



UNIT OUTLINE

Accounting Practice

UNIT CODE AND TITLE	BA792 Accounting Practice
AUTHOR	Ron Kemp
SCHOOL	School of Business
COURSE	Bachelor of Commerce
PREREQUISITE(S)	Successful completion of ten units in the course including a C grade average or greater in BA506, BA507, BA603 and BA613.
DURATION	150 hours
CREDIT POINTS	15

OBJECTIVES

On completion of this unit, students should:

- be able to apply requisite skills and knowledge for being a practising accountant in the workforce
- be able to apply theoretical concepts to the workplace environment
- be able to demonstrate an ability to critically analyse and have the capacity to contribute to the resolution of accounting and managerial problems within an organisation
- demonstrate an ability to work as a team member
- have an understanding of the values and attitudes required to successfully participate in the workforce
- demonstrate an ability to review and reflect on the learning experience with reference to the accountant's role and the topic area of the project undertaken

CONTENT

This unit has three specific elements:

1. The practicum/industrial placement of five to eight weeks
2. Preparation of separate practicum/placement case study reports for client organisations and for the University on return from the placement
3. Oral presentation of case study reports to peers

The placement is an integral part of the unit and will utilise aspects of research and communication skills studied in other units (for example, information gathering and interpretation, reporting skills, interpersonal skills and oral presentation skills).

LEARNING TASKS AND ASSESSMENT

Students are required to prepare a report for the placement organisation which addresses a problem(s)/ issues(s) being faced by the organisation at the time of the placement. An extended report is required for the University which, in addition to the project undertaken, also includes a review and evaluation of the placement and the project undertaken. The review and evaluation should address the student's learning experience of:

- effective and ineffective management styles/techniques as a potential future manager
- the role of the accountant in the organisation
- the topic area of their project

Learning Task	Assessment	Weighting
Formal presentation of University report to a group of their peers	Oral presentation of case report	25-35%
Practicum/industrial placement case report	Written report	65-75%
Evidence of satisfactory completion of the placement, in the form of a performance appraisal report from the employer's supervisor.		A prerequisite to obtaining a pass grade

METHODOLOGY

There are no formal lectures for this unit. Tutorials and feedback sessions on the practicum/industrial placement will be held where students will present their case reports to their peers.

REFERENCES

- Anderson, J. & Poole, M. 1994. *Thesis and Assignment Writing* (2nd Ed.). Milton, Queensland: John Wiley.
- Dwyer, J. 1993. *The Business Communication Handbook* (3rd Ed.). Milton, Queensland: John Wiley.
- Eunson, B. 1994 *Writing and Presenting Reports*, Milton, Queensland: John Wiley.
- Eunson, B. 1994 *Writing Skills*, Milton, Queensland: John Wiley.
- May, M. & Gordon, S. 1994 *Effective Writing: A Handbook for Accountants*, New Jersey: Prentice Hall.

Amended: cc97/6