ACCG106
Accounting Information for Decision-Making
MQC1 Evening 2015

Dept of Accounting & Corporate Governance

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General Information

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Contact via veronica.norman@mqc.edu.au

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 http://students.mq.edu.au/student_admin/enrolmentguide/academicdates/

Learning Outcomes

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

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

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

General Assessment Information

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

Assessment Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessed Coursework</td>
<td>10%</td>
<td>In tutorials</td>
</tr>
<tr>
<td>Final examination</td>
<td>50%</td>
<td>University exam period</td>
</tr>
<tr>
<td>Assignment</td>
<td>30%</td>
<td>Week 11</td>
</tr>
<tr>
<td>Oral presentation</td>
<td>10%</td>
<td>as rostered</td>
</tr>
</tbody>
</table>

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.

This Assessment Task relates to the following 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.
- 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.

This Assessment Task relates to the following 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.

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.

This Assessment Task relates to the following 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.
- 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.

This Assessment Task relates to the following Learning Outcomes:

- 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:


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**

<table>
<thead>
<tr>
<th>Week</th>
<th>Chapter in the textbook</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Introduction to business accounting and the role of professional skills</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>Developing a business plan: Cost-volume-profit analysis</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>Developing a business plan: Budgeting</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>The accounting system: Concepts and applications</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>Recording, storing and reporting accounting information</td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>The income statement: content and use</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>The balance sheet: Content and use</td>
</tr>
<tr>
<td>8</td>
<td>10</td>
<td>Sustainable business</td>
</tr>
<tr>
<td>9</td>
<td>9</td>
<td>The cash flow statement: Content and Use</td>
</tr>
<tr>
<td>10</td>
<td>in iLearn</td>
<td>Financial Statement Analysis</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>Capital investment</td>
</tr>
<tr>
<td>12</td>
<td>in iLearn</td>
<td>Financing the business</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>Revision</td>
</tr>
</tbody>
</table>

**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:


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:


For further information, please refer to the following link:

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.


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 Enquiry Service
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

Equity 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.

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.
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
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

**Changes from Previous Offering**

Assessment in the previous offering comprised three in-class tests. This has been replaced with a final examination to be held in the University exam period.

**Research and Practice and Global & Sustainability**

This unit addresses global and sustainability issues is 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.

**Changes since First Published**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>18/02/2015</td>
<td>The outdated special consideration policy has been removed from &quot;Policies and Procedures&quot;, and further information has been provided in the &quot;Research and Practice&quot; section.</td>
</tr>
</tbody>
</table>