

MACQUARIE  
UNIVERSITY



FACULTY OF  
BUSINESS AND ECONOMICS

**ACCG101**  
**Accounting 1B**

**Semester 2, 2011**

*Department of Accounting and Corporate  
Governance*

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

**Year and Semester: 2011, Semester 2**

**Unit Convenor: Andreas Hellmann**

**Prerequisites: ACCG100 (P) or ACCG105 (P)**

**Credit points: 3**

Students in this unit should read this unit guide 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**

- This unit reinforces and extends the financial accounting skills acquired by students in their first unit of introductory financial accounting.
- Students will learn basic knowledge about the regulatory framework of financial accounting and technical skills related to various accounting concepts. Aspects of decision making including financial statement analysis and cash flow analysis are also covered. In addition, the unit introduces students to aspects of managerial accounting including cost/volume/profit relationships, job costing and aspects of budgeting. The unit seeks to develop graduate capabilities centred on effective oral and written communication skills, and analytical and critical thinking skills.

**TEACHING STAFF**

- **Andreas Hellmann (Unit Convenor)**  
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Phone: 9850 4055  
Email: [accg101@mq.edu.au](mailto:accg101@mq.edu.au)
- **Meiting Lu**  
Room: E4A 212  
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Email: [accg101@mq.edu.au](mailto:accg101@mq.edu.au)

**CONTACTING STAFF**

**Please use Email as the first form of contact.** Teaching staff will receive correspondence only if **sent to the unit Email account**. Staff will only respond to Emails that are sent from Macquarie University Email addresses.

You are encouraged to seek help at a time that is convenient to you from a staff member teaching on this unit during their regular consultation hours. In special circumstances, an appointment may be made outside regular consultation hours. Staff will not conduct any consultations by email. You may, however, phone staff during their consultation hours. Consultation will start in week 3.

Name	Consultation time	Location	Contact
Mr Andreas Hellmann	Tuesday 9-10:00	E4A 233	9850 4055
Ms Meiting Lu	Thursday 15-16:00	E4A 212	9850 1928
Mr Adrian Klamer	Friday 11-13:00	E4B 104	N/A

In order to gain access to staff located at levels 2 and 3 of building E4A during their consultation hours please ring the staff member from the phones available in the lobby.

Students experiencing significant difficulties with any topic in the unit must seek assistance immediately.

## CLASSES

- The unit involves 3 hours face-to-face teaching per week consisting of 1 lecture (two hours) and 1 tutorial (one hour).
- The timetable for classes can be found on the University web page at: <http://www.timetables.mq.edu.au/>
- **To avoid overcrowding issues, you are required to attend your allocated lecture. Please do not attend a class if you are not enrolled in it.**
- Any changes to tutorials must be made through e-student. **You have to finalise your classes by the end of week 2** after which changes are no longer possible.

## PRIZES

- The CPA Australia Prize for 100-level Accounting.
- The Institute of Chartered Accountants Prize

More information can be found on the Faculty of Business and Economics web page at: [http://www.businessandeconomics.mq.edu.au/undergraduate\\_degrees/prizes\\_scholarships](http://www.businessandeconomics.mq.edu.au/undergraduate_degrees/prizes_scholarships)

## REQUIRED AND RECOMMENDED TEXT AND MATERIALS

- Hoggett J., Edwards, L., Medlin, J. and Tilling, M. (2009), **Accounting**, 7<sup>th</sup> edition, John Wiley and Sons Australia, Sydney.
- Supplementary reading materials will be provided on the unit web page.

The textbook can be purchased from the Co-op bookshop. Copies of the textbook are available in the library.

## TECHNOLOGY USED AND REQUIRED

- Students must be familiar with the learning management system Blackboard.
- Students need to have knowledge about accessing e-reserve to download articles.
- Students are required to conduct their own research and need to be familiar with library databases.

## UNIT WEB PAGE

- Course material is available on the learning management system (BlackBoard). **It is essential to visit the unit web page regularly.** Unit outline, announcements, supplementary reading materials, lecture and tutorial materials, and assessments are available to download via the web page.
- The web page for this unit can be found at: <http://learn.mq.edu.au>  
To access the web page you need to enter your username and password and you should contact the IT helpdesk located at C5C 244 if you need any assistance.

## LEARNING OUTCOMES

The learning outcomes of this unit are:

1. Basic understanding of the regulatory framework, corporate governance, professional judgement, professional ethics, and management accounting.
2. Practical skills to account for liabilities.
3. Practical skills to account for equity related to partnerships and companies.
4. Ability to prepare cash flow statements.
5. Ability to analyse and interpret financial information.
6. Acquire basic understanding of various costing techniques and budgeting.

## GRADUATE CAPABILITIES

In addition to the discipline-based learning objectives, all academic programs at Macquarie seek to develop the capabilities the University's graduates will need to develop to address the challenges, and to be effective, engaged participants in their world. This unit contributes to this by developing the following graduate capabilities:

1. Discipline Specific Knowledge and Skills
  - a) Basic knowledge about the regulatory framework
  - b) Awareness of the importance of corporate governance and professional ethics
  - c) Implications of professional judgement in accounting
  - d) Technical skills related to liabilities and equity
  - e) Technical skills to prepare a cash flow statement
  - f) Interpretation of financial information

- g) Basic knowledge about the relationship between financial accounting and management accounting
- h) Technical skills to prepare a budget and to apply various costing techniques

2. Critical, Analytical and Integrative Thinking
3. Problem Solving and Research Capability
4. Effective Communication
5. Capable of Professional and Personal Judgement and Initiative
6. Commitment to Continuous Learning

### TEACHING AND LEARNING STRATEGY

- In the lecture, you will be given practical explanations and examples to supplement the text materials. Supplementary materials will be made available on the unit web page. **For every week, you are expected to read both the textbook chapter(s) highlighted below and supplementary materials provided on the unit web page.** You are expected to read the relevant text chapters and supplementary materials before attending the lecture. Lecture slides will be available on the unit web page on a weekly basis every Monday. It is suggested that you bring a copy of the lecture slides to each class.

**The topics covered in this unit are as follows:**

Week	Topic	Textbook Chapter
1 1 Aug	Introduction and Revision	4, 5, 18
2 8 Aug	Accounting Regulation, Conceptual Framework, Professional Judgement, Corporate Governance and Ethics	17
3 15 Aug	Accounting for Liabilities	22
4 22 Aug	Equity in Business – Companies Equity in Business – Partnerships (part 1)	16, 15
5 29 Aug	Equity in Business – Partnerships (part 2) Guest speaker	15
6 5 Sep	Cash Flow Statements (part 1)	24
7 12 Sep	Cash Flow Statements (part 2)	24

<b>8</b> 3 Oct	Financial Statement Analysis	25
<b>9</b> 10 Oct	Introduction to Management Accounting	8
<b>10</b> 17 Oct	Job/Process Costing	9
<b>11</b> 24 Oct	Cost-volume-profit Analysis	11
<b>12</b> 31 Oct	Budgeting	12
<b>13</b> 7 Nov	Revision	-

- Tutorials will commence in week 2. The purpose of tutorials is to provide an interactive learning environment in which students will practise the materials covered in the lecture. **You are required to prepare the weekly tutorial questions before attending the tutorial.** It is suggested that you bring your textbook to each class. Selected solutions to tutorial questions will be available on the unit web page on a weekly basis every Friday afternoon. **You are expected to study the solutions provided and compare them with your attempts.**

**Required tutorial questions are as follows:**

<b>WEEK2</b> 8 Aug	<ul style="list-style-type: none"> <li>• Chapter 4, Problem 4.6</li> <li>• Chapter 4, Problem 4.11</li> <li>• Chapter 5, Problem 5.11</li> <li>• Chapter 18, Problem 18.5</li> </ul>
<b>WEEK3</b> 15 Aug	<ul style="list-style-type: none"> <li>• Define 'corporate governance'. Describe in your own words some attributes of organizations with good corporate governance and some organizations with lacking corporate governance (min 100 words).</li> <li>• Please answer the following questions (min 150 words in total) related to the article Douppnik and Richter 2004, The impact of culture on the interpretation of 'in context' verbal probability expressions, Journal of International Accounting Research, 3(1), 1-20 (link available on the unit web page): <ul style="list-style-type: none"> <li>- What is professional judgement and why is the exercise of professional judgement necessary for the application of accounting standards?</li> <li>- What are the issues related to the exercise of professional judgement?</li> </ul> </li> <li>• Chapter 17, Exercise 17.5</li> <li>• Chapter 17, Problem 17.4</li> </ul>

<b>WEEK4</b> 22 Aug	<ul style="list-style-type: none"> <li>• Chapter 22, Discussion Question 3 (min 150 words)</li> <li>• Chapter 22, Exercise 22.2</li> <li>• Chapter 22, Exercise 22.6</li> <li>• Chapter 22, Problem 22.4</li> </ul>
<b>WEEK5</b> 29 Aug	<ul style="list-style-type: none"> <li>• Chapter 16, Exercise 16.10</li> <li>• Chapter 16, Problem 16.12</li> <li>• Chapter 15, Exercise 15.2</li> <li>• Chapter 15, Exercise 15.6</li> </ul>
<b>WEEK6</b> 5 Sep	<ul style="list-style-type: none"> <li>• Chapter 15, Problem 15.5</li> <li>• Chapter 15, Problem 15.6</li> <li>• Partnership question (available on the unit web page)</li> <li>• Chapter 15, Critical Thinking Case (min 150 words)</li> </ul>
<b>WEEK7</b> 12 Sep	<ul style="list-style-type: none"> <li>• Chapter 24, Discussion Question 6 (min 100 words)</li> <li>• Chapter 24, Exercise 24.1</li> <li>• Chapter 24, Exercise 24.3</li> <li>• Chapter 24, Exercise 24.5</li> </ul>
<b>WEEK8</b> 3 Oct	<ul style="list-style-type: none"> <li>• Chapter 24, Discussion Question 7 (min 100 words)</li> <li>• Chapter 24, Problem 24.7</li> <li>• Chapter 24, Problem 24.10</li> <li>• Chapter 24, Decision Case</li> </ul>
<b>WEEK9</b> 10 Oct	<ul style="list-style-type: none"> <li>• Chapter 25, Exercise 25.1</li> <li>• Chapter 25, Exercise 25.8</li> <li>• Chapter 25, Problem 25.5</li> <li>• Chapter 25, Problem 25.9</li> </ul>
<b>WEEK10</b> 17 Oct	<ul style="list-style-type: none"> <li>• Chapter 8, Discussion Question 3 (min 100 words)</li> <li>• Chapter 8, Exercise 8.2</li> <li>• Chapter 8, Exercise 8.4</li> <li>• Chapter 8, Problem 8.10</li> </ul>
<b>WEEK11</b> 24 Oct	<ul style="list-style-type: none"> <li>• Chapter 9, Exercise 9.5</li> <li>• Chapter 9, Exercise 9.10</li> <li>• Chapter 9, Problem 9.10</li> <li>• Chapter 9, Decision Case</li> </ul>
<b>WEEK12</b> 31 Oct	<ul style="list-style-type: none"> <li>• Chapter 11, Discussion Question 2 (min 100 words)</li> <li>• Chapter 11, Exercise 11.6</li> <li>• Chapter 11, Problem 11.9</li> <li>• Chapter 11, Problem 11.11</li> </ul>
<b>WEEK13</b> 7 Nov	<ul style="list-style-type: none"> <li>• Sample examination (available on the unit web page)</li> </ul>

## RESEARCH AND PRACTICE

- This unit uses research from external sources.
- This unit gives you practice in applying research findings in your assignments.
- This unit gives you opportunities to conduct your own research.

**RELATIONSHIP BETWEEN ASSESSMENT AND LEARNING OUTCOMES**

	<b>Assessment Task 1</b>	<b>Assessment Task 2</b>	<b>Assessment Task 3</b>
<b>Name</b>	Online quizzes	Group assignment	Final examination
<b>Description</b>	<p>Three online quizzes will be made available on the unit web page. The duration of each quiz is between 30 minutes to 1 hour.</p> <p>All materials covered in lectures, tutorials, prescribed textbook chapters and supplementary materials are examinable.</p>	<p>Groups of 5 students will be formed during the tutorial in week 3.</p> <p>Information about the assignment topic will be released in week 3. The assignment consists of a report and a presentation.</p> <p>The word limit of the report is 1 500 words. The duration of the presentation is 8 minutes.</p>	<p>The final examination will be a closed-book exam and will be 3 hours in duration with 10 minutes of reading time.</p> <p>All materials covered in lectures, tutorials, prescribed textbook chapters and supplementary materials are examinable.</p>
<b>Due date</b>	3 times throughout the semester. Dates and times will be made available on the unit web page during week 1.	<p>Report: 4 October at 3pm</p> <p>Presentation: Tutorial week 9</p>	University examination period
<b>Weighting</b>	<p>Quiz 1: 5%</p> <p>Quiz 2: 10%</p> <p>Quiz 3: 10%</p>	<p>Report: 10%</p> <p>Presentation: 5%</p>	60%
<b>Grading method</b>	Marks will be awarded for completeness and correctness. Please refer to page 10 of this unit outline.	Information about the marking criteria will be made available on the unit web page during week 3.	Please refer to page 10 of this unit outline.
<b>Submission method</b>	The quizzes have to be submitted at the specified times on the unit web page. Please follow the instructions provided on the unit web page.	The report has to be submitted at BESS and has to include the marking criteria and feedback sheet. A soft copy of the report has to be submitted electronically.	Collected at the end of the exam.



	<b>Assessment Task 1</b>	<b>Assessment Task 2</b>	<b>Assessment Task 3</b>
		The presentation has to be performed during the tutorial in week 9.	
<b>Feedback</b>	A total of all marks will be provided at the last tutorial.	Feedback will be provided during the tutorial in week 11.  Common mistakes and suggestions to improve student's performance will be highlighted.	Please refer to page 9 of this unit outline.
<b>Estimated student workload</b>	5 hours per week including reading of all materials.	10 -15 hours on average.	Continuously throughout the semester.
<b>Learning outcomes assessed</b>	All	1, 5	All
<b>Graduate capabilities assessed</b>	1 a-h, 5, 6	2, 3, 4	1 a-h, 2, 3, 5

**Additional information about the assessment tasks:**

- **Assessment task 1**

The first quiz will be a **low risk diagnostic task**. Students with a Pass grade or less will be identified and suggestions to improve the student's performance will be provided by the tutor. Each quiz must be submitted at the specified due date. Late submissions will not be accepted.

- **Assessment task 2**

**Late reports (softcopy and hardcopy) will lose 20% of the mark for each or part day late**, unless a special consideration form is lodged with any supporting documentation (e.g. medical certificate). Failure to submit a softcopy of the report will result in zero marks. Students are not allowed to change the group without permission and/or submit an individual assignment. The Harvard Referencing style has to be applied.

**Students who arrive late to their tutorial in week 9 will lose 20% of the mark awarded for their presentation. Attendance in this tutorial is compulsory.**

- **Assessment task 3**

A **final examination** is included as an assessment task for this unit to provide assurance that:

- i) the product belongs to the student and
- ii) the student has attained the knowledge and skills tested in the exam.

A three hours final examination for this unit will be held during the University Examination period. The University examination period in Second Half Year 2011 is from 14 November 2011 to 5 December 2011.

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:// exams.mq.edu.au/](http://exams.mq.edu.au/)

The only exception to not sitting an examination at the designated time is because of documented illness or unavoidable disruption. In these circumstances you may wish to consider applying for Special Consideration. The University's policy on special consideration process is available at:

[http://www.mq.edu.au/policy/docs/special\\_consideration/policy.html](http://www.mq.edu.au/policy/docs/special_consideration/policy.html)

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.

The Macquarie university examination policy details the principles and conduct of examinations at the University. The policy is available at:

<http://www.mq.edu.au/policy/docs/examination/policy.htm>

## **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](http://www.mq.edu.au/policy/docs/academic_honesty/policy.html)

## GRADES

Macquarie University uses the following grades in coursework units of study:

HD - High Distinction  
D - Distinction  
CR - Credit  
P - Pass  
F - Fail

Grade descriptors and other information concerning grading are contained in the Macquarie University Grading Policy which is available at:

<http://www.mq.edu.au/policy/docs/grading/policy.html>

## 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.businessandconomics.mq.edu.au/new\\_and\\_current\\_students/undergraduate\\_current\\_students/how\\_do\\_i/grade\\_appeals](http://www.businessandconomics.mq.edu.au/new_and_current_students/undergraduate_current_students/how_do_i/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/policy.html](http://www.mq.edu.au/policy/docs/special_consideration/policy.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>.

Students are invited to attend and participate in Peer Assisted Learning (PAL) workshops, which are led by a student who has previously performed well in this subject. Attendance at PAL workshop is voluntary. You need to go to BESS (E4B 106) in weeks 1 and 2 to sign up for a PAL workshop. PAL workshops commence in week 3.

## 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. Student ID cards must be displayed in the locations provided at all times.

Students are expected to act responsibly when utilising University IT facilities. The following regulations apply to the use of computing facilities and online services:

- Accessing inappropriate web sites or downloading inappropriate material is not permitted. Material that is not related to coursework for approved units 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 result in criminal proceedings.

Non-compliance with these conditions may result in disciplinary action without further notice.

Students must use their Macquarie University email addresses to communicate with staff as it is University policy that the University issued email account is used for official University communication.