



# ACCG106

## Accounting Information for Decision-Making

MQC1 Evening 2014

*Dept of Accounting & Corporate Governance*

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#### **Disclaimer**

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## General Information

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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](http://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. 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 4 hours of contact teaching and learning per week. They are a 2-hour lecture and a 2-hour tutorial.
- 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 Phillip Street 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:

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
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/)

## **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>

For further information, please refer to the following link:

<http://universitycouncil.mq.edu.au/legislation.html>

## **Grade 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.city.mq.edu.au/reviews-appeals.html>

## 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)

The University defines serious and unavoidable disruption to studies as resulting from an event or set of circumstances that:

- could not have reasonably been anticipated, avoided or guarded against by the student; **and**
- was beyond the student's control; **and**
- caused substantial disruption to the student's capacity for effective study and/or the completion of required work; **and**
- substantially interfered with the otherwise satisfactory fulfilment of unit or course requirements; **and**
- was of at least three (3) consecutive days duration within a study period and/or prevented completion of the final examination.

A Special Consideration application is deemed to be valid if all the following criteria have been satisfied:

- The Special Consideration application is completed by the student and submitted online through [www.ask.mq.edu.au](http://www.ask.mq.edu.au) within five (5) working days after the due date of the associated assessment task / final examination.
- The application contains supporting evidence to demonstrate the severity of the circumstance(s) and that substantial disruption has been caused to the student's capacity for effective study. (The University will not follow up on outstanding evidence, nor contact any person or body on behalf of the student. The application will be considered as submitted.)

- The original supporting documentation has been sighted by MQC reception staff within five (5) working days after the due date of the associated assessment task.
- Where the particular circumstances are medical in nature, a *Professional Authority Form* including the health professional's Medicare Provider Number is included. (If a *Professional Authority Form* cannot be obtained, an original medical certificate indicating the severity (serious / not serious) and impact of the circumstances must be included with the application.)
- Where the particular circumstances are non-medical in nature, appropriate supporting evidence indicating the severity (serious / not serious) and impact of the circumstances is included with the application.
- The student was performing satisfactorily in the unit up to the date of the unavoidable disruption. (If a student's work in the unit was previously unsatisfactory, subsequent unavoidable disruption will not overcome the fact that the earlier work was unsatisfactory).

### **Unacceptable grounds for Special Consideration**

The University has determined that some circumstances are not acceptable grounds for claiming Special Consideration. These grounds include, but are not limited, to:

- routine demands of employment
- routine family problems such as tension with or between parents, spouses, and other people closely involved with the student
- difficulties adjusting to university life, to the self-discipline needed to study effectively, and the demands of academic work
- stress or anxiety associated with examinations, required assignments or any aspect of academic work
- routine need for financial support
- routine demands of sport, clubs and social or extra-curricular activities.

### **Acute Problems**

The University defines acute problems as those involving fewer than three (3) consecutive days within a study period. In these cases, students should not apply for special consideration via [ask.mq.edu.au](http://ask.mq.edu.au), but contact their Unit Convenor within 5 working days of the assessment due date so that a local solution may be discussed, except where the disruption affects completion of a final examination. (If a final examination is affected, the student should submit a special consideration application via [ask.mq.edu.au](http://ask.mq.edu.au).)

**Prior Conditions** Conditions existing prior to commencing a unit of study are not grounds for Special Consideration, except in the event of unavoidable deterioration of the condition. The student is responsible for managing their workload in light of any known or anticipated problems. Students with a pre-existing disability/ chronic health condition may contact the [Disability Service](#) for information on available support.

In submitting a request for Special Consideration, the student is acknowledging that they may be required to undertake additional work and agreeing to hold themselves available so that they can complete any extra work as required. The time and date, deadline or format of any required extra assessable work as a result of an application for Special Consideration is not negotiable.

## Attendance at Macquarie City Campus

All Students are required to attend at least 80% of the scheduled course contact hours each Session. Additionally Macquarie City Campus monitors the course progress of international students to ensure that the student complies with the conditions of their visa relating to attendance.

This minimum level of attendance includes all lectures and tutorials. Tutorial attendance will be recorded weekly. If any scheduled class falls on a public holiday this will be rescheduled as advised by your Lecturer. Attendance at any mid-Session or in-class test is compulsory unless otherwise stated.

Unavoidable non-attendance due to illness or circumstances beyond your control must be supported by appropriate documentation to be considered for a supplementary test. Other non-attendance will obtain zero for the test. You should refer to the section below on Special Consideration for more details about this.

## 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)

## Student Support at Macquarie City Campus

Students who require assistance are encouraged to contact the Student Services Manager at Macquarie City Campus. Please see reception to book an appointment.

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

At any time students (or groups of students) can book our Student Advising rooms on Level 6 by emailing [info@city.mq.edu.au](mailto:info@city.mq.edu.au) with a day and time and nominated contact person. There are additional student study spaces available on Level 1.

Macquarie University Campus Wellbeing also has a presence on the City Campus each week. If you would like to make an appointment, please email [info@city.mq.edu.au](mailto:info@city.mq.edu.au) or visit their website at: <http://www.campuslife.mq.edu.au/campuswellbeing>

StudyWISE provides:

- Online learning resources and academic skills workshops [http://www.mq.edu.au/learning\\_skills](http://www.mq.edu.au/learning_skills)
- Personal assistance with your learning & study related questions

## 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.

## IT Help at Macquarie City Campus

If you wish to receive IT help, we would be glad to assist you at <http://informatics.mq.edu.au/help/> or call 02 9850-4357.

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 and it outlines what can be done.

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.

Students are expected to act responsibly when utilising Macquarie City Campus 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 unit 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.

If you would like to borrow headphones for use in the Macquarie City Campus computer labs (210, 307, 311, 608) at any point, please ask at Level 2 Reception. You will be required to provide your MQC Student ID card. This will be held as a deposit while using the equipment.

For assistance in the computer labs, please see a Lab Demonstrator (usually they can be found in Lab 311, otherwise ask at Level 2 Reception).

## **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.