



**MACQUARIE UNIVERSITY
DIVISION OF EFS
UNIT OUTLINE
ACCG860 Quantitative Methods**

2008 Trimester 3

Unit convenor: Anne Karpin

Please read this unit outline carefully as it contains important information about the unit.

ABOUT THIS UNIT

Unit Value: Three credit points

This unit aims to convey an understanding of the quantitative and statistical techniques that are frequently used in accounting and financial studies. The techniques require logical reasoning, objective analysis and inference based on empirical evidence. Essential statistical techniques such as probability, sampling, measurement, correlation, regression, analysis of variance, non parametric methods and hypothesis testing are covered. A statistical package is used to analyse data and produce statistical reports.

TEACHING STAFF

Anne Karpin
anne.karpin@mq.edu
Room: E4A 554
Ph: 9850 9617

Jenny Middledorp
jenny.middledorp@mq.edu.au
Room: E4A 538
Ph: 9850 8558

Nan Carter
nan.carter@mq.edu.au
Room: E4A 520
Ph: 9850 8516

Bala Pasu
bpasu@efs.mq.edu.au

CLASSES

STREAM	LECTURES	TUTORIALS	STAFF	ROOM
A	Tuesday 12 – 1	Tuesday 1 – 3	Bala	E4B206
B	Wednesday 9 – 10	Wednesday 10 - 12	Anne & Jenny	E4B206
C	Wednesday 1 - 2	Wednesday 2 – 4	Anne & Jenny	E4B206
D	Wednesday 6 - 7	Wednesday 7 - 9	Nan	E4B206

Students will only be permitted to change classes if authorised by the program convenor and if a computer terminal is available in their desired class time. Attendance at tutorials is compulsory and will be monitored. Non submission of assignments or poor attendance will jeopardise your final grade.

REQUIRED AND RECOMMENDED TEXTS AND/OR MATERIALS

There are no set texts

Lecture notes will be provided on each topic and will be posted on Blackboard. You should make sure you download the lectures each week and bring them to class.

Reference books available in the library are as follows:

- Introduction to the Practice of Statistics by Moore D and McCabe G
- A Data Based Approach to Statistics by Iman R L
- Economic and Business Statistics: Practical Applications with Minitab and SAS by Round, D and Arnold, A
- Introduction to Business Statistics by Brite R
- Modern Business Statistic by Freund J and Williams
- Statistics for Business and Economics by Shao S
- Introductory Statistics for Business and Economics by Wonnacott T and R

LEARNING OUTCOMES

An important objective of the unit is to develop written and verbal communication skills of students, in line with generic skills requirements as set out by the university. In particular, students will:

- Interpret questions which require statistical analysis and recognise the appropriate statistical procedure to apply in each case.
- Interpret statistical output and write up conclusions based on the output which are relevant to the original problem.
- Develop generic skills, in particular analytical, critical, problem-solving, creative thinking and interpersonal skills.

TEACHING AND LEARNING STRATEGY

Students are required to attend one lecture each week. New material will be introduced in each lecture. Students are also required to attend one two hour practical class in the computer lab. During practical classes students are expected to work on problems based on the material presented in lectures and to write up relevant conclusions and summarise results.

Students are expected to have read through the material to be covered in lectures each week.

Course material will also be made available online using Blackboard. Blackboard can be accessed at: <http://learn.mq.edu.au>.

A week-by-week list of the topics to be covered is available at the end of this document.

RELATIONSHIP BETWEEN ASSESSMENT AND LEARNING OUTCOMES

The following weightings apply for unit assessment:

	<u>%</u>
Assignments	20
Attendance and Participation	10
Final Examination	<u>70</u>
	<u>100</u>

Assignments

Each assignment requires students to assimilate the procedures, content and methodology covered in the preceding weeks and to apply these to solving the problems presented. If students have satisfied all the objectives for particular topics they will be able to successfully complete the assignment work based on these topics. Model solutions will be provided.

There will be two assignments of equal value.

Each assignment is worth 10% of the final assessment and may be completed in groups of up to three students enrolled in the same stream. The assignments are due at the beginning of lectures in weeks 6 and 11. Late assignments will not be accepted without written evidence of illness or misadventure. No assignments can be accepted for credit after assignments have already been handed back to students. Assignments will be returned during the practical class in the week after they are submitted. Non submission of assignments may result in exclusion from the unit and a subsequent fail grade being awarded. The computer package, Minitab, should be used where directed in each assignment. Assignments must be presented as word processed documents.

It is important to note that we encourage students to work in groups of up to three people, where one assignment should be submitted per group. However, each assignment which is submitted should be the work of one group of students only. If there is evidence of collusion between assignment groups, this will be considered as plagiarism (see Appendix 1). Under these circumstances, all students involved will receive a mark of zero for the assignment.

Examinations

The final examination enables students to display their assimilation and understanding of the objectives for each topic and to demonstrate analytic skills in identifying the statistical methods appropriate to solving problems in a wider context.

70% of the assessment will be allocated to the final examination. Students must pass the final exam in order to pass the unit. *Note:* To be awarded an appropriate grade students are expected to perform to a sufficient standard in the final examination to satisfy the grade definitions, irrespective of the marks obtained for assignments.

The final examination is a three (3) hour written examination. Students may bring into the exam two (2) A4 pages of notes hand written on both sides. Note that dictionaries are not allowed in the exam.

Students are expected to present themselves for examination at the time and place designated in the University Examination Timetable. The timetable will be available in Draft form approximately eight weeks before the commencement of the examinations and in Final form approximately four weeks before the commencement of the examinations. Timetables can be found at: <http://www.accg.mq.edu.au/ss/macc/examinations>

The only exception to not sitting an examination at the designated time is because of documented illness or unavoidable disruption. In these circumstances students may wish to consider applying for Special Consideration. Information about unavoidable disruption and the special consideration process is available at <http://www.accg.mq.edu.au/ss/macc/examinations>

If a Supplementary Examination is granted as a result of the Special Consideration process the examination will be scheduled after the conclusion of the official examination period.

Students are advised that it is Macquarie University policy not to set early examinations for individuals or groups of students. All students are expected to ensure that they are available until the end of the semester, that is, the final day of the official examination period.

PLAGIARISM

The University defines plagiarism in its rules: "Plagiarism involves using the work of another person and presenting it as one's own." Plagiarism is a serious breach of the University's rules and carries significant penalties. Students should read the University's practices and procedures on plagiarism. These can be found in the *Handbook of Undergraduate Studies* or on the web at: <http://www.student.mq.edu.au/plagiarism/>

The policies and procedures explain what plagiarism is, how to avoid it, the procedures that will be taken in cases of suspected plagiarism and the penalties if students are found guilty of plagiarism. Penalties may include a deduction of marks, failure in the unit, and/or referral to the University Discipline Committee. See Appendix 1 at the end of this document for a more detailed statement on plagiarism.

UNIVERSITY POLICY ON GRADING

Academic Senate has a set of guidelines on the distribution of grades across the range from fail to high distinction. Your final result will include one of these grades plus a standardised numerical grade (SNG).

The raw mark for a unit (ie. the total of the marks for each assessment item) may not be the same as the SNG received. Under the Senate guidelines, results may be scaled to ensure that there is a degree of comparability across the university, so that units with the same past performances of their students should achieve similar results. It is important that students realise that the policy does not require that a minimum number of students are to be failed in any unit. In fact it does something like the opposite, in requiring examiners to explain their actions if more than 20% of students fail in a unit.

The process of scaling does not change the order of marks among students. A student who receives a higher raw mark than another will also receive a higher final scaled mark. For an explanation of the policy see: <http://senate.mq.edu.au/rules/Guidelines2003.doc> or <http://senate.mq.edu.au/rules/detailedguidelines.doc>

STUDENT SUPPORT SERVICES

Students who feel the need to improve their writing skills for assignment and examination purposes are strongly encouraged to attend the Writing Skills Program run by the Centre for Open Education (9850 7470), as outlined in the Undergraduate Handbook. Macquarie University provides a range of Academic Student Support Services. Details of these services can be accessed at <http://www.mq.edu.au>.

A grade appeal procedure also exists to address very rare cases of procedural irregularity that may have occurred in the assessment of a student's performance. Details can be found at: <http://www.accg.mq.edu.au/ss/macc/notices>. More information will be available at the final lecture.

Macquarie University provides a range of Academic Student Support Services. Details of these services can be accessed at <http://www.student.mq.edu.au>.

Trimester Three 2008 COURSE OUTLINE

Week commencing	Week	Topics Covered
18 August	1	Data Collection and Display
25 August	2	Numerical Summaries
1 September	3	Probability and Distributions
8 September	4	Sampling Distributions
15 September	5	Estimation
22 September	6	Testing Hypotheses- Single Samples
29 September	7	Testing Hypotheses - Two Samples
6 October	8	Correlation and Regression
13 October	9	Correlation and Regression
20 October	10	Analysing Counted Data
27 October	11	Analysis of Variance
3 November	12	Non parametric Methods

APPENDIX 1

CHEATING AND PLAGIARISM

To cheat in the context of university assignments, tests and examinations is to attempt to gain an unfair advantage by violating the principles of intellectual and scholarly integrity. Cheating also encompasses plagiarism, which is the appropriation or imitation of another person's ideas and manner of expressing them.

WHAT IS CHEATING?

You will be guilty of cheating if you do any of the following:

1. Copy from another student during a test or examination. This is cheating whether or not there is collusion between the students involved. Collusion with another student who wishes to cheat from you exposes both parties to penalties under University Regulations.

2. Use or paraphrase the work of others, including any document, audio-visual or computer-based material, when preparing an assignment or writing an examination, and pretend it is your own work by not acknowledging where it came from.

3. Copy from another student's coursework whether that copying is with or without the knowledge of that student. This includes:

- copying all or part of someone else's assignment
- allowing someone else to copy all or part of your assignment
- providing your assignment (or other materials for an assignment) to another student
- having someone else do all or part of an assignment for you
- doing all or part of someone else's assignment for them.

4. Make up data and fabricate results in research assignments.

5. Impersonate someone else in an examination or test, or arrange such impersonation.

6. Use forbidden material in a test or examination, whether in printed or electronic form. For example, attempting to use a non-standard calculator in a restricted calculator examination.

WHY IS IT WRONG?

If you take and use the work of another person without clearly stating or acknowledging your source, you are falsely claiming that material as your own work and committing an act of plagiarism. This is wrong because it:

- violates the principle of intellectual and scholarly integrity;
- devalues the grades and qualifications gained legitimately by other students; and
- fails to allow you demonstrate your own understanding of the material.

PREVENTING CHEATING

All students and staff have a responsibility to prevent, discourage and report cheating.

Typically students cheat because they are having difficulty with the unit content, the language of the unit, or both. Cheating and/or plagiarism can be a temptation when students are experiencing difficulty with a heavy workload in the unit and seek to save time by using others' work.

To avoid having students resort to cheating, the University provides many services to help students with their course or to make thoughtful decisions about whether to continue. Within the Division of Economic and Financial Studies, students should first seek assistance from their lecturer. Staff at the Centre for Macquarie English are also an excellent resource for plagiarism questions and language issues. The University also offers help through the Dean of Students or the University Health and Counseling Services.

There is a difference between getting help and cheating. You are encouraged to get help if you need assistance to understand the material and any set work so that you are in a better position to create your own answers. You might also want to have group discussions with your colleagues to debate the different issues surrounding a form of assessment. However the work you submit for your assessment must be in your own words and must not be those of another person.

HOW TO PLAY SAFE

To maintain good academic practice, so that you may be given credit for your own efforts, and so that your own contribution can be properly appreciated and evaluated, you should acknowledge your sources and you should *ALWAYS*:

- (i) State clearly in the appropriate form where you found the material on which you have based your work, using the system of reference specified by the Division in which your assignment was set;
- (ii) Acknowledge the people whose concepts, experiments or results you have extracted, developed or summarised, even if you put these ideas into your own words;
- (iii) Avoid excessive copying of passages by another author, even where the source is acknowledged. Find another form of words to show that you have thought about the material and understood it, but remember to state clearly where you found the ideas.

There is nothing wrong with working with other students in a group; indeed sometimes you will be encouraged to do so. But after a certain point, each student must work on their own to produce their own written answers. If no specific guidelines for group-work have been given, a reasonable interpretation is that it is acceptable for two or more students to discuss a problem among themselves or with a staff member. The group may then agree that the answer should include certain points. But then each member of the group must independently write their own answer to the problem.

PENALTIES

Offences of plagiarism will attract penalties which at a minimum, will result in the deduction of marks for the test and/or assignment, to ultimately a failure in the unit and reference to the University Discipline Committee. The penalty will depend upon the extent of the plagiarism, whether it is a first or repeated offence, whether there is evidence of deliberate deceit and whether advantage has been taken of another student. In some cases this can result in the suspension of the student from enrolment in the university. In all cases however, a record of any offence and/or incident, along with correspondence, will be placed permanently on the students' individual record file held at the university.