

School / Faculty: Federation Business School

Course Title: FINANCE FUNDAMENTALS

Course ID: BSHSP1012

Credit Points: 15.00

Prerequisite(s): Nil

Co-requisite(s): Nil

Exclusion(s): Nil

ASCED Code: 080307

Grading Scheme:

Program Level:

AQF Level of Program						
	5	6	7	8	9	10
Level						
Introductory	■	■	✓	■	■	■
Intermediate	■	■	■	■	■	■
Advanced	■	■	■	■	■	■

Learning Outcomes:

Knowledge:

- K1.** Identify and explain fundamental accounting terminology, concepts and principles
- K2.** Explain the complete accounting process from transaction to final reports
- K3.** Outline the nature and purpose of financial concepts and statistics as they apply to the monitoring of operational and departmental activities in the hospitality industry.
- K4.** Describe the major financial reports and their application in monitoring business performance

Skills:

- S1.** Identify and interpret the financial information and reports necessary for the monitoring of business performance
- S2.** Relate accounting theory to practice, by constructing simple, correctly formatted financial statements from accounting transaction information
- S3.** Produce and communicate basic reports on operational and departmental financial activities
- S4.** Resolve accounting discrepancies by calculating reconciliations of key accounts.
- S5.** Calculate and report on Goods Services Tax liability
- S6.** Select and apply accounting software programs to the production of financial documents

Course Outline (Higher Education)

BSHSP1012 FINANCE FUNDAMENTALS

Application of knowledge and skills:

- A1.** Apply knowledge of accounting concepts and processes to the construction of simple financial statements and other accounting reports
- A2.** Conduct a meaningful analysis of an organisation's financial information to assist in the monitoring of business performance

Course Content:

Topics may include:

- Accounting concepts and terminology
- The accounting cycle
- Accrual and cash accounting
- Balance day and closing adjustments
- Transactions, journals, ledgers and trial balance
- The Income Statement
- The Balance Sheet
- The statement of Cash Flows
- Accounting software
- Interpreting financial information

Values and Graduate Attributes:

This course will help students to develop values and attributes that will enable them to:

Values:

- V1.** Be valued by employers for their ability to contribute to an organisation's financial management
- V2.** Be valued by employers for their knowledge of and ability to use accounting software

Graduate Attributes:

FedUni graduate attributes statement. To have graduates with knowledge, skills and competence that enable them to stand out as critical, creative and enquiring learners who are capable, flexible and work ready, and responsible, ethical and engaged citizens.

Course Outline (Higher Education)

BSHSP1012 FINANCE FUNDAMENTALS

Attribute	Brief Description	Focus
Knowledge, skills and competence	This course introduce students to accounting in a manner designed to provide confidence in their ability to successfully undertake subsequent accounting and finance-related courses	High
Critical, creative and enquiring learners	This course will begin the process of ensuring that students feel able to contribute to final decisions in an organisation	Medium
Capable, flexible and work ready	Graduates of this course will feel empowered to engage in and contribute to the financial management of their organisation	Medium
Responsible, ethical and engaged citizens	This course will introduce students to the importance of ethics in the accounting process	Low

Learning Task and Assessment:

Learning Outcomes Assessed	Assessment Task	Assessment Type	Weighting
K1, K2, K4 S1, S2, S6 A1	Preparation of financial statements from source documentation using accounting software	Report and/or Case Study	20 - 30%
K3, K4 S1, S3, S6 A2	Analysis of financial reports to assist in business decision-making	Report and/or Presentation	30 - 40%
K1 - K4 S2, S4, S5 A1	Examination to assess attainment of required learning outcomes	Examination	40 - 50%

Adopted Reference Style:

APA