



# ACCG106

## Accounting Information for Decision-Making

S1 Evening 2014

*Dept of Accounting & Corporate Governance*

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#### **Disclaimer**

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## General Information

Unit convenor and teaching staff

Unit Convenor

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Credit points

3

Prerequisites

Corequisites

Co-badged status

Unit description

This unit equips students to understand accounting as a useful tool for management decision making. Students develop an understanding of the principles of financial and management accounting from a user perspective. Topics include: the environment of accounting; recording business transactions; information on the income statement and balance sheet; analysis and interpretation of financial reports; budgeting; cost-volume-profit analysis; and financing a business. By the end of the unit students are able to explain the usefulness of financial and management accounting information and describe different types of accounting information for both internal and external users. Students develop graduate capabilities in a range of areas including critical analysis of accounting information, problem solving skills and written and oral communication skills.

## Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

## Learning Outcomes

On successful completion of this unit, you will be able to:

Students will have acquired a body of theoretical and practical knowledge relevant to the topics set for this unit.

Students will be able to integrate and apply the acquired body of knowledge for decision making and solving problems in business contexts.

Students will be able to communicate effectively with users from diverse business

backgrounds.

Students will have developed an awareness of the importance of sustainable business practices.

## Assessment Tasks

Name	Weighting	Due
<u>Assessed Coursework</u>	10%	In tutorials
<u>Tests (in-session)</u>	50%	Weeks 4, 8 and 13
<u>Assignment</u>	30%	Week 11
<u>Oral presentation</u>	10%	as rostered

### Assessed Coursework

Due: **In tutorials**

Weighting: **10%**

Weekly homework submissions in registered tutorials. There will be no homework collection in Week13.

Each submission is worth 1 mark, the best 10 contribute to the 10%.

Late submission will not be accepted. If students miss two or more homework submissions, they need to apply for special consideration via [ask.mq.edu.au](http://ask.mq.edu.au) and supply evidence of illness or unavoidable disruption. Homework will not be collected if your tutorial falls on a public holiday.

On successful completion you will be able to:

- Students will have acquired a body of theoretical and practical knowledge relevant to the topics set for this unit.
- Students will be able to integrate and apply the acquired body of knowledge for decision making and solving problems in business contexts.
- Students will have developed an awareness of the importance of sustainable business practices.

### Tests (in-session)

Due: **Weeks 4, 8 and 13**

Weighting: **50%**

This assessment task comprises a series of 3 tests.

Test #1 is worth 10% and it will be conducted during scheduled tutorial times in Week 4. This is a written test and students must do the test in their registered tutorial. Further instructions will be available at the ACCG106 iLearn site closer to the date of the test. Test #1 also serves as an early diagnostic task and the marked test papers will be returned to students in Week 5 tutorials.

Test #2 is worth 15% and it will be conducted during scheduled lecture times in Week 8. The duration of the test is 1 hour. This is a written test and students must do the test in their registered lecture stream. Further instructions will be given at the ACCG106 iLearn site closer to the date of the test. The marked test papers will be returned to students in tutorials in Week 10.

Test #3 is worth 25% and it will be conducted during scheduled lecture times in Week 13. The duration of the test is 1 hour and 30 minutes. This is a written test and students must do the test in their registered lecture stream. Further instructions will be given at the ACCG106 iLearn site closer to the date of the test.

There will be strict ID checks and adequate supervision in the lecture halls during the tests to ensure security and integrity of the assessments.

Special consideration: For an application for special consideration to be valid the student must have been performing satisfactorily in the unit prior to experiencing serious and unavoidable disruption. Satisfactory performance in this respect means achievement of 50% or more of the total marks in assessment tasks that are prior to the aforesaid serious and unavoidable disruption. University rules and criteria for special consideration will be applied. All applications for special consideration must be submitted via [ask.mq.edu.au](mailto:ask.mq.edu.au).

The outcome for approval for Tests # 1 and #2 is reweighting of the following test. I.e. special consideration approval for Test #1 is a reweighting of Test #2 and the special consideration approval for Test #2 is reweighting of Test #3.

The outcome of special consideration approval for Test #3 is a supplementary test. The supplementary test will be conducted in the period for supplementary exams in the FBE Supplementary Examination Timetable. Students with approvals for special consideration must sit for the scheduled supplementary test in this period. Failure to attend the supplementary test on the scheduled date will result in a zero mark for the test.

On successful completion you will be able to:

- Students will have acquired a body of theoretical and practical knowledge relevant to the topics set for this unit.
- Students will be able to integrate and apply the acquired body of knowledge for decision making and solving problems in business contexts.

## Assignment

Due: **Week 11**

Weighting: **30%**

This is a group assignment. A group mark will be given to each group based on the group's submission. There is a requirement to document the workload and contribution of each group member. The unit coordinator reserves the right to moderate the marks of individual group members.

The assignment package will be available at the ACCG106 iLearn site in Week 4.

Due date: In Week 11 in the registered tutorial of the groups.

Penalty: Late submission will attract a deduction of 25% of the available mark per calendar day after the date of submission. Submission more than 4 days after the due date will result in a mark of zero.

There will be no extension for the due date.

On successful completion you will be able to:

- Students will have acquired a body of theoretical and practical knowledge relevant to the topics set for this unit.
- Students will be able to integrate and apply the acquired body of knowledge for decision making and solving problems in business contexts.
- Students will have developed an awareness of the importance of sustainable business practices.

## Oral presentation

Due: **as rostered**

Weighting: **10%**

Students will present in groups in their registered tutorials.

However, students will be assessed individually and an individual mark will be given to each presenter.

Further details will be available at the ACCG106 iLearn site in Week 4.

Special consideration: For an application for special consideration to be valid the student must have been performing satisfactorily in the unit prior to experiencing serious and unavoidable disruption. Satisfactory performance in this respect means achievement of 50% or more of the total marks in assessment tasks that are prior to the aforesaid serious and unavoidable disruption. University rules and criteria for special consideration will be applied. Outcome of approval is oral presentation at another date.

On successful completion you will be able to:

- Students will be able to communicate effectively with users from diverse business backgrounds.

## **Delivery and Resources**

### **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 i.e. registered, lecture stream and tutorial class, otherwise entry may be denied especially when there is overcrowding.

### **Required and Recommended Texts and/or Materials**

Students have the choice of one of the following purchasing options for the recommended textbook:

- 1) Accounting: Information for Business Decisions. Authors: Cunningham, Nikolai, Bazley, Kavanagh, Slaughter and Simmo. Revised Edition. Publisher: Cengage.
- 2) E-Book version in full or by the chapter is also available.

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

### **Prizes**

- Prizes for this unit (if applicable). [http://www.businessandeconomics.mq.edu.au/undergraduate\\_degrees/prizes\\_scholarships](http://www.businessandeconomics.mq.edu.au/undergraduate_degrees/prizes_scholarships)

### **Technology Used and Required**

Students need to have access to the internet:

1. For the online assessment task that is due in Week 4.
2. To use publisher's online support study resources.

## Unit Web Page

- Course materials are available on the learning management system (iLearn) at <http://ilearn.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 iLearn site regularly.

## 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.
- Weekly curriculum and homework.

## Unit Schedule

Week	Chapter in the textbook	Topic
1	1	Introduction to business accounting and the role of professional skills
2	2	Developing a business plan: Cost-volume-profit analysis
3	3	Developing a business plan: Budgeting
4	4	The accounting system: Concepts and applications (Test #1 in tutorials)
5	5	Recording, storing and reporting accounting information
6	7	The income statement: content and use
		Mid-semester break
7	8	The balance sheet: Content and use
8	10	Sustainable business (Test #2 in lectures)
9	9	The cash flow statement: Content and Use
10	in iLearn	Financial Statement Analysis
11	12	Capital investment
12	in iLearn	Financing the business
13		Test #3 in lectures

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy [http://mq.edu.au/policy/docs/academic\\_honesty/policy.html](http://mq.edu.au/policy/docs/academic_honesty/policy.html)

Assessment Policy <http://mq.edu.au/policy/docs/assessment/policy.html>

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

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Grievance Management Policy [http://mq.edu.au/policy/docs/grievance\\_management/policy.html](http://mq.edu.au/policy/docs/grievance_management/policy.html)

Disruption to Studies Policy [http://www.mq.edu.au/policy/docs/disruption\\_studies/policy.html](http://www.mq.edu.au/policy/docs/disruption_studies/policy.html) *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: [https://students.mq.edu.au/support/student\\_conduct/](https://students.mq.edu.au/support/student_conduct/)

## 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

If, at the conclusion of the unit, you have performed below expectations, and are considering lodging an appeal of grade 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 Policy

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

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

## Learning Skills

Learning Skills ([mq.edu.au/learningskills](http://mq.edu.au/learningskills)) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

## Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

## Student Enquiries

For all student enquiries, visit Student Connect at [ask.mq.edu.au](http://ask.mq.edu.au)

## IT Help

For help with University computer systems and technology, visit <http://informatics.mq.edu.au/help/>.

When using the University's IT, you must adhere to the [Acceptable Use Policy](#). The policy applies to all who connect to the MQ network including students.

## Graduate Capabilities

### Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

### Learning outcomes

- Students will have acquired a body of theoretical and practical knowledge relevant to the topics set for this unit.
- Students will be able to integrate and apply the acquired body of knowledge for decision making and solving problems in business contexts.

### Assessment tasks

- Assessed Coursework
- Tests (in-session)
- Assignment

### Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

## Learning outcomes

- Students will have acquired a body of theoretical and practical knowledge relevant to the topics set for this unit.
- Students will be able to integrate and apply the acquired body of knowledge for decision making and solving problems in business contexts.

## Assessment tasks

- Assessed Coursework
- Tests (in-session)
- Assignment

## Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

### Learning outcome

- Students will be able to communicate effectively with users from diverse business backgrounds.

### Assessment tasks

- Assignment
- Oral presentation

## Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

### Learning outcome

- Students will have developed an awareness of the importance of sustainable business practices.

## Assessment task

- Assignment

## Research and Practice

- This unit uses research from both external and Macquarie University sources.
- This unit gives you opportunities to apply research findings.
- This unit gives you opportunities to conduct your own research.