



ACCG106

Accounting Information for Decision-Making

MQC2 Day 2015

Dept of Accounting & Corporate Governance

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Disclaimer

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General Information

Unit convenor and teaching staff

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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.

General Assessment Information

Assessment tasks, self-study, reflection and revision	Guide for hours to be spent (note that students may vary from the guide)
Lectures and tutorials	38
Homework	24
Oral presentation	10
Assignment	25
Continuous self-study, reflection, revision and final exam preparation	53
Total number of hours	150

Assessment Tasks

Name	Weighting	Due
<u>Assessed Coursework</u>	10%	In tutorials
<u>Final examination</u>	50%	University exam period
<u>Assignment</u>	30%	Week 11
<u>Oral presentation</u>	10%	as rostered

Assessed Coursework

Due: **In tutorials**

Weighting: **10%**

Weekly homework will be collected in registered tutorials. Emailed homework will not be collected.

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 may apply for disruption to studies via ask.mq.edu.au and supply evidence of illness or unavoidable disruption.

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.

Final examination

Due: **University exam period**

Weighting: **50%**

This is a closed book exam. All topics covered in the session are examinable.

Further information and revision materials will be available in iLearn.

University rules and criteria for Disruption to Studies apply. The outcome of an approval for Disruption to Studies is a supplementary exam. The supplementary exam will be held in the scheduled period for Macquarie City Campus supplementary exams. Approved students must be able to sit for the supplementary exam in this period.

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 20% of the available mark per calendar day after the date of submission. Submission more than 5 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.

University rules and criteria for disruption to studies 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 Simmons. **Second Edition**. Publisher: Cengage. (Please note that the edition has changed from the previous offering at the City Campus. Students must acquire the second edition for the current session).

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 to use the 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
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	9	The cash flow statement: Content and Use
9	7,8,9	Financial Statement Analysis
10	10	Sustainable Business
11	12	Capital expenditure decisions
12	11	Short-term planning decisions
13		Revision

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

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

Disruption to Studies Policy 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/

Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [ask.mq.edu.au](#).

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>

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) 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

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 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 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
- 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
- Final examination
- 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
- Final examination
- 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

Changes from Previous Offering

The textbook edition has changed from the previous offering.

Research and Practice and Global & Sustainability

This unit addresses global and sustainability issues in direct areas of study through learning materials, assessments and opportunities for discussion and debate. We promote sustainability by developing ability in students to research and locate information within the accounting discipline. We aim to provide students with opportunities to develop skills which will benefit them throughout their career.

The 30% written assignment task titled "sourcing sustainable finance in a globally competitive market" provides invaluable learning experiences relating to these issues and concerns.