



FACULTY OF
BUSINESS AND ECONOMICS

ACCG106
Accounting Information for Decision Making

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: Dr Samantha Sin

Prerequisites / Corequisites: Please refer to the 2011 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. If anything in it is unclear, please consult one of the teaching staff in the unit.

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
Meiting Lu	Deputy unit coordinator	E4A212	9850 1928	accg106@mq.edu.au
Anne Murdoch	Lecturer			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.

CONTACTING STAFF

The 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

- Prizes for this unit (if applicable). 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

Students need to have access to the Internet if they want to:

1. Use the online supplement resource that comes with the Birt, et al. textbook.
 2. Have access to Pearson's MyWritingLabGlobal for support in developing written communication skills.
- FBE supported computers to use the Intelligent Tutoring Systems for the Capital Investment Topic.

UNIT WEB PAGE

- Course materials are available on the learning management system (Blackboard) at <http://learn.mq.edu.au>.
- The username and password for the website is the same username and password for your Macquarie University e-mail account. **If you don't know what your username and password** contact the IT helpdesk located on Level 1 of the Library.
- 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. Understand the significance of ethics in business and accounting, and be able to relate to ethical behaviour in corporate governance and business.
3. Know the sources and roles of the various business regulators in Australia.
4. Understand the basis of the accounting equation and be able to apply it to the accounting recording and reporting processes.
5. Know the elements, format, and uses of the major financial statements; and be able to prepare these.
6. Understand and be able to analyse and interpret financial statements using the various methods of analysis.

7. Understand and be able to apply different planning processes using budgeting and cost-volume-profit analysis.
8. Understand and be able to apply different techniques to evaluate capital investment decisions.
9. 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	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	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	a) Analyse information and data to draw conclusions and make recommendations.

4) Effective communication	a) Effectively communicate views and information in writing, such as in business documents. 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).
- Peer Assisted Learning. Enquire at BESS, E4B 109.

RESEARCH AND PRACTICE

- This unit uses research by Macquarie University researchers (detailed in the written assignment)

- This unit uses research from external sources (detailed in the written assignment)
- This unit gives you practice in applying research findings in your written assignment.
- This unit gives you opportunities to conduct your own research.

RELATIONSHIP BETWEEN ASSESSMENT AND LEARNING OUTCOMES

	Assessment Task 1	Assessment Task 2	Assessment Task 3	Assessment Task 4
Title/Name	Weekly homework	Two in-tutorial quizzes	Major Written Assignment	Final examination
Description	Submission of weekly assigned homework.	15 minutes each	Details of the assessment task will be available in Week 4.	3 hours and 10 minutes reading time.
Due date	In tutorials	In tutorials in Week 4 and Week 7	Due on 6/10/11 (Week 8).	End-of-semester examination period
% Weighting	10%	10%	30%	50%
Grading method	<p>Zero for non-submission.</p> <p>0.5 mark for attempting but incomplete submission.</p> <p>1 mark for completion and submission</p> <p>The best 10 weeks contribute to the 10%.</p>	<p>Multiple choice questions. May include short answer questions.</p> <p>The quiz in Week 4 also serves a low risk early diagnostic task.</p>	<p>Marking criteria will be provided with assessment task.</p>	<p>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.</p>

	Assessment Task 1	Assessment Task 2	Assessment Task 3	Assessment Task 4
Submission method	Hand in homework in weekly tutorials	Hand in quiz to tutor.	Submission to TurnItIn via Blackboard <u>plus</u> a printed copy of the assignment at BESS (E4B 109).	Hand in examination script.
Feedback (<i>type, method, date</i>)	Answers and solutions posted on Blackboard on a weekly basis.	Answers will be posted on Blackboard in weeks 5 and 8. Feedback on common mistakes and descriptive statistics will be available. Students who fail the early diagnostic task should seek help from PAL, the Learning Advisor and at staff-student consultation.	Feedback on common mistakes and descriptive statistics posted on Blackboard.	
Learning outcomes assessed	1 to 10	1 to 5	1, 2 and 3	1 to 10
Target graduate capability development	1, 2 and 3	1, 2 and 3	2, 3, 4 and 5	1 to 3

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. Further information regarding Assessment Task 4 will be provided on Blackboard.
4. Assessment Task 3 if submitted late will attract a 20% penalty. Assignments that are more than 3 days late will not be accepted.

5. Your commitment to this unit should entail approximately 142 hours throughout the semester. An estimate of the amount of time that each task should take is shown in the following table. The workload items are only estimates and they may vary from student to student.

Workload item	Total estimated hours
Weekly lecture attendance (2h per week)	26
Weekly tutorial attendance (1h per week)	12
Weekly readings, study, homework and quizzes(4 hours/week)	52
Major written assignment	20
Final examination preparation	32
Total	142

Other important information: 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

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. (Individual Faculties may wish to signal when the Faculties' Supplementary Exams are normally scheduled.)

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

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>

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

Students will be awarded one of these grades plus a Standardised Numerical Grade (SNG). The SNG is not necessarily a summation of the individual assessment components.

The final grade and SNG that are awarded reflect the corresponding grade descriptor in the Grading Policy.

In addition, there is a requirement to pass the final examination to be awarded a final grade of a Pass or a higher grade.

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/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

STUDENT SUPPORT SERVICES

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

In addition, PAL and a Learning Advisor are available to support your learning.

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.

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.

Week beginning Monday	Chapter	Topic	Homework due and Tutorial Discussion
Week 1 1/8/11	Ch 1 & 2	Introduction to accounting Business structures	Tutorial starts in week 2.
Week 2 8/8/11	Ch 3	Ethics and Corporate Governance	<u>Chapter 1</u> DQ: 1.13 CS1.2 (give 2 examples of the listing rules only), CS1.4

			<u>Chapter 2</u> E2.12, E2.17
Week 3 15/8/11	Ch 4	Business transactions	DQ: 3.9, 3.10, 3.11, 3.22 P3.5, P3.9
Week 4 24/8/11	Ch 5	Balance sheet	DQ: 4.2, 4.7 E4.4 P4.2, P4.5, P4.10
Week 5 29/8/11	Ch 6	Income statement and statement of changes in equity	DQ: 5.7, 5.9 E5.3, E5.4, E5.5, E5.10, E5.11 P5.11
Week 6 5/9/11	Ch 7	Cash flow statements	DQ: 6.1, 6.3 E6.1, E6.2, E6.6, E6.11 P6.1
Week 7 12/9/11	Ch 8	Analysis and interpretation of financial reports I	DQ: 7.6, 7.8 E7.6, E7.9, E11, E21 P7.3
17/9/11 to 3/10/11		Mid-semester break and Labour Day public holiday (long week end).	
Week 8 4/10/11	Ch 8	Analysis and interpretation of financial reports II	DQ: 8.4, 8.9, 8.10 E8.3, E8.10, E8.18 P.8.7 a & b only.
Week 9 10/10/11	Ch 9	Budgeting	Chapter 8: Analysis and interpretation of financial statements and Chapter 7: analysis of the statement of cash flows. Chapter 7: DQ7.10, P7.4 Chapter 8: E8.8, E8.13
Week 10 17/10/11	Ch 10	Cost-volume-profit analysis	DQ: 9.2, 9.4, 9.6, 9.8 E9.2, E9.5, E9.9, P9.7

Week 11 24/10/11	Ch12	Capital investment	DQ: 10.2, 10.3, 10.7, 10.8 E10.1, E10.3, E10.11 P10.3, P10.13
Week 12 31/10/11	Ch13	Management of working capital and financing the business	DQ: 12.2, 12.5, 12.8, 12.10 E12.4, E12.5, E12.6 P12.2, P12.5, P12.9
Week 13 7/11/11		Review Lecture	DQ: 13.2, 13.3, 13.4, 13.6, 13.7 E13.1, E13.2, E13.3, E13.5, E13.9 P13.1