Monday the 24th October at 9am and you will need to have completed and submitted all parts by latest Friday the 4th November at 10:00pm (WST Time). Please be advised that this assessment will take you a significant amount of time, therefore it is strongly recommended that you start as early as possible, and allocate enough time to complete the online workbook.

Please also note that given that the online workbook examine your knowledge acquired from Modules 5 to 9
(inclusive) the successful completion of this assessment would mean a proper foundation for your final exam (which emphasizes on Modules 5 onwards). It is therefore strongly encouraged to complete this assessment as part of your revision for the final exam.

**Considering that students are given nearly two (2) weeks to complete this assessment, no extension will be given for this assessment.**

This assessment is completed using the same portal as the first test (eTest) - hence please use your username and password provided to access the system. You will receive an email with a link to WileyPLUS and your login details. **If you do not remember your password, simply click on the forgot password link of Wiley Plus and the system will email you your updated password (your username is always your Curtin Student Email Account).**

Should you encounter any technical difficulty completing the assessment, you will be required to contact Wiley directly to resolve any of these technical issues. The publisher has the following website which has short videos on some of the key areas regarding WileyPLUS. It also has a link to a live chat support team, so please use this for any WileyPLUS related queries:  

Further information pertaining to the online workbook will be provided as needed on blackboard.

3. The final exam will cover all material covered in the course, **but will focus on materials from Module 5 onwards.** Your student ID card will be **required.** Calculators are required, but programmable calculators, mobile telephones and other such devices **are not permitted** and will be removed. Possession of one these items or other prohibited materials after the commencement of the test will be grounds for a charge of academic misconduct.

Further guidance on the content of this examination will be given closer to the date using Blackboard.

**Pass requirements**

To pass this unit a student must have a cumulative result of 50% or more across all pieces of assessment. Failure in any one (or more) pieces of assessment does not mean you will fail the unit, but it does make it more difficult to pass.

As noted above under the “assessments” heading, students are **required to attempt all assessments** in order to pass this unit of study.

**Fair assessment through moderation**

Moderation describes a quality assurance process to ensure that assessments are appropriate to the learning outcomes, and that student work is evaluated consistently by assessors. Minimum standards for the moderation of assessment are described in the Assessment and Student Progression Manual, available from policies.curtin.edu.au/policies/teachingandlearning.cfm

**Late assessment policy**

This ensures that the requirements for submission of assignments and other work to be assessed are fair, transparent, equitable, and that penalties are consistently applied.

1. All assessments students are required to submit will have a due date and time specified on this Unit Outline.
2. Students will be penalised by a deduction of ten percent per calendar day for a late assessment submission (eg a mark equivalent to 10% of the total allocated for the assessment will be deducted from the marked value for every day that the assessment is late). This means that an assessment worth 20 marks will have two marks deducted per calendar day late. Hence if it was handed in three calendar days late and given a mark of 16/20, the student would receive 10/20. An assessment **more than seven calendar days overdue will not be marked and will receive a mark of 0.**
Assessment extension

A student unable to complete an assessment task by/on the original published date/time (eg examinations, tests) or due date/time (eg assignments) must apply for an assessment extension using the Assessment Extension form (available from the Forms page at students.curtin.edu.au/administration/) as prescribed by the Academic Registrar. It is the responsibility of the student to demonstrate and provide evidence for exceptional circumstances beyond the student’s control that prevent them from completing/submitting the assessment task.

The student will be expected to lodge the form and supporting documentation with the unit coordinator before the assessment date/time or due date/time. An application may be accepted up to five working days after the date or due date of the assessment task where the student is able to provide an acceptable explanation as to why he or she was not able to submit the application prior to the assessment date. An application for an assessment extension will not be accepted after the date of the Board of Examiners’ meeting.

Additional assessment information

Students are required to attempt all assessments to pass this course. Failure to complete assessments may result in a student failing the unit even if they have received marks of 50% for the other assessments (ie. even if they would otherwise have passed the unit).

Deferred assessments

If your results show that you have been granted a deferred assessment you should immediately check OASIS for details.

Deferred examinations/tests will be held from 06/02/2017 to 17/02/2017. Notification to students will be made after the Board of Examiners’ meeting via the Official Communications Channel (OCC) in OASIS.

Supplementary assessments

Supplementary assessments, if granted by the Board of Examiners, will have a due date or be held between 06/02/2017 and 17/02/2017. Notification to students will be made after the Board of Examiners’ meeting via the Official Communications Channel (OCC) in OASIS.

It is the responsibility of students to be available to complete the requirements of a supplementary assessment. If your results show that you have been granted a supplementary assessment you should immediately check OASIS for details.

Reasonable adjustments for students with disabilities/health circumstances likely to impact on studies

A Curtin Access Plan (CAP) is a document that outlines the type and level of support required by a student with a disability or health condition to have equitable access to their studies at Curtin. This support can include alternative exam or test arrangements, study materials in accessible formats, access to Curtin’s facilities and services or other support as discussed with an advisor from Disability Services (disability.curtin.edu.au). Documentation is required from your treating Health Professional to confirm your health circumstances.

If you think you may be eligible for a CAP, please contact Disability Services. If you already have a CAP please provide it to the Unit Coordinator at the beginning of each semester.

Referencing style

The referencing style for this unit is Chicago. More information can be found on this style from the Library web site: http://libguides.library.curtin.edu.au/referencing.

Copyright

© Curtin University. The course material for this unit is provided to you for your own research and study only. It is subject to copyright. It is a copyright infringement to make this material available on third party websites.
Academic Integrity (including plagiarism and cheating)

Any conduct by a student that is dishonest or unfair in connection with any academic work is considered to be academic misconduct. Plagiarism and cheating are serious offences that will be investigated and may result in penalties such as reduced or zero grades, annulled units or even termination from the course.

Plagiarism occurs when work or property of another person is presented as one’s own, without appropriate acknowledgement or referencing. Submitting work which has been produced by someone else (e.g. allowing or contracting another person to do the work for which you claim authorship) is also plagiarism. Submitted work is subjected to a plagiarism detection process, which may include the use of text matching systems or interviews with students to determine authorship.

Cheating includes (but is not limited to) asking or paying someone to complete an assessment task for you or any use of unauthorised materials or assistance during an examination or test.

From Semester 1, 2016, all incoming coursework students are required to complete Curtin’s Academic Integrity Program (AIP). If a student does not pass the program by the end of their first study period of enrolment at Curtin, their marks will be withheld until they pass. More information about the AIP can be found at: https://academicintegrity.curtin.edu.au/students/AIP.cfm

Refer to the Academic Integrity tab in Blackboard or academicintegrity.curtin.edu.au for more information, including student guidelines for avoiding plagiarism.

Information and Communications Technology (ICT) Expectations

Curtin students are expected to have reliable internet access in order to connect to OASIS email and learning systems such as Blackboard and Library Services.

You may also require a computer or mobile device for preparing and submitting your work.

For general ICT assistance, in the first instance please contact OASIS Student Support: oasisapps.curtin.edu.au/help/general/support.cfm

For specific assistance with any of the items listed below, please contact The Learning Centre: life.curtin.edu.au/learning-support/learning_centre.htm

- Using Blackboard, the I Drive and Back-Up files
- Introduction to PowerPoint, Word and Excel
Additional information

Deferred examinations will be held at a date to be advised (see next section). Supplementary examinations, where applicable and when granted by the Board of Examiners, will be held at a date to be advised (see next section). Notification to students will be made after the Board of Examiners meeting via the Official Communications Channel (OCC) in OASIS.

It is the responsibility of student to be available to attend a supplementary or deferred examination on the date advised and to check their OASIS account on a weekly basis for official Curtin correspondence. If your results show that you have been granted a supplementary or deferred examination you should immediately check your OASIS email for details.

Please note that deferred final exams are usually held in the period following the release of results and before the next study period (exact date to be advised through OASIS as noted above). You should ensure you are available to sit a deferred exam if you are offered one and should take this into account when planning other commitments during that period.

If you wish to apply for a deferred final exam on medical or other approved grounds, you must complete an application and provide it to Curtin Business School Student Services. For advice in this regard you can contact them on business@cbs.curtin.edu.au or phone them on 9266 7713. They are located on the ground floor of building 407.

If you wish to apply for a deferred semester test, you need to instead apply to the unit coordinator on an approved deferral application form (please refer to the Curtin website).

Enrolment

It is your responsibility to ensure that your enrolment is correct - you can check your enrolment through the eStudent option on OASIS, where you can also print an Enrolment Advice.

Student Rights and Responsibilities

It is the responsibility of every student to be aware of all relevant legislation, policies and procedures relating to their rights and responsibilities as a student. These include:

- the Student Charter
- the University’s Guiding Ethical Principles
- the University’s policy and statements on plagiarism and academic integrity
- copyright principles and responsibilities
- the University’s policies on appropriate use of software and computer facilities

Information on all these things is available through the University’s “Student Rights and Responsibilities” website at: students.curtin.edu.au/rights.

Student Equity

There are a number of factors that might disadvantage some students from participating in their studies or assessments to the best of their ability, under standard conditions. These factors may include a disability or medical condition (e.g. mental illness, chronic illness, physical or sensory disability, learning disability), significant family responsibilities, pregnancy, religious practices, living in a remote location or another reason. If you believe you may be unfairly disadvantaged on these or other grounds please contact Student Equity at eesj@curtin.edu.au or go to http://eesj.curtin.edu.au/student_equity/index.cfm for more information.

You can also contact Counselling and Disability services: http://www.disability.curtin.edu.au or the Multi-faith services: http://life.curtin.edu.au/health-and-wellbeing/about_multifaith_services.htm for further information.

It is important to note that the staff of the university may not be able to meet your needs if they are not informed of your individual circumstances so please get in touch with the appropriate service if you require assistance. For general wellbeing concerns or advice please contact Curtin’s Student Wellbeing Advisory Service at: http://life.curtin.edu.au/health-and-wellbeing/student_wellbeing_service.htm
Recent unit changes

Students are encouraged to provide unit feedback through eVALUate, Curtin's online student feedback system. For more information about eVALUate, please refer to evaluate.curtin.edu.au/info/.

To view previous student feedback about this unit, search for the Unit Summary Report at https://evaluate.curtin.edu.au/student/unit_search.cfm. See https://evaluate.curtin.edu.au/info/dates.cfm to find out when you can eVALUate this unit.

Recent changes to this unit include:

- Changed mode of course delivery from seminars to lectures and workshops
- Changed assessments (including "real world" online eTest and presentation)
- New online learning activities and support for students
- Improved iLecture functionality
- The development of a more student focussed teaching structure
<table>
<thead>
<tr>
<th>Week</th>
<th>Begin Date</th>
<th>Lecture/Seminar</th>
<th>Pre-readings</th>
<th>Homework</th>
<th>Tutorial</th>
<th>Assessment Due</th>
</tr>
</thead>
</table>
| 1.   | 1<sup>st</sup> Aug | Module 1  
*Introduction to Accounting and Management* | Chapter 1  
Learning Objectives 1, 2, 3, and 7  
Chapter 2  
Learning Objectives 1, 2, 3, 4, 5, and 6. | From your ACCT1000 prescribed textbook:  
Chapter 1  
Questions 2, 3, 5  
Chapter 2  
Questions 1, 2, 10, and 35. | Module 1  
Please refer to the tutorial solutions provided on Blackboard to obtain the allocated tutorial questions. |  |
| 2.   | 8<sup>th</sup> Aug | Module 2  
*Management Decision Making: Capital Expenditure and Special Order* | Chapter 2  
Learning Objective 7  
Chapter 3  
Learning Objectives 1, 2, 3, and 4. | Please refer to Blackboard (under module 2) for Questions. | Module 2  
Please refer to the tutorial solutions provided on Blackboard to obtain the allocated tutorial questions. |  |
| 3.   | 15<sup>th</sup> Aug | Module 3  
*Management Decision Making: Budgeting and Cash Management* | Chapter 4  
Learning Objectives 1, 2, 3, 4, and 5  
Chapter 10  
Learning Objectives 3 and 7. | From your ACCT1000 prescribed textbook:  
Chapter 4  
Questions 2, 12, 13, 21, and 45(a) | Module 3  
Please refer to the tutorial solutions provided on Blackboard to obtain the allocated tutorial questions. |  |
| 4.   | 22<sup>nd</sup> Aug | Module 4  
*Business Sustainability* | Chapter 5  
Learning Objectives 1, 2, and 3. | From your ACCT1000 prescribed textbook:  
Chapter 5  
Questions 2, 8, 9, 10, 11, and 18. | Module 4  
Please refer to the tutorial solutions provided on Blackboard to obtain the allocated tutorial questions. | Test 1 – eTest  
Available from 9:00 am on Wednesday 24<sup>th</sup> August.  
The eTest will need to be completed on the Wiley Plus website and submitted by the 27<sup>th</sup> August 5pm. Please refer to the assessment section of the unit outline. |
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<th>Week</th>
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<th>Chapter(s)</th>
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<td>6.</td>
<td>5th Sept</td>
<td>Revision in Preparation for the Mid Semester Test</td>
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<td>Revise Module 1 to 4</td>
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<td>7.</td>
<td>12th Sept</td>
<td>Module 5 * Accounting Cycle I: Recording Business Transaction and Accounting for Service Entities – Part A</td>
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<td>Chapter 1</td>
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<td>From your ACCT1000 prescribed textbook: Chapter 1 Questions 29, 31, 33, 62, and 68 Chapter 6 Questions 5, 6, 8, 11, and 13</td>
<td>Module 5 Please refer to the tutorial solutions provided on Blackboard to obtain the allocated tutorial questions.</td>
<td>Mid Semester Test Saturday 17th September at 9:00 am. Please refer to page 7 of the unit outline for details of the assessment.</td>
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<td>Module 6 * Accounting Cycle I: Recording Business Transaction and Accounting for Service Entities – Part B</td>
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<td>Chapter 6</td>
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<td>From your ACCT1000 prescribed textbook: Chapter 6 Questions 15, 16, 17, 18, and 22</td>
<td>Module 6 Please refer to the tutorial solutions provided on Blackboard to obtain the allocated tutorial questions.</td>
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<td>10.</td>
<td>3rd Oct</td>
<td>Module 7 * Accounting Cycle II: Accounting for Retail Entities and Goods and Services Tax</td>
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<td>Chapter 7</td>
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<td>Please refer to Blackboard (under module 7) for Questions.</td>
<td>Module 7 Please refer to the tutorial solutions provided on Blackboard to obtain the allocated</td>
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*Please refer to the announcement section of Blackboard for details if you are having difficulty with accessing the system.
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<td>Accounting Information Systems and Internal Control</td>
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<td>Online Workbook Assignment Due Friday 4th November at 10:00 pm (Western Australia Time) Please check the assessment section of your unit outline (page 7 and 8) for more details.</td>
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