



The University of Southern Queensland

## Course specification

<b>Description: Accounting for Managers</b>						
Subject	Cat-nbr	Class	Term	Mode	Units	Campus
ACC	5502	40264	1, 2005	ONC	1.00	Toowoomba

<b>Academic group:</b>	FOBUS
<b>Academic org:</b>	FOB008
<b>Student contribution band:</b>	2
<b>ASCED code:</b>	080101

### STAFFING

Examiner: Suzy Byrne

Moderator: Mark Silvester

### RATIONALE

The purpose of this course is to develop the ability of non-accountants to prepare, understand, interpret and analyse summarised accounting data and financial statements. The ability to criticise accounting reports will be developed. Skills of judgement and attitudes will be enhanced to equip managers in their responsibilities relating to the financial goals of the organisation. Students will develop skills in planning, control and decision making. Evaluation of investment and financing alternatives and working capital management will be included.

### SYNOPSIS

This course, available to postgraduate students only, aims to provide an understanding of the accounting concepts used in the interpretation of accounting reports and financial statements which are prepared to assist effective management of a business entity. Managers should recognise their information requirements on which relevant decisions are based. Planning, control and decision-making capabilities will be developed. Investment and Finance decisions and the Management of Working Capital will be discussed.

### OBJECTIVES

On successful completion of this course you should be able to:

1. discuss the nature and role of accounting in the commercial environment;
2. identify, describe and analyse the key issues relevant to the three most common entity structures used by business operations in Australia;
3. understand, prepare, interpret and criticise the content of the three major financial statements (balance sheet, profit and loss and cash flow statement);
4. describe and apply common financial statement analytical techniques, interpret the results of the analysis and discuss the limitations of ratio analysis;
5. describe, prepare and evaluate management accounting information (e.g. marginal analysis, Cost-Volume-Profit analysis and full costing) to assist in planning, control and decision making within the business entity;

6. discuss the budgeting process, prepare budgets and demonstrate the relevance of budgeting in planning, control and decision making within the business entity;
7. prepare and evaluate simple projected financial statements (balance sheet and profit and loss) and discuss their role in planning, control and decision making within the business entity;
8. explain the business investment decision-making process and describe and apply common investment appraisal tools;
9. discuss the nature and importance of working capital and utilise the various management tools used for the efficient and effective managements of the various components of working capital; and
10. identify, discuss and evaluate the key issues with regard to the main sources of finance available to a business.

## TOPICS

	Description	Weighting (%)
1.	Introduction to Accounting	8.00
2.	Business Structures	8.00
3.	Financial Reports: The Statement of Financial Position	9.00
4.	Financial Reports: The Statement of Financial Performance	8.00
5.	Financial Reports: The Cash Flow Statement	8.00
6.	Analysis and Interpretation of Financial Information	9.00
7.	Cost Concepts	8.00
8.	Accounting for Overheads and Product Costs	8.00
9.	Budgeting	9.00
10.	The Capital Investment Decision	8.00
11.	Working Capital Management	8.00
12.	Financing the Business	9.00

## TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

ACC5502 study package available from the USQ Bookshop.

Atrill, P, McLaney, E, Harvey, D & Jenner, M 2003, *Accounting: an introduction*, 2nd edn, Prentice-Hall, Sydney.

Jenner, M & Silvester, M 2003, *Workbook to accompany 'Accounting: an introduction'*, 2nd edn, Pearson Education, Frenchs Forest, New South Wales.

## REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

- Battistutta, S & Duncan, S 1998, *Accounting for non-accountants*, Nelson, Melbourne.
- Bazley, M, Hancock, P, Berry, A & Jarvis, R 2001, *Contemporary accounting: a conceptual approach*, 4th edn, Nelson, Melbourne.
- Cooper, BJ, Leung, P, Mathews, C & Carlson, P 1997, *Accounting and finance for managers*, Jacaranda Wiley, Brisbane.
- Gaffikin, M 1993, *Principles of accounting*, 3rd edn, Harcourt Brace, Sydney.
- Glynn, J, Perrin, J & Murphy, H 1998, *Accounting for managers*, 2nd edn, Thomson, London.
- Hoggett, J & Edwards, L 2003, *Accounting in Australia*, 5th edn, Wiley, Brisbane.
- Horngren, CT, Harrison, W, Bamber, L, Best, PJ, Fraser, D & Willett, R 2001, *Accounting*, 3rd edn, Pearson Education, Frenchs Forest, New South Wales.
- Kloot, L, Sandercock, E, Meigs, W & Meigs, R 1995, *Accounting: the basis for business decisions*, 2nd edn, McGraw-Hill, Sydney.  
(Australian edition)
- Martin, C 1994, *An introduction to accounting*, 4th edn, McGraw-Hill, Sydney.
- Meredith, G & Williams, B 1999, *Managing finance: essential skills for managers*, McGraw-Hill, Sydney.
- Peirson, G & Ramsay, A 2003, *Accounting: an introduction*, 3rd edn, Prentice Hall, Frenchs Forest, New South Wales.
- Wise, T, Needles, B, Anderson, H & Caldwell, J 1998, *Principles of accounting*, Wiley, Brisbane.

## STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessment	40.00
Directed Study	100.00
Private Study	25.00

## ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
ASSIGNMENT	30.00	30.00	16 May 2005
EXAM A MULTI-CHOICE QUESTIONS	40.00	20.00	END S1 (see note 1)
EXAM B WRITTEN QUESTIONS	50.00	50.00	END S1

### NOTES

1. The examination is scheduled to be held in the end-of-semester examination period. Students will be advised of the official examination date for Exam (A and B) after the timetable has been finalised. The total working time for Exam (A and B) is 3 hours.

## **IMPORTANT ASSESSMENT INFORMATION**

- 1 Attendance requirements:  
It is the students' responsibility to attend and participate appropriately in all activities (such as lectures, tutorials, laboratories and practical work) scheduled for them, and to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration. If you are an international student in Australia you are advised to attend all classes at your campus. Failure to attend may infringe the conditions of your student visa.
- 2 Requirements for students to complete each assessment item satisfactorily:  
To complete the assignment/s satisfactorily, students must attempt all assignment questions. To complete the examination satisfactorily, students must obtain at least 50% of the marks available for the examination.
- 3 Penalties for late submission of required work:  
If students submit assignments after the due date without prior approval then a penalty of 20% of the total marks gained by the student for the assignment will apply for each working day late.
- 4 Requirements for student to be awarded a passing grade in the course:  
To be assured of receiving a passing grade a student must submit all of the summative assessment items, achieve at least 50% in the examination and at least 50% of the available weighted marks for the summative assessment items.
- 5 Method used to combine assessment results to attain final grade:  
The final grades for students will be assigned on the basis of the weighted aggregate of the marks obtained for each of the summative assessment items in the course.
- 6 Examination information:  
This is a restricted examination. Candidates are allowed access to specific materials during the examination. The only materials that candidates may use in the restricted examination for this course are: writing materials (non-electronic and free from material which could give the student an unfair advantage in the examination); calculators which cannot hold textual information (students must indicate on their examination paper the make and model of any calculator(s) they use during the examination); English translation dictionaries (but not technical dictionaries). Students are not permitted to take mobile telephones, pagers or other electronic means of communication into the examination room.
- 7 Examination period when Deferred/Supplementary examinations will be held:  
Any Deferred or Supplementary examinations for this course will be held during the next examination period.
- 8 University Regulations:  
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL <http://www.usq.edu.au/corporateservices/calendar/part5.htm>. Students should also read the Faculty of Business Guide to Policies and Procedures of the Faculty which can be found at the URL <http://www.usq.edu.au/handbook/current/buspolproc.html>.

## **ASSESSMENT NOTES**

- 1 Assignments: (i) The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the

despatch date, if requested by the Examiner. (ii) Students must retain a copy of each item submitted for assessment. This must be produced within 24 hours if required by the Examiner. (iii) The Examiner may grant an extension of the due date of an assignment in extenuating circumstances. (iv) If students submit assignments after the due date and wish to claim extenuating circumstances then they shall provide validated documentary evidence with the assignment, explaining the circumstances. The Examiner shall consider the statement accompanying a late assignment and decide on the outcome. (v) Assignments are to be submitted with the appropriate assignment cover. (vi) The Examiner will normally only accept assessments that have been written, typed or printed on paper-based media.

- 2 Course Weightings: Course weightings of topics should not be interpreted as applying to the number of marks allocated to questions testing those topics in an examination paper. The examination may test material already tested in assignments.
- 3 Dishonest Actions: (i) Any student who is alleged to have performed a dishonest action relating to any assessment in the course will have a course of action taken against him/her as outlined in the Academic Regulations. (ii) Pieces of assessment should be the work of individual students. Joint pieces of assessment are not permitted unless written approval has been obtained from the Examiner. (iii) Dishonest action in relation to assessment includes: copying or attempting to copy the work of others; use of or attempting to use information prohibited from use in that form of assessment; submitting the work of another as your own; consciously committing acts of plagiarism, ie taking and using another's thoughts or writings as one's own with intent to deceive, which occurs when paragraphs, sentences, a single sentence or significant parts of a sentence which are copied directly, are not enclosed in quotation marks and appropriately footnoted or referenced in the text; direct quotations are not used, but text is paraphrased or summarised, and the source of the material is not acknowledged by footnoting or other reference in the text.
- 4 Deferred Work: Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or to sit for an examination at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded: IDS (Incomplete - Deferred Examination); IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).