

FOUN049 Introduction to Accounting

Section 1: General Information

1.1 Administrative Details

Subject:	Introduction to Accounting
Code:	FOUN049
Stream	Commerce
Points	12
Pre-requisite	none

1.2 Subject Workload

Number of timetabled hours per week	Number of Personal study hours per week	Total workload hours per week
4 – two (2) lectures and two (2) tutorials	4	8

1.3 Pre-requisites

There are no pre-requisites for students prior to undertaking the paper.

1.4 Other resource requirement

None

Section 2: Academic Details

2.1 Subject Overview

This is a 12 week, one term paper within the University of Otago's Foundation Studies Certificate. It is a compulsory paper for students studying the Commerce stream. As well as producing financial statements, the students will learn to analyse and interpret the figures giving them an understanding of the sorts of decisions managers make.

The paper gives students exposure to a range of activities expanded on if students undertake a Commerce degree at the University of Otago, specifically the BSNS115 Accounting and Information Systems paper.

2.2 Learning Objectives and Outcomes

At the end of this paper, successful students will be able to:

1. prepare end of year financial reports from financial information using appropriate accounting process techniques.
2. explain accounting terms and concepts that underly common accounting practices.
3. analyse financial reports, assess the current situation and make recommendations in the wider context of the business operations.
4. develop an understanding of the accounting information required for the successful management of day to day business operations.
5. create relevant financial spreadsheets using formulae and functions and create associated charts.

2.3 Subject Content

Lectures are delivered 'face to face' by the lecturer. There is a base set of notes that need to be covered from the student workbook with the corresponding PowerPoint presentation, which

reinforces those lecture notes. PowerPoint lectures are available on Blackboard and are available to students in advance of the lecture.

2.4 Teaching Method/Strategies

Each unit is taught through the lecture/ tutorial activities, teachers reinforce the student's understanding of the learning aims, key features, causes, effects and linkages.

In some units of work, there are more activities than students can cover in one tutorial session and may be assigned as homework. Methods include teacher-led discussion, small group activities, note taking, individual activities etc. These are included in the student workbook so students can reinforce their knowledge and understanding in their own time. It also allows teachers to select activities suitable for their classes.

Answers to the short answer activities are in the teacher's handbook.

2.5 Assessment

Assessment Type	When	Weighting	Learning Outcomes Assessed
Internal	Week 7	20%	1, 2 and 5
Internal	Weeks 8 - 10	15%	2, 3 and 4
Final Examination	Week	65%	1, 2, 4 and 5

2.5.1 Assessment Strategy

Students receive regular feedback on how they construct an accounting statement.

Summative assessment includes a variety of methods within the week 7 test, an analysis of a case study as a paired activity and the final examination.

2.5.2 Hurdle Requirement

In order to pass this paper, students must obtain an overall mark of 50% (C-) or better.

2.5.3 Assessment Details

Assessment formats:

Test (20%) on weeks 1 - 5: transaction analysis and the accounting statements

Held in week 7. 45 minutes.

- 15 Multi Choice Qs (15 marks)
- 3 construction of statements or transaction analysis (30 marks)
- Total: 45 marks.

Written assignment (15%) weeks 7 – 9. Interpretation of the accounts, single/paired activity. Students are given a case-study to analyse and write a report explain any possible problems with the accounting data.

Final Exam (65%) covers all topics.

2 hours

- 20 Multiple choice Qs (20 marks)
- 6 Management Accounting questions (50 marks)
- Total out of 70 marks
- Students will be provided with a practice exam during week 10.

2.6 Prescribed and Recommended Reading

Prescribed Text: Refer to the Foun006 'Business' student workbook

3. Subject Details

3.1 Weekly Schedule

Teaching Outline FOUN049 Introduction to Accounting Term 2 2019

Week	Topic
1	Introduction Transaction analysis and Journals
2	The Balance Sheet
3	Income Statement
4	Depreciation Consolidation
5	Statement of Cash-flow
6	Budgets
7	Mid-term Assessments Variance Analysis
Recess	
8	Ratio Analysis
9	Ratio Analysis Report Writing
10	Cost Analysis
11	Break-even
12	Consolidation