



Dimensions International College

AF4004

Financial Accounting

Written Assignment

January 2024

ASSESSMENT DETAILS

Assessment Name:	Written Assignment
Programme(s)	Higher Diploma in Hospitality Management Higher Diploma in Business and Management Higher Diploma in Accounting and Finance Diploma in Business
Class/ Intake:	HDAF 26/27/28/29, HDBM 29/30/31/32, HDHM 29/30/31/32, DB 02/03/04/05
Assignment Reference:	
Lecturer's Name:	Daphnie Goh
Assignment Hand Out Date:	22 nd January 2024
Assignment Due Date:	27 th February 2024

MODULE SYNOPSIS AND LEARNING OUTCOMES

Module Synopsis

The module equips students with knowledge of the essential accounting concepts, theories and systems of preparing and generating related financial statements.

Successful students will be able to interpret and analyse the essential account and financial data, the financial health such as the liquidity, solvency and profitability of the company, and information supporting day-to-day business operation and decision.

Module Learning Outcomes

LO1	Understand the concepts of accounting and accounting standards
LO2	Prepare basic accounting statements for various types of organisations
LO3	Demonstrate the uses of critical accounting systems and the recording of accounting events
LO4	Evaluate the apply basic accounting methods, accounting conventions and concepts

ASSIGNMENT BRIEF

CASE/ SCENARIO

You had been hired as the accountant of an established hotel, City Suites. The owner, Ms Linda Chua, has directed you to conduct a training workshop for your staff to provide the employees with the knowledge and skills relating to the financial accounting key concepts and functions. Before the training workshop, your task is to prepare and submit a report to Ms Linda Chua that covers the following areas:

The report must be 2000 words in length and follow the guidelines stipulated in the assignment brief. Your report must contain the answers for the following tasks.

TASKS

1.

Discuss THREE (3) accounting concepts to ensure the hotel's financial statements are informative and reliable.

(Learning Outcome covered - 1; Assessment Criteria - 1-5)

2. The accounting conventions are procedures and principles that are not legally binding but are generally accepted by accounting bodies.

Evaluate any THREE (3) accounting conventions to the accounting department that will standardize the financial reporting process.

(Learning Outcome covered - 4; Assessment Criteria - 1-5)

3. Trial Balance helps in the preparation of the financial statements. Prepare a Trial Balance as at 31 December 2021 for Great Stay Lodging.

Particulars	\$
Prepaid expenses	2,730
Hotel equipment	65,500
Furniture and fittings	40,600
Motor vehicles	39,500
Wages and salaries	24,630
Stock as at 1/1/2021	27,450
Purchases	71,780
Sales	118,320
Insurance	2,350

Debtors	39,970
Creditors	11,670
Bank overdraft	4,640
Loan from William Ltd	25,000
General expense	1,920
Drawings	4,900
Capital	164,120
Carriage inwards	2,940
Discount allowed	1,110
Discount received	1,090
Accrued expenses	540

(Learning Outcome covered - 2; Assessment Criteria - 1-5)

4. Based on the transactions recorded in the Trial balance (from Question 2), provide THREE (3) examples of how the hotel records its transactions using the accounting information system.

(Learning Outcome covered - 3; Assessment Criteria - 1-5)

SUBMISSION GUIDELINES

1. All submissions must be in the Turnitin before the due date
2. Late submission are considered failed
3. You must acknowledge all the sources of information by clearly citing all materials using Harvard Referencing Style stipulated in Cite Them Right (10th Edn.) by Pears and Shields.
4. Referencing should be single spaced and hanging indent by 0.5 inches with one blank line between each reference
5. Word count is allowed to vary +/- 10% excluding the contents and references
6. Report must be typed in black colour on A4 paper size, using a clear 12 point ARIAL font and 1.15 spacing throughout (NOT single or double spacing).
7. There shall be a margin of 1 inch at all sides

ASSESSMENT FEEDBACK: Assignment (WRIT)

Programme

Module Code & Name

Student Name

Student ID

Class/ Intake

No	Assessment Criteria	Full Marks	First Marker	Second Marker	Feedbacks Assessor
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Task/ Questions

1	Knowledge and Understanding	20			
2	Application	25			
3	Analysis and Evaluation	30			
4	Structure and Writing	15			
5	References	10			
	Total Marks	100			

Overall Comments: (Constructive and useful feedback should allow students to understand strength of performance, limitations of performance, and any improvements needed in future assessments. Feedback should be against the learning outcomes and assessment criteria to help student understand how these inform the process of judging the overall grade)

	Signed	Date	Final Marks
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Lecturer/Assessor

Moderator's Comments

GENERAL RUBRICS FOR MARKING ASSIGNMENTS

Assessment Criteria	Knowledge and Understanding	Application	Analysis/Synthesis/Evaluation	Structure and Writing	Referencing
Description	Present various facts about the concepts and interpret the facts	Finding solutions to a problem or contextual issue using the concepts	Break information into parts, present inferences, defend opinions and make valid judgements	Present the work appropriately with acceptable standards	Identification and acknowledging of sources of references
Grade/Marks	20	25	30	15	10
(A) 80 - 100%	Demonstrates a sophisticated knowledge and understanding of the subject matter	Clear evidence of an ability to apply, extend and transform such knowledge and understanding. Impressive choice and range of content	Arguments are well developed, sustained and substantiated	Report structure with numbered paragraphs, figures and appendices. Articulate and fluent academic writing style. No grammatical and spelling errors	Outstanding standard of referencing within text and consistent use of Harvard referencing system. Accuracy of in-text references and full details shown in Reference list
(B) 70 - 79%	Demonstrates a detailed and systematic knowledge and understanding of the subject matter	Strong evidence of an ability to apply and extend such knowledge and understanding. Content covers all relevant points and issues	Arguments are well-defined and substantiated	Report structure with numbered paragraphs, figures and appendices. Fluent academic writing style with few grammatical and spelling errors	Excellent standard of referencing within text and consistent use of Harvard referencing system. Accuracy of in-text references and most details shown in the Reference list.

(C) 60 - 69%	Demonstrates a thorough knowledge and understanding of the subject matter	Substantial evidence of an ability to apply such knowledge and in some context to	Arguments are appropriate and substantiated	Report structure with numbered paragraphs, figures and appendices. Writing style is	Very good standard of referencing with some intext and consistent use of Harvard
		extend it. Content covers have minor omissions and errors.		appropriate but has some spelling and grammatical errors.	referencing system
(D) 50 - 59%	Demonstrates a sound knowledge and understanding of the subject matter	Some evidence of an ability to apply such knowledge. Content has minor omissions and errors.	Arguments are usually substantiated	Report structure has no numbered paragraphs and long sentences. Has spelling and grammatical errors.	Satisfactory standard of referencing. No in-text referencing but with Reference list and use of the Harvard system.
FAIL					
(F) 40 - 49%	Demonstrates a basic and partial knowledge and understanding of the subject matter	Limited analysis and application of such knowledge. Limited content or muddled understanding g. Lacking relevant content.	Arguments are under-developed, and unsubstantiated	Basic report structure. Not always written clearly and has many grammatical and spelling errors.	Limited referencing. Use of the Harvard system with errors and inconsistently applied.
(F) 20 - 39%	Significant weakness and gaps in knowledge and understanding of the subject matter	Little evidence of ability to apply such knowledge and understanding g. Lacking relevant content.	Arguments are confused and clumsy expressed.	Poor structure. Muddled work with many spelling and grammatical errors.	Inadequate referencing. Did not use the Harvard referencing system.

(F) 0 - 19%	No relevant knowledge and understanding of the subject matter	Work contains factual inaccuracies, errors and misconceptions. Content is inappropriate and inaccurate	No evidence of an ability to engage in analysis and critical evaluation	Poorly written work, lacking structure and paragraphs. Many inaccuracies in spelling and grammar.	No or little attempt at referencing.
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STUDENT DECLARATION

I/We have read and understood the University Academic Integrity Framework and declare that this assignment is my/our group's own work and does not involve:

1. Plagiarism
2. Copying
3. Collusion
4. Submitting false evidence of knowledge
5. Commissioning
6. Fabricating references/sources
7. Publication of data
8. Incorporating material previously submitted
9. Unethical research

Admin staff use only

Student Signature:		Admin staff use only	
		Received by:	

RECEIPT

To be filled in by student

Admin staff use only

Student's name		Acknowledge receipt by:
Intake/ Class		
Module/ Unit		
Date Submitted		