

**MACQUARIE
UNIVERSITY**



**FACULTY OF
BUSINESS AND ECONOMICS**

Department of Accounting and Finance

**MASTER OF ACCOUNTING
(CPA EXTENSION)**

UNIT GUIDE

ACCG913

CPA913 – ETHICS AND GOVERNANCE

Semester 1 2010

**MACQUARIE UNIVERSITY
DIVISION OF BUSINESS AND ECONOMICS
UNIT GUIDE ACCG913 – SEMESTER 1, 2010**

Unit Convenor: Merran Brooks

PREREQUISITES AND PROFESSIONAL REQUIREMENTS

Students must successfully complete the 13 units (39 credit points) in the Masters of Accounting (Professional) at Macquarie University before commencement of the final six units in the MAcc (CPA Extension) program (24 credit points).

‘Ethics and Governance’ is the foundation unit of the CPA program, therefore it is compulsory for students to undertake this in the beginning semester of enrolment in the CPA component of the MAcc (CPA Extension) program.

Students in this unit should read this unit outline carefully at the start of semester. It contains important information about the unit. If anything in it is unclear, please consult one of the teaching staff in the unit.

ABOUT THIS UNIT

Unit Description

This unit provides extended formal academic support for full time students concurrently enrolled in the Master of Accounting (CPA Extension) Program, and the Ethics and Governance (E&G) segment of the CPA program. It introduces students to the role of the accounting profession and the responsibilities required of an accounting practitioner.

This unit provides students with the opportunity to acquire knowledge, skills and an understanding of ethics, governance and corporate social responsibility which are vital for all contemporary accounting practitioners involved in decision making. In addition, the unit aims to extend the generic skills program in the post-graduate diploma segment of the MAcc by further developing practical problem solving skills and effective communication in complex managerial forums. As such, this is a crucial unit for all accounting professionals.

TEACHING STAFF

Unit Convenor: Merran Brooks
merran@brooksfamily.id.au

Other Staff: Patrick Gallagher
patrick.gallagher@efs.mq.edu.au

Clare O'Connor
coconnor@bigpond.net.au

Student Consultation

All staff are located on level 2 in E4A.

Students can initiate consultation by emailing the lecturer of their class. Please use your Macquarie University email account for sending emails to us, as our spam filters can reject messages from Hotmail or Yahoo accounts. The lecturer will endeavour to answer the student's question or arrange an appointment.

Any questions regarding non-content related issues such as queries relating to assessments and examinations should be directed to the Unit Convenor via the email address given above. Student consultation in relation to any question about the course content or related issues can be facilitated by emailing your lecturer.

CLASSES

Sessions in this unit are offered at the following times:

9am-12pm	Monday	E7B200
6pm-9pm	Monday	C4A318
12pm-3pm	Wednesday	C4A264
12pm-3pm	Thursday	C5A304
12pm-3pm	Thursday	E7B200

To satisfy the requirements of the course students are required to attend one three hour class per week. Students should only attend the class into which they are enrolled. **Students are not permitted to move between classes and will not be permitted to submit any assessments at any time other than at the commencement of their enrolled class.**

The unit will consist of individual, class and group work. Each group will meet each week for a 3 hour seminar during the semester. A 2 hour CME skills workshop covering exam techniques specifically for tackling CPA exams will also be offered.

It is your responsibility to carefully review the attached timetable and attend the class allocated to you. It is important that you attend the class allocated to you as you may be marked as absent if you attend a class without prior arrangement with your lecturer.

Classroom Etiquette

Students are expected to arrive on time, certainly before five minutes past the hour, and not to leave until the class ends. If you have a recurring problem that makes you late, or forces you to leave early, please have the courtesy to discuss this with your lecturer.

Students are expected to be quiet during lectures unless, of course, class participation is required. Mobile phones should be turned OFF during classes; not simply set to "silent".

REQUIRED AND RECOMMENDED TEXTS AND MATERIALS

Prescribed Reference Materials

- *CPA Program: CPA 118 Ethics and Governance*, Deakin University, Geelong, January 2010.
- *CPA Australia Members Handbook*, available online at www.cpaaustralia.com.au

Other References:

- Australian Corporations and Securities Legislation – *Corporations Act, 2001* (Cwlth); and *Regulations and Other Legislation* (current editions)
- *APES 110 Compiled Code of Professional Ethics for Professional Accountants*, available online at www.apesb.org.au

It is not compulsory to purchase the Corporations Act, as important sections are printed in the CPA Segment materials, and access is

available at <http://www.scaleplus.law.gov.au> using the CD ROM provided in the CPA segment materials

The CPA 118 segment material has a reference list at the end of each module containing all references cited by the author. These are provided as a guide, should you choose to pursue an interest in a particular issue or they may be useful to refer to for an assignment on a particular topic.

UNIT WEB PAGE

The web page for this unit includes, course material, announcements and results and can be accessed using Blackboard at: <http://www.learn.mq.edu.au>

LEARNING OUTCOMES

The aim of this unit is to provide a formal structured program of instruction, group interaction and learning experiences to provide a thorough introduction to the business environment, and to enhance understanding of how to apply professional judgment in ethical and governance issues in professional practice. In addition, the unit aims to extend the generic skills program in the Postgraduate Diploma segment of the MAcc, by further developing practical problem solving skills, communication skills, and working in a group setting. These skills are essential for a successful transition into the business community.

The specific objectives of the concurrent CPA Ethics and Governance segment, as outlined in the CPA Segment Outline, 2010, include providing CPA participants with knowledge and skills to:

- Explain the nature of the accounting profession and the roles of professional accountants;
- Apply the key professional responsibilities of an accountant from the perspective of a member of CPA Australia;
- Highlight the importance of ethics and professional judgment;
- Delineate the governance and regulatory frameworks, global perspectives and roles of various stakeholders;
- Explain the expectations placed on various internal and external stakeholders arising from organisational governance responsibilities;
- Ascertain various compliance and regulatory regimes impacting the global business environment;
- Identify the strategic, leadership and global issues impacting accountants and the accounting profession; and
- Describe the nature, role and importance of corporate social responsibility, including climate change and sustainable development.

In addition to the discipline-based learning objectives, all academic

programs at Macquarie seek to develop students' generic skills in a range of areas. This unit aims for students to develop their skills in the following:

- Using effective verbal and written communication skills as required in a business context.
- Working effectively in a team context by identifying and harnessing the strengths of the members of the group.

TEACHING AND LEARNING STRATEGY

Seminars will consist of a mixture of activities such as reviewing the main concepts, class discussion arising from questions relating to the individual work completed from the CPA program segment modules, discussion of case studies, current events/issues and practical, problem solving exercises

A revision class will be held prior to the final exam and will include questions designed to cover the entire course. Finally, all students will be required to complete a group presentation to be held after the final exam.

The subject material to be covered each week is contained in the attached timetable

Preparation for classes

In order to gain the maximum benefit from these classes it is essential you prepare for each class by working through the relevant CPA module and prepare the homework questions. You can download the handouts and homework questions for each week from Blackboard at <http://learn.mq.edu.au>

All class materials and homework questions will be placed on Blackboard prior to class time. It is your responsibility to ensure that you access and have copies of this material **before** class.

Each week you will be set a number of homework questions to be prepared before class. During the class you will be arranged into small groups and each group will be allocated one of the pre-prepared questions to discuss and prepare a short presentation for the whole class. Over the semester, each person should ensure that they have had the opportunity to be the speaker for their group.

Use of Online Learning

Accessing Online Learning @ MQ

- Type <http://learn.mq.edu.au> into the URL/Address/Location field of your browser and then press the 'Enter' key on your keyboard.
- Click on the 'LOGIN' button on the right of the screen.
- Your username is your Macquarie Student ID number and your password is your "myMQ Student Portal" password issued on enrolment. Click login after entering these details.
- Once you are logged in, click on the underlined 'ACCG913' unit link under the courses section of the page.

RELATIONSHIP BETWEEN ASSESSMENT AND LEARNING OUTCOMES

Assessment in this unit is rigorous and if you are to succeed you MUST work consistently through the entire semester. Your Macquarie University assessment is at the highest postgraduate standard and your work must reflect these standards in order to succeed.

Method of Assessment

(a) Class attendance is compulsory	0%
(b) Multiple Choice Quiz – via Blackboard	10%
(c) Minor presentation 1 (by each student)	10%
(d) Mid Term Exam	20%
(e) In class test	10%
(f) Group Presentation	20%
(g) CPA Examination 4 May 2010	30%
TOTAL	100%

To be eligible to pass the unit, it is necessary to:

- **Attend ALL classes and satisfactorily attempt ALL assessment components**
- **Obtain at PASS in the CPA external examination**
- **Obtain a PASS for the 70% Macquarie University assessment**

SNG Result

Student Results for the course will consist of a Standardised Numerical grade (SNG) expressed as a number between 0 and 100, and a grade denoted by a letter HD, D, Cr, P, PC, or F.

(a) Structure of Classes and Attendance

Attendance at classes, including the CME class, is compulsory, and only absences for legitimate reasons (eg sickness) will be excused. More than 4 unexcused absences may result in the

student being withdrawn from the unit. Class attendance includes being on time.

(b) Multiple Choice Quiz (10%)

All students are required to complete an on-line multiple choice quiz. You will have a maximum of 20 minutes to complete the quiz, which will consist of a maximum of 10 questions. You will be able to complete the quiz only once and you will receive your result, but not the answers, the following week.

The quiz will be available on Blackboard for one week from the Monday 8th March. **Cut off time for completion of the quiz is Monday 15th at 10am.** It is your responsibility to ensure that you have left enough time to complete the quiz.

If you miss the deadline for completion of the quiz or fail the quiz, there will not be a supplementary test provided, and you will miss the marks available from that test. The multiple choice questions are intended to cover the course material of CPA 118 Ethics and Governance Modules 1 and 2 and give you exposure and experience in answering multiple choice tests on these topics.

(c) In Class Minor Presentation. Scheduled by Lecturer from class 4 (10%)

This comprises a single multiple choice question that you write and present. Word length less than 250 words PLUS presentation materials. All students to present before Week 9 – all feedback to students by class of Week 10.

You are required to use class content and/or the CPA118 materials, to prepare and write a UNIQUE and NEWLY DEVELOPED multiple choice question. You must also write a clear explanation clearly identifying which answers are wrong and why and which answers are correct and why. This will provide 10% of your assessment marks in this unit. This Minor Presentation may require you to undertake additional research, reading and thought, and you will be marked on the quality of the work that was undertaken.

You will be marked according to your level of research and preparation, your understanding, accuracy, comprehensiveness and ability to explain the key issues to your fellow students, and your use of presentation aids. A schedule of presentation times will be set for every student.

You are expected to display your knowledge and the communication skills at a standard expected of a postgraduate student.

(d) Mid-Term Examination, time and venue to be advised – week commencing 5 April 2010 (20%)

The 60 minute exam will consist of multiple choice questions covering Modules 1 to 4 inclusive. The exam will be an open book exam, conducted under the same conditions as the CPA final exam. All questions will be of equal value. Due to the nature of this exam attendance is compulsory and no other times for sitting will be available. In the case of absence you will be given an estimated mark based on alternate assessment.

(e) In Class Test - week commencing 19 April 2010 (20%)

This test will be drawn from all topics covered in ACCG913 classes and Modules 1-4 of CPA118. It provides an opportunity for you to trial your skills in answering short answer exam questions based on unseen case study material. The exam will be returned to you and discussed during the revision class, so that, as well as providing assessment in this unit, this exam also represents a strong feedback and revision opportunity. Due to the nature of this exam attendance is compulsory and no other times for sitting will be available. In the case of absence you will be given an estimated mark based on alternate assessment.

(f) Group Presentation (20%)

Weeks commencing either 17th or 24th May

Students will prepare and present group presentations in groups of 4 or 5 students. Topics will be distributed in week 9. No materials are required to be submitted for this presentation as all marks will be allocated for the group presentation. Students will be assessed on the technical aspects of the presentation as well as the presentation and teamwork skills demonstrated. Detailed assessment criteria will be distributed when the topics are allocated.

(g) CPA Exam (30%)

Note that exam details including content, location and date are all set by CPA Australia and as student enrolled in the CPA Program YOU are responsible for ensuring that you are in possession of the latest CPA Australia information. At the time of writing it has been stated by CPA Australia that:

The CPA Examination is a three hour open book exam containing two sections:

Section A - 60 multiple choice questions (70% weighting).

Section B - Short answer, written response questions based on two unseen case studies with 4 to 6 associated questions (30% weighting).

CPA EXAMINATION RESULTS NOTIFICATION

Students enrolled in the CPA component of the Master of Accounting (CPA Extension) program are required to submit their CPA Examination results at the end of each semester to the Master of Accounting office. Students will be notified by email from the MACC office on how to supply their CPA examination results to the university and deadlines for submission. This information is also available on the Accounting website at <http://www.accg.mq.edu.au/postgraduate/quicklinks>

If students do not submit their CPA examination results by the deadline for submission they may receive a Fail grade.

Students will be notified by email through their official Macquarie University student email account.

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. You must 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 you are found guilty. Penalties may include a deduction of marks, failure in the unit, and/or referral to the University Discipline Committee.

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).

On occasion your raw mark for a unit (i.e., the total of your marks for each assessment item) may not be the same as the SNG which you receive. 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 you 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://www.mq.edu.au/senate/MQUOnly/Issues/Guidelines2003.doc> or <http://www.mq.edu.au/senate/MQUOnly/Issues/detailedguidelines.doc>.

STUDENT SUPPORT SERVICES

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

Guide to Unit Contents – Semester 1 2010

Class	Week commencing	Topic	Module*	Other Significant Events
1	8 February	Introduction to Ethics and Governance		*All of the module references are to the CPA118 Ethics and Governance
2	15 February	Accounting and Society	Module 1	
3	22 February	Professional Ethics	Module 2 Part A	
4	1 March	Conceptual Framework for Ethical Behaviour	Module 2 Part B	Minor Presentations commence
5	8 March	Governance	Module 3	Minor Presentations Blackboard Quiz – ALL STUDENTS
6	15 March	Governance – Case Studies	Module 3 P3.73+	Minor Presentations
7	22 March	Corporations and their Stakeholders	Module 4	Minor Presentations
8	29 March	Corporate Social Responsibility	Module 5	Minor Presentations
	5 April	MID TRIMESTER EXAMINATION		Time to be confirmed
9	12 April	CME – CPA Exam Techniques		Details to be confirmed
10	19 April	Corporate Social Responsibility	Module 5	In-Class test – ALL STUDENTS <u>MUST</u> attend your own class for this test
11	26 April	Unit Review and Revision		
	3 May	CPA Exam 4 May 2010 REMEMBER: It is your responsibility to check details		
	10 May	CPA Exam week		
12	17 May	Group Presentations		To be allocated by lecturer
13	24 May	Group Presentations		To be allocated by lecturer

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Minor Presentation Feedback and Indicative Marks

This sheet will be used to give you your feedback for your minor presentations. You should prepare carefully recognising the things we will be looking for in your preparation and presentations. Remember, **you are helping to build study skills for yourself and your fellow students** so careful thought, communication and understanding are vital for good marks! ENSURE YOU ATTACH THIS SHEET TO YOUR SUBMISSION.

Family Name _____ **First Name** _____ **Student Number** _____

Family Name _____ **First Name** _____ **Student Number** _____

Presentation Day & Time _____

Lecturer Merran Patrick Clare

Your indicative (joint) mark as a percentage _____% mark recorded

Note that your indicative mark will be subject to adjustment (upwards or downwards) as all students' marks are standardised across all groups to lead to an overall average of in the expected range between 65%-80%.

You will receive this sheet soon after the in-class presentation and your lecturer may also keep a copy – but you should keep the original safe.

THE STANDARD AT WHICH YOU PERFORMED (rating will be circled)

6 = Outstanding (High Distinction plus level – a rare mark!) 5 = Distinction level
 4 = Above Average (Credit level) 3 = Average (High Pass level) 2 = below average (needed more work to achieve good Pass) 1 = well below average (equates to a fail for poor or no performance)

COMMUNICATION with audience	6	5	4	3	2	1
EXPLANATION to meet class needs	6	5	4	3	2	1
Apparent PREPARATION and Reading	6	5	4	3	2	1
DEPTH of materials covered	6	5	4	3	2	1
Extent of demonstrated UNDERSTANDING	6	5	4	3	2	1
Identification of TOPIC DIFFICULTIES	6	5	4	3	2	1
Quality of presentation MATERIALS	6	5	4	3	2	1
Prepare to and comply with TIME LIMITS	6	5	4	3	2	1

Other Comment: _____