ACC100 INTRODUCTION TO ACCOUNTING T326 BRIEF

All information in the Subject Outline is correct at the time of approval. KOI reserves the right to make changes to the Subject Outline if they become necessary. Any changes require the approval of the KOI Academic Board and will be formally advised to those students who may be affected by email and via Moodle.
Information contained within this Subject Outline applies to students enrolled in the trimester as indicated

1 General Information

1.1 Administrative Details

Associated HE Award(s)	Duration	Level	Subject Coordinator
B Bus (Act); B Bus (Mgt & Finance); B Information Technology Dip Accg; Dip Mgt; Dip Information Technology	1 trimester	Level 1	Meth Hewa meth.hewa@koi.edu.au P: +61 (2) 9283 3583 Level 7-11, 11 York Street Consultation: via Moodle or by appointment

1.2 Core / Elective

This is a core subject for B Bus (Act); B Bus (Mgt & Finance); Dip Accg; Dip Mgt courses.
This is an elective subject for B Information Technology; Dip Information Technology courses.

1.3 Subject Weighting

Indicated below is the weighting of this subject and the total course points.

Subject Credit Points	Total Course Credit Points
4	Dip Accg 32; Dip Mgt 32; BBus (Accg) 96; BBus (Mgt & Finance) 96; B IT 32; B IT 96

1.4 Student Workload

Indicated below is the expected student workload per week for this subject.

No. timetabled hours/week*	No. personal study hours/week**	Total workload hours/week***
4 hours/week (2-hour Lecture + 2-hour Tutorial)	6 hours/week	10 hours/week

* Total time spent per week at lectures and tutorials
** Total time students are expected to spend per week in studying, completing assignments, etc.
*** Combination of timetable hours and personal study.

1.5 Mode of Delivery

Classes will be face-to-face or hybrid. Certain classes will be online (e.g., special arrangements).

1.6 Pre-requisites

Nil
However, as accounting involves the manipulation of data expressed in numerical terms, students should have a basic grounding in mathematics.

- Students are expected to attend classes with the weekly worksheets and subject support material provided in Moodle. Students should read this material before coming to class to improve their ability to participate in the weekly activities.
- Students will require access to the internet and their KOI email and should have basic skills in word processing software such as MS Word, spreadsheet software such as MS Excel and visual presentation software such as MS PowerPoint.
- Computers and WIFI facilities are extensively available for student use throughout KOI. Students are encouraged to make use of the campus Library for reference materials.

Resource requirements specific to this subject: Students should have a non-programmable calculator. Applications in smart phones may not be sufficient to perform the required calculations.

1.8 Academic Advising

Academic advising is available to students throughout teaching periods including the exam weeks. As well as requesting help during scheduled class times, students have the following options:

- Consultation times: A list of consultation hours is provided on the homepage of Moodle where appointments can be booked.
- Subject coordinator: Subject coordinators are available for contact via email. The email address of the subject coordinator is provided at the top of this subject outline.
- Academic staff: Lecturers and Tutors provide their contact details in Moodle for the specific subject. In most cases, this will be via email. Some subjects may also provide a discussion forum where questions can be raised.
- Head of Program: The Head of Program is available to all students in the program if they need advice about their studies and KOI procedures.
- Vice President (Academic): The Vice President (Academic) will assist students to resolve complex issues (but may refer students to the relevant lecturers for detailed academic advice).

2 Academic Details

2.1 Overview of the Subject

This subject introduces basic concepts in financial and management accounting. It provides an overview to the function of accounting in real world contexts. On completion of this subject, students are expected to understand the accounting process in a business setting and how managers use accounting as a tool in managing business issues.

The financial accounting section includes basic and generally accepted concepts and principles so that students have a good understanding of internal management accounting and external financial reporting and are able to analyse and interpret financial statements for decision making as well as communicating financial information to internal and external parties.

The management accounting section emphasises cost concepts and cost-volume-profit (CVP) analysis, short- and long-term decision making, budgetary planning and control techniques, responsibility centre accounting, product costing, internal performance evaluation and strategic management accounting.

2.2 Graduate Attributes for Undergraduate Courses

Graduates of the *Bachelor of Business (Accounting),* and the *Bachelor of Business (Management and Finance)* courses from King's Own Institute will achieve the graduate attributes expected from successful completion of a Bachelor's degree under the Australian Qualifications Framework (2nd edition, January

2013). Graduates at this level will be able to apply an advanced body of knowledge from their major area of study in a range of contexts for professional practice or scholarship and as a pathway for further learning.

King's Own Institute's generic graduate attributes for a bachelor's level degree are summarised below:

	KOI Bachelor Degree Graduate Attributes	**Detailed Description**
	Knowledge	Current, comprehensive and coherent knowledge
	Critical Thinking	Critical thinking and creative skills to analyse and synthesise information and evaluate new problems
	Communication	Communication skills for effective reading, writing, listening and presenting in varied modes and contexts and for transferring knowledge and skills to a variety of audiences
	Information Literacy	Information and technological skills for accessing, evaluating, managing and using information professionally
	Problem Solving Skills	Skills to apply logical and creative thinking to solve problems and evaluate solutions
	Ethical and Cultural Sensitivity	Appreciation of ethical principles, cultural sensitivity and social responsibility, both personally and professionally
	Teamwork	Leadership and teamwork skills to collaborate, inspire colleagues and manage responsibly with positive results
	Professional Skills	Professional skills to exercise judgement in planning, problem solving and decision making

Across the course, these skills are developed progressively at three levels:

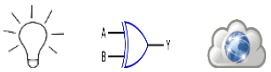
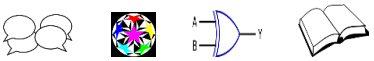
- **Level 1 Foundation –** Students learn the basic skills, theories and techniques of the subject and apply them in basic, stand-alone contexts.
- **Level 2 Intermediate –** Students further develop skills, theories and techniques of the subject and apply them in more complex contexts, beginning to integrate the application with other subjects.
- **Level 3 Advanced** – Students have a demonstrated ability to plan, research and apply the skills, theories and techniques of the subject in complex situations, integrating the subject content with a range of other subject disciplines within the context of the course.

2.3 Subject Learning Outcomes

This is a Level 1 subject.

Listed below, are *key* knowledge and skills students are expected to attain by successfully completing this subject:

Subject Learning Outcomes	**Contribution to Graduate Attributes**

a) Explain the role of accounting and business terms	
b) Explain how financial statements are compiled and how they are used in the decision-making processes	
c) Effectively analyse financial and management accounting problems through the application of appropriate problem-solving processes	
d) Interpret and analyse the key business financial statements, recognising the limitations of such statements	
e) Appreciate the impact of ethical issues and technological change facing accountants	
f) Apply cost-volume-profit (CVP) methods, budgeting and fundamental management accounting concepts in organisational settings.	

2.4 Subject Content and Structure

Below are details of the subject content and how it is structured, including specific topics covered in lectures and tutorials. Reading refers to the text unless otherwise indicated.

Weekly Planner:

Week (beginning)	Topic covered in each week's lecture	Reading(s)	Expected work as listed in Moodle
Week 1 26 October	Introduction to financial and management accounting, ethics and corporate governance	Chs. 1, 2	Tutorial exercises on accounting and ethics
Week 2 02 November	Types of organisations and the financial reporting framework	Chs. 3	Tutorial exercises on financial reporting framework
Week 3 09 November	Accounting equation and the worksheet	Chs. 4	Tutorial exercises on accounting equation and the worksheet
Week 4 16 November	Measuring assets and liabilities	Chs. 5	Tutorial exercises on measuring assets and liabilities ***In-Class Quiz***
Week 5 23 November	Presentation of financial statements	Chs. 6, 7	Tutorial exercises on presentation of financial statements

Week 6 30 November	Fundamental financial statement analysis	Ch. 8	Tutorial exercises on financial statement analysis
Week 7 07 December	**In-class Test** **AI in Tax Compliance**		***- In-class Test*** ***- How AI assists with tax code classification; Xero's automated GST categorisation; ATO's use of data analytics and AI to detect non-compliance — implications for businesses***
Week 8 14 December	Fundamental cost management concepts. Job costing	Chs. 11	Tutorial exercises on Job costing
Week 9 04 January	Cost behaviour and CVP analysis	Ch. 10	Tutorial exercises on cost behaviour and CVP analysis
Week 10 11 January	Budgeting and decision making	Ch. 9	Tutorial exercises on budgeting and decision making
Week 11 18 January	Performance measurement and the balanced scorecard	Ch. 14	Tutorial exercises on performance measurement and the balanced scorecard **Assessment 3 due: Group project**
Week 12 25 January	Revision Lecture	Revision	
Week 13 01 February	Study review week and Final Exam Week		
Week 14 08 February	- Final Exam Week - Continuing students - enrolments for T127 open		Please see the exam timetable for the exam date, time and location
Week 15 15 February	- Student Vacation begins - New students - enrolments for T127 open		
Week 16 22 February	2 Results Released 3 Review of Grade Day for T326 – see Sections 2.6 and 3.2 below for relevant information. 4 Certification of Grades NOTE: More information about the dates will be provided at a later date through Moodle/KOI email.		
T127 01 March 2027			
Week 1 01 March	Week 1 of classes for T127		

2.5 Teaching Methods/Strategies

Briefly described below are the teaching methods/strategies used in this subject:

- *Lectures* (2 hours/week) are conducted in seminar style and address the subject content, provide motivation and context and draw on the students' experience and preparatory reading.

- *Tutorials* (2 hours/week) include class discussion of case studies and research papers, practice sets and problem-solving and syndicate work on group projects. Tutorials often include group exercises and so contribute to the development of teamwork skills and cultural understanding. Tutorial participation is an essential component of the subject and contributes to the development of many of the graduate attributes (see section 2.2 above). Tutorial participation contributes towards the assessment in many subjects (see details in Section 3.1 for this subject). Supplementary tutorial material such as case studies, recommended readings, review questions etc. will be made available each week in Moodle.
- *Online* teaching resources include class materials, readings, model answers to assignments and exercises and discussion boards. All online materials for this subject as provided by KOI will be found in the Moodle page for this subject. Students should access Moodle regularly as material may be updated at any time during the trimester
- *Other contact* - academic staff may also contact students either via Moodle messaging, or via email to the email address provided to KOI on enrolment.

2.6 Student Assessment

Provided below is a schedule of formal assessment tasks and major examinations for the subject.

Assessment Type	When assessed	Weighting	Learning Outcomes Assessed
Assessment 1: Weekly Tutorial Submissions	Weekly *5 random submissions (between weeks 2-11)*	15%	a, b, c, d, e, f
Assessment 2: In-class Quiz/Test (x2)	Week 4: Quiz 5% Week 7: Test 15%	Quiz 5% Test 15% Total 20%	a, b, c, d
Assessment 3: Accounting issues analysis group project	Week 11	15%	a, b, c, d, e
Assessment 4: Final examination 2 hours + 10 mins reading time	Final exam period	50%	a, b, c, d, e, f

Requirements to Pass the Subject:

To gain a pass or better in this subject, students must gain a *minimum of 50%* of the total available subject marks.

2.7 Prescribed and Recommended Readings

Provided below, in formal reference format, is a list of the prescribed and recommended readings.

Prescribed Text:

Birt,J., Chalmers, K., Maloney S., Brooks, A., Oliver, J. and Bond D., 2023. *Accounting: business reporting for decision making*. 8th ed. John Wiley and Sons Australia, Ltd, Milton, QLD.

Birt, J., Chalmers, K., Maloney, S., Brooks, A., Bond, D. and Oliver, J., 2026. *Accounting: business reporting for decision making*. 9th ed. Melbourne: Wiley.

Recommended Reading:

Abeysekera, I., 2023. *Innovation and business performance in Australia: Role of entrepreneurship and intrapreneurship in a crisis*. Frontiers in Psychology, 14, p.1126313.
Abdo-Salloum, A.M. and Chehade, S. (2026) 'The role of artificial intelligence in transforming accounting and

auditing practices: a systematic review', *SAGE Open*, 16(1). Available at: https://doi.org/10.1177/21582440251403296

Carlon, S., McAlpine, R., Lee, C., Mitrione, L., Bayne, L., Kirk, N. and Wong, L. (2026) Accounting: Reporting, Analysis and Decision Making*. 8th ed. QLD: Wiley.*

Dong, M.M., Stratopoulos, T.C. and Wang, V.X. (2024) 'A scoping review of ChatGPT research in accounting and finance', *International Journal of Accounting Information Systems*, 55, p.100715. Available at: https://doi.org/10.1016/j.accinf.2024.100715

Fülöp, M.T., Topor, D.I., Ionescu, C.A., Cifuentes-Faura, J. and Măgdaș, N., 2023. *Ethical concerns associated with artificial intelligence in the accounting profession: a curse or a blessing?.* Journal of Business Economics and Management, 24(2), pp.387-404.

Hoggett, J., Medlin, J., Chalmers, K., Beattie, C., Hellmann, A. and Maxfield, J., 2023. *Accounting*. 12th ed. Queensland: John Wiley and Sons Australia, Ltd. Available from: ProQuest Ebook Central.

Loftus, J., 2022. *Financial reporting*. 4th ed. Milton, QLD John Wiley and Sons Australia Ltd.
Loftus, J., Leo, K., Daniliuc, S., Bradbury, M., Hanlon, D., Meng, L., Ang, H.N., Hazelton, J. and Luke, B., 2026. *Financial reporting*. 5th ed. Melbourne: Wiley.

References available from EBSCOhost research databases:

- Accounting & Finance
- Acuity
- Australasian Accounting Business & Finance
- Australian Accounting Review
- Accounting, Accountability & Performance
- Journal of Accounting, Auditing & Finance
- Journal of Business Ethics
- Review of Accounting Studies

Useful Websites:

The following websites are useful sources covering a range of information useful for this subject. However, most are not considered to be sources of Academic Peer Reviewed theory and research. If your assessments require ***academic peer reviewed journal articles*** as sources, you need to access such sources using the Library database, Ebscohost, or Google Scholar. Please ask in the Library if you are unsure how to access Ebscohost. Instructions can also be found in Moodle.

g) Australian *Accounting* Standards Board www.aasb.gov.au/
h) Accounting professional and ethical standards (APES) https://www.cpaaustralia.com.au/professional-resources/accounting-professional-and-ethical-standards
i) CPA Australia www.cpaaustralia.com.au/
j) Chartered Accountants Australia and New Zealand www.charteredaccountants.com.au/
k) Institute of Public Accountants www.publicaccountants.org.au/
l) International Financial Reporting Standards Foundation www.ifrs.org
m) IFRS completed standard-setting projects https://www.ifrs.org/projects/completed-projects/