



FACULTY OF
BUSINESS AND ECONOMICS

ACCG106
Accounting Information for Decision Making

Semester 2, 2010

Department of Accounting and Finance

**MACQUARIE UNIVERSITY
FACULTY OF BUSINESS AND ECONOMICS
UNIT OUTLINE**

Year and Semester:	2010, Semester 2
Unit coordinator:	Samantha Sin
Prerequisites / Corequisites:	Please refer to the 2010 Undergraduate Handbook
Credit points:	3
NCCWs:	ACCG100, ACCG105, ARTS105 & MMCS105

ACCG106 replaces ACCG105.

Students in this unit should read this unit guide carefully at the start of semester. It contains important information about the unit. Consult any one of the teaching staff for the unit if further clarification is required.

ABOUT THIS UNIT

ACCG106 aims at developing student understanding of the principles of financial and management accounting for decision making from a user perspective. Topics include: the accounting and business environment; the role of accounting information; recording business transactions; the preparation and presentation of financial statements; the analysis and interpretation of financial reports; budgeting; cost-volume-profit analysis; and business finance. At the end of the course of study in ACCG106, students will be able to explain the usefulness of financial and management accounting information and explain the usefulness of the different types of accounting information to both internal and external users. Students also would have developed a range of graduate capabilities and skills, such as, critical and analytical thinking, problem-solving skills and written and oral communication skills. The unit also provides learning experiences for students to foster the development of ethical awareness and behavior in business and accounting.

TEACHING STAFF

Name	Role	Room	Phone	Email
Samantha Sin	Unit coordinator and Lecturer	E4A344	9850 8529	accg106@mq.edu.au
Charlene Chen	Deputy unit coordinator and Lecturer	E4A355	9850 9285	accg106@mq.edu.au
Stephen Wu	Lecturer	E4A212	9850 7295	accg106@mq.edu.au
Claudia Chau	Teaching coordinator (administration)	E4A350B	9850 4822	accg106@mq.edu.au

Please note that the email address for correspondence of all ACCG106 matters is ACCG106@mq.edu.au.

Students are reminded to use their student email account. Staff will only reply to Macquarie University student email.

For enquiries that are related to academic matters, please see the staff-student consultation timetable on Blackboard.

CONSULTATION TIMES

A staff-student consultation timetable will be posted on Blackboard at the beginning of the semester.

You are encouraged to seek help from staff teaching in this unit during their regular consultation hours. In special circumstances, an appointment may be made outside their regular consultation hours. Staff will not conduct any consultations by email. You may, however, phone staff during their consultation hours.

Levels 2 and 3 in building E4A have restricted entry. To gain access for consultation, ring the staff on duty. Internal phones and staff telephone numbers are available in the floor lobby opposite the lifts.

Students experiencing difficulties with the unit must seek assistance as soon as possible.

CLASSES

- There are 3 hours of contact teaching and learning per week. They are a 2-hour lecture and a 1-hour tutorial.
- The timetable for classes can be found on the University web site at: <http://www.timetables.mq.edu.au/>
- All lecture stream and tutorial class bookings and changes are to be done online and they must be finalised by the end of the third week of the semester.
- Students must attend their officially allocated lecture stream and tutorial class, otherwise entry may be denied especially when there is overcrowding. Although attendance is not an assessment component of the unit, the record of student attendance will be used for decisions such as special consideration and withdrawal from the unit.

PRIZES

See: http://www.businessandconomics.mq.edu.au/undergraduate_degrees/prizes_scholarships

REQUIRED AND RECOMMENDED TEXTS AND/OR MATERIALS

The recommended textbook is:

Accounting: Business Reporting for Decision Making by J. Birt, et al. John Wiley & Sons Australia, 3rd edition.

It is available for purchase from the Macquarie University Co-op Bookshop and is also available in the Closed Reserve section at the library.

TECHNOLOGY USED AND REQUIRED

- The Birt, et al. textbook comes with a complete online study resource. Students are encouraged to use the online resource to further develop their learning.

UNIT WEB PAGE

- Course materials are available on the learning management system (Blackboard) at <http://learn.mq.edu.au>.
- The unit guide, lecture materials, weekly homework solutions, announcements and other learning materials and information are regularly posted at this site.
- It is the responsibility of students to visit the unit Blackboard site regularly.

LEARNING OUTCOMES

The learning outcomes of this unit are:

1. Understand and be able to explain the role of accounting information for decision making for various users.
2. Be able to describe and draw comparisons among the different forms of business structure.
3. Understand the significance of ethics in business and accounting, and be able to relate to ethical behaviour in corporate governance and business.
4. Know the sources of business regulation in Australia, such as, the Corporations Act and ASIC; and the roles of the Australian Accounting Standards Board (AASB) and the International Financial Reporting Standards (IFRS).
5. Understand the basis of the accounting equation and be able to apply it to the accounting recording and reporting processes.
6. Know the elements, format, and uses of the major financial statements; and be able to prepare these.
7. Understand and be able to analyse and interpret financial statements using the various methods of analysis.
8. Understand and be able to apply different planning processes using budgeting and cost-volume-profit analysis.

9. Understand and be able to apply different techniques to evaluate capital investment decisions.

10. Understand the principles of financing a business through managing working capital.

GRADUATE CAPABILITIES

All academic programs offered at Macquarie University seek to develop a range of capabilities that graduates will need to be effective and engaged participants in the challenges of the world. This unit aims to develop the following graduate capabilities:

Graduate Capabilities	Indicators of development in being able to:
1) Discipline specific knowledge and skills	<ul style="list-style-type: none">a) Explain the key terms in the various topics.b) Discuss the key theories in the various topics.c) Apply theoretical knowledge in practical solutions.d) Apply theoretical knowledge in simulated novel business situations.e) Connect theory and practice.f) Interpret and present financial information to peers.
2) Critical, analytical and integrative thinking	<ul style="list-style-type: none">a) Identify the ethical dimensions of accounting and business practices.b) Identify and analyse quantitative and qualitative accounting information.c) Discriminate between and critically appraise the various accounting/costing methods and their applicability.
3) Problem solving and research capability	<ul style="list-style-type: none">a) Analyse information and data to draw conclusions and make recommendations.

4) Effective communication	a) Effectively communicate views and information in writing and orally. b) Modify communication techniques for an appropriate audience, such as peers and teacher.
5) Being engaged ethical local and global citizens	a) Demonstrate an awareness of the accounting and corporation regulatory framework. b) Demonstrate an awareness of the ethical dimensions of business and accounting practice.

TEACHING AND LEARNING STRATEGY

- Lectures and tutorials.
- Students are expected to read the prescribed readings and lecture materials prior to attending the lectures. Students are also expected to have finished the weekly assigned homework before tutorials and to participate in class discussions.



- **TermFinder** An online discipline specific dictionary called **TERMFINDER** is available for student use in ACCG106 this semester. **TERMFINDER** is a new multimodal online learning tool designed to help beginning and international students understand technical concepts and terminology encountered in ACCG106. Students are encouraged to use **TERMFINDER** on a regular basis during the semester since student understanding of accounting terms and concepts will be examined in both the mid-semester test and the final examination. **TERMFINDER** can be accessed by visiting the ACCG106 Blackboard webpage.
- Weekly curriculum and homework (see details in the last section).

RELATIONSHIP BETWEEN ASSESSMENT AND LEARNING OUTCOMES

	Assessment Task 1	Assessment Task 2	Assessment Task 3	Assessment Task 4
Title/Name	Weekly homework	Mid-semester examination	Written Assignment	Final examination
Description (<i>including</i>	Submission of	1 hour and 30 minutes		3 hours and 10 minutes

	Assessment Task 1	Assessment Task 2	Assessment Task 3	Assessment Task 4
<i>length or similar if applicable)</i>	weekly assigned homework.			reading time.
Due date	In tutorials	Saturday, 4/9/2010 Time and location to be advised.	To be submitted in (your assigned) tutorial in Week 10 (18/10/10 – 22/10/10)	End-of-semester examination period
% Weighting	10%	20%	10%	60%
Grading method	Zero for non-submission. 0.5 mark for attempting but incomplete submission. 1 mark for completion and submission The best 10 weeks contribute to the 10%.	Assessed and graded on various tasks, such as recording transactions, statement presentation, worksheet, short written answers, and others; that are relevant to the topics and the target learning outcomes.	Marking criteria provided with assessment task.	Assessed and graded on various tasks, such as recording transactions, statement presentation, worksheet, short written answers, preparing budgets, and others; that are relevant to the topics and the target learning outcomes.
Submission method	Hand in homework in weekly tutorials	Hand in examination script.	Hand in assignment	Hand in examination script.
Feedback (<i>type, method, date</i>)	Answers and solutions posted on Blackboard on a weekly basis.	Review and discussion in tutorials. Feedback on common mistakes and descriptive statistics posted on Blackboard before the end of the mid-semester	Feedback on common mistakes and descriptive statistics posted on Blackboard.	

	Assessment Task 1	Assessment Task 2	Assessment Task 3	Assessment Task 4
		break.		
Estimated student workload (hours)	45 hours	This is cumulative over the prior weeks in the semester plus your own time-management for revision.	Approximately 15 to 18 hours.	This is cumulative over the semester plus your own time-management for revision.
Learning outcomes assessed	1 to 10	1 to 5	5 to 7	1 to 10
Target graduate capability development	1 to 5	1, 2 and 5	3, 4 & 5	1 to 5

Other important information regarding the above assessment tasks:

1. The 3-hour final examination is included as an assessment task for this unit to provide assurance that the product belongs to the student and that the student has attained the knowledge and skills tested in an examination.
2. Students must obtain a pass mark for the final examination and an overall pass mark in order to attain a Pass grade or higher for the unit.
3. You are expected to present yourself 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.
<http://www.timetables.mq.edu.au/exam>
4. The mid-semester test result serves as a diagnostic indicator for students at academic risk. Remedial workshops will be provided for these students during the mid-semester break. These students are also encouraged to seek academic assistance at staff consultation times regularly.
5. Further information regarding the mid-semester and final examinations will be provided on Blackboard.
6. There will be no supplementary mid-semester examination. Therefore, absence from the mid-semester examination will, upon receipt of adequate documentation, increase the weighting on the final examination to 80%. You have to lodge an Advice of Absence form with the student centre within 5 working days and you must provide documentary evidence to support your absence. **AN ADVICE OF ABSENCE LODGED AFTER THE FIVE WORKING DAYS WILL NOT BE ACCEPTED.** Students approved for a final examination weighting of 80%, will be posted on Blackboard.
7. Assignments (Assessment Task 3) that are late attract a 20% penalty. Assignments that are more than 3 days late will not be accepted.

8. The estimated student workload for the assessment tasks are only estimates and they may vary from student to student.

RESEARCH

Samantha Sin adopts research-informed pedagogical approaches in ACCG106 for student learning and development. Additional research-based learning materials will be provided throughout the semester to further enhance student learning and development, with particular focus on developing communication and generic skills, and professional identity. The research references are as follows:

Sin, S., Jones, A. and Abrandt-Dahlgren, M. (2010), 'Practitioners' and students' conceptions of professional accounting work, with a focus on how practitioners conceptualise and cope with issues of commercialism and ethics in contemporary practice'. Paper presented at the AFAANZ 2010 annual conference in Christchurch, NZ.

Misic, M. and Sin, S. (2009). Learning materials on the fundamentals of the accounting equation for recording and reporting accounting information, developed from a research project funded by the Faculty of Business and Economics, LEAD2 grant.

Sin, S., Jones, A. and Petocz, P. (2007), 'Evaluating a Method of Integrating Generic Skills with Accounting Content Based on a Functional Theory of Meaning' *Accounting and Finance*, 47, 146-163.

Sin, S. and Reid, A. (2006). 'Developing generic skills in accounting: resourcing and reflecting on trans-disciplinary research and insights', paper presented at the Australian Association for Research in Education Conference, Sydney.

Jones, A. and Sin, S. (2004). 'The integration of language and content: action research based on a theory of task design', *Journal of Applied Linguistics* 1, 1, 95-100.

Jones, A. and Sin, S. (2004). 'Integrating language with content in first-year accounting: student profiles, perceptions and performance', In Robert Wilkinson, ed., *Integrating Content and Language: Meeting the Challenge of a Multilingual Higher Education*.

ACADEMIC HONESTY

The nature of scholarly endeavour, dependent as it is on the work of others, binds all members of the University community to abide by the principles of academic honesty. Its fundamental principle is that all staff and students act with integrity in the creation, development, application and use of ideas and information. This means that:

- all academic work claimed as original is the work of the author making the claim
- all academic collaborations are acknowledged
- academic work is not falsified in any way
- when the ideas of others are used, these ideas are acknowledged appropriately.

Further information on the academic honesty can be found in the Macquarie University Academic Honesty Policy at http://www.mq.edu.au/policy/docs/academic_honesty/policy.html

GRADES

All final grades in the Department of Accounting and Finance are determined by a grading committee and are not the sole responsibility of the Unit Coordinator.

Macquarie University's 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 Standardised Numerical Grade (SNG) is not a summation of the individual assessment components.

To be awarded a specific grade, students are required to perform at an equivalent standard in the final examination and the overall assessment mark in the unit.

Please also refer to relevant pages in the Handbook of Undergraduate Studies.

GRADING APPEALS AND FINAL EXAMINATION SCRIPT VIEWING

If, at the conclusion of the unit, you have performed below expectations, and are considering lodging an appeal of grade and/or viewing your final exam script please refer to the following website which provides information about these processes and the cut off dates in the first instance. Please read the instructions provided concerning what constitutes a valid grounds for appeal before appealing your grade.

http://www.businessandeconomics.mq.edu.au/for/new_and_current_students/undergraduate/admin_central/grade_appeals.

SPECIAL CONSIDERATION

The University is committed to equity and fairness in all aspects of its learning and teaching. In stating this commitment, the University recognises that there may be circumstances where a student is prevented by unavoidable disruption from performing in accordance with their ability. A special consideration policy exists to support students who experience serious and unavoidable disruption such that they do not reach their usual demonstrated performance level. The policy is available at:

http://www.mq.edu.au/policy/docs/special_consideration/procedure.html

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>.

BESS is a useful resource and information centre for accounting students. The address is E4B106.

IT CONDITIONS OF USE

Access to all student computing facilities within the Faculty of Business and Economics is restricted to authorised coursework for approved units. At all times, student ID cards must be displayed in the locations provided.

Students are expected to act responsibly at all times when utilising University IT facilities. The following regulations apply to the use of computer labs and online services:

- Accessing inappropriate web sites, or downloading inappropriate material, are not permitted, material that is not related to coursework in units authorised to use these facilities is deemed inappropriate.
- Downloading copyright material without permission from the copyright owner is illegal, and strictly prohibited. Students detected undertaking such activities will face disciplinary action, which may possibly result in criminal proceedings. Non-compliance with these conditions may result in disciplinary action without further notice.

Students are reminded to communicate to staff only through the Macquarie University email as this is the only official channel.

Weekly Curriculum and Homework Schedule

The homework questions and exercises are taken from Birt *et al.*, 3rd edition.

It is usual that additional information is provided in lectures to assist you in doing the homework. Always read your lecture notes and the relevant chapters in the textbook before doing the assigned homework.

The homework assigned for a week's topic is to be submitted in the following week's tutorial. For example, the homework assigned for Chapters 1 and 2 in Week 1 is to be submitted in week 2's tutorial.

Week 1, 2/8/10	Chapter 1: Introduction to accounting and Chapter 2: Business structures
Homework	Chapter 1: Discussion questions: 1.3 (think of 2 stakeholders) 1.16, 1.18 Problems: P1.7 Case study: CS1.5, you may leave out NZICA. Chapter 2: Discussion questions: 2.1, 2.4, 2.9. Exercises: E2.12 Problems: P2.1

Week 2, 9/8/10	Chapter 3: Ethics and corporate governance
Homework	Discussion questions: 3.9, 3.12, 3.16, 3.18 (You are asked to discuss the five fundamental principles of the code. Therefore, it is useful to look up the code on the web, read it to avoid copying directly from the passages in the textbook), 3.24, 3.25. Problems: P3.4, P3.7, P3.13

Week 3, 16/8/10	Chapter 4: Business transactions
Homework	Discussion questions: 4.4, 4.5, 4.10 Exercises: E4.2, E4.4, E4.6 Problems: P4.7

Week 4, 23/8/10	Chapter 5: Balance sheet
Homework	Discussion questions: 5.1, 5.6, 5.7 Exercises: E5.2, E5.3, E5.4, E5.10 Problems: P5.11

Week 5, 30/8/10	Chapter 6: Income statement and statement of changes in equity
Homework	Discussion questions: 6.1, 6.3, 6.11 Exercises: E6.1, E6.2, E6.6, E6.8 (for part c, assume yourself to be the accountant when writing the report), E6.11 Problems: P6.10

ALERT: The mid-semester examination is on Saturday, 4/9/2010. Information regarding the test will be posted on Blackboard closer to the examination date.

Week 6, 6/9/10	Chapter 7: Statement of cash flows
Homework	Discussion questions: 7.1, 7.2, 7.4, 7.6, 7.7

	Exercises: E7.9 (Explain in the form of a dialogue), E7.11, E7.21
--	---

Week 7, 13/9/10	Chapter 8: Analysis and interpretation of financial statements
Homework	Discussion questions: 8.3, 8.4, 8.9 Exercises: E.8.10 (After you have done the horizontal analysis for the year-end figures, provide answers to the next two questions in the form of a memo. Assume yourself to be the accountant and write the memo to the managing director referring to the results of the analysis that you have done. A neat way is to attach the results as an attachment to your memo). Problem: P8.7a and b only.

Mid-semester break from 20/9/10 to 1/10/10.

Monday, 4/10/10, is Labour Day public holiday. Tutorials on the day are cancelled. Please attend an alternative tutorial during the week. Hand in your homework for the week in the following week in your assigned tutorial.

Week 8, 5/10/10	Chapter 8: Analysis and interpretation of financial statements and Chapter 7: analysis of the statement of cash flows. include DQ 7.10, E7.19, P7.4
Homework	From Chapter 7: Discussion question 7.10; Problems: P7.4, P.7.5 From Chapter 8: Exercises: E8.13 (for part b, prepare your presentation using PowerPoint™. You are presenting to the board of directors. Remember to comment on the financial performance and position of Roarders based on the ratios.)

Week 9, 11/10/10	Chapter 9: Budgeting
Homework	Discussion questions: 9.2, 9.3, 9.6, 9.8 Exercises: E9.5 Problem: P9.5 Case Study: CS9.2

Week 10, 18/10/10	Chapter 10: Cost-volume-profit analysis
Homework	Discussion questions: 10.2, 10.6, 10.10, 10.15 Exercises: E10.3, E10.9, E10.11 Problem: P10.8 Case Study: CS10.1

Week 11, 25/10/10	Chapter 12: Capital investment
Homework	Discussion questions: 12.3, 12.6 Exercises: E12.11, E12.12, Problem: P12.2 Case Study: CS12.2

Week 12, 1/11/10	Chapter 13: Financing the business
Homework	Discussion questions: 13.3, 13.7 Exercises: E13.9, E13.10 Problem: P13.1, P13.3 Case Study: CS13.3

Week 13, 8/11/10	Revision
	This is a revision lecture. Information about the final exam will also be provided.