



The University of Southern Queensland

Course specification

The current and official versions of the course specifications are available on the web at <http://www.usq.edu.au/coursespecification/current>.
Please consult the web for updates that may occur during the year.

Description: Accounting for Decision-Making

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
ACC	1101	96277	3, 2009	EXT	1.00	Toowoomba

Academic group:	FOBUS
Academic org:	FOB008
Student contribution band:	3A
ASCED code:	080101

STAFFING

Examiner: Murray Ashmore
Moderator: Marie Kavanagh

OTHER REQUISITES

Students are required to have access to a personal computer, e-mail capabilities and Internet access to UConnect. Current details of computer requirements can be found at <http://www.usq.edu.au/ict/students/standards/default.htm>.

SYNOPSIS

This course introduces students to the complex world of commerce. It emphasises the practical and functional nature of business decisions from the perspective of financial accounting; managerial costing and budgetary policies; investing; and financing of business operations. Designed to provide a solid foundation for further study in both accounting and non-accounting disciplines, the course provides a logical introduction to the accounting environment and to the common financial accounting (external) reports and management accounting (internal) tools used for decision-making purposes. As it is important to develop an understanding not only of how the accounting reports are used, but how they are derived, the course also addresses the procedures underlying their preparation. As the course assessment includes online tests, students will require Internet access to UConnect. Access to a valid email account will also be required.

OBJECTIVES

On successful completion of this course, students should be able to:

1. demonstrate professional literacy and ethical research and enquiry through an understanding of the environment in which businesses operate in Australia and the importance of accountability in decision making
2. demonstrate an understanding of how a business operates with regard to decision making, planning and control and problem solving and demonstrate management planning and organisation skills using cost volume profit (CVP) analysis and budgeting techniques
3. demonstrate professional literacy and problem solving through a theoretical and practical knowledge of the principles and concepts that underpin accounting systems, the underlying

- business transactions and their effect on the accounting equation, individual accounts and the financial reports of a business
4. demonstrate professional literacy and problem solving skills through a theoretical and practical knowledge of how merchandising operations, accounts receivable and payable subsidiary ledgers and bank reconciliations impact on financial accounting process
 5. demonstrate problem solving, professional literacy, ethical research and enquiry and management planning and organisation skills through the completion of balance day adjustments, closing entries, preparation of the key financial statements for a business, application of common financial statement analysis techniques and interpretation and discussion of the results of these analysis techniques and their implications for a business
 6. demonstrate problem solving, management planning and organisation skills and professional literacy by being able to explain the business investment decision-making process and apply common investment appraisal tools
 7. demonstrate ethical research and enquiry, an understanding of sustainability issues and the implications of triple bottom line accounting in the context of key factors that are relevant to operating a sustainable business.

TOPICS

Description	Weighting (%)
1. Accounting and the business environment	8.00
2. Planning for business: Cost-Volume-Profit analysis	8.00
3. Planning for business: budgeting	8.00
4. Business operations: transaction analysis	8.00
5. Business operations: the recording process - general journal	9.00
6. Business operations: the recording process - general ledger, subsidiary ledgers and trial balance	9.00
7. Business operations: the recording process - balance day adjustments	9.00
8. Bank reconciliations and the adjusted trial balance	9.00
9. Reporting financial performance and position	8.00
10. Analysis of business performance	8.00
11. Business capital expenditure decisions - growing the business	8.00
12. Sustaining the business: triple bottom line considerations	8.00

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).

ACC1101 Accounting for Decision-Making, Pearson Custom Book, 2009, Pearson Education Australia, Frenchs Forest, New South Wales. The Pearson Custom Book is published for USQ

purposes and is only available for purchase from the USQ Bookshop. It is comprised of selected chapters from Horngren, Harrison, Bamber, Best, Fraser & Willet 2007, *Accounting*, 5th edn, Pearson Education Australia, Frenchs Forest, New South Wales.

The ACC1101 study package that accompanies the custom text is available from the USQ Bookshop.

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.

Bazley, M & Hancock, P 2007, *Contemporary accounting*, 6th edn, Thomson, South Melbourne, Victoria.

Birt, J, Chalmers, K, Beal, D, Brooks, A, Byrne, S & Oliver, J 2008, *Accounting: business reporting for decision making*, 2nd edn, John Wiley & Sons, Milton, Queensland.

Carnegie, G, Jones, S, Norris, G, Wiggs, R & Williams, B 1999, *Accounting: financial and organisational decision making*, McGraw Hill, Sydney, New South Wales.

Cooper, B, Leung, P, Mathews, C & Carlson, P 1997, *Accounting and finance for managers*, Jacaranda Wiley, Milton, Queensland.

Cotesta, P, Crosling, G, Murphy, H & Sands, J 2005, *Writing and presenting in accounting*, 2nd edn, LexisNexis Butterworths, Sydney, New South Wales.

Hoggett, JR, Edwards, L & Medlin, JF 2008, *Accounting*, 7th edn, John Wiley & Sons, Milton, Queensland.

Kinserdal, A 1998, *Financial accounting: an international perspective*, 2nd edn, Pitman, London.

Marshall, DH, McManus, WW & Viele, DF 2008, *Accounting: what the numbers mean*, 8th edn, McGraw Hill/Irwin, Boston, Massachusetts.

Porter, GA & Norton, CL 2008, *Financial accounting: the impact on decision makers*, 6th edn, Thomson/South Western, Mason, Ohio.

Summers, J & Smith, B 2010, *Communication skills handbook*, 3rd edn, John Wiley & Sons, Milton, Queensland.

Weerasooria, WS & Ipp, DA 2002, *Butterworths business and law dictionary*, 2nd edn, LexisNexis Butterworths, Sydney, New South Wales.

Wells, PK, Dixon, BR & Ridgeway, E 2000, *Accounting principles*, 3rd edn, Longman, Auckland, New Zealand.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessments	20.00
Directed Study	48.00
Private Study	97.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date	Objectives assessed	Graduate skill	Level assessed
ONLINE PRACTICE QUIZ	5.00	5.00	27 Nov 2009 (see note 1)	1	U2	1
ONLINE TEST 1	10.00	10.00	11 Dec 2009 (see note 2)	All	U1, U2, U3, U8	1, 1, 1, 1
ONLINE TEST 2	10.00	10.00	08 Jan 2010	All	U1, U2, U3, U8	1, 1, 1, 1
ONLINE TEST 3	10.00	10.00	29 Jan 2010	All	U1, U2, U3, U8	1, 1, 1, 1
2-HOUR EXAMINATION	100.00	65.00	END S3 (see note 3)	All	U1, U2, U3, U8	1, 1, 1, 1

NOTES

1. Students must access the My Accounting Lab (MAL) Site through the link on the ACC1101 Study Desk and register using the instructions on the Study Desk and the code from the front of the textbook. Once you have logged into MAL you will be able to attempt the practice quiz. Marks are given for attempting the practice quiz, not how well you perform in the quiz.
2. Students should attempt all three online tests. Each test is worth 10% (30% in total), and students are strongly encouraged to complete tests as they fall due in order to keep up with course content. Failure to complete all three tests may place students at a disadvantage.
3. The examination is scheduled to be held in the end-of-semester examination period. Students will be advised of the official examination date after the timetable has been finalised.

GRADUATE QUALITIES AND SKILLS

Elements of the following Graduate Skills are associated with the successful completion of this course.

Graduate skill assessed	Level assessed
Ethical Research & Enquiry (Skill U1)	Introductory (Level 1)
Problem Solving (Skill U2)	Introductory (Level 1)
Academic & Professional Literacy (Skill U3)	Introductory (Level 1)
Managmt, Planning & Org Skills (Skill U8)	Introductory (Level 1)

IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:
If you are an international student in Australia, you are advised to attend all classes at your campus. For all other students, there are no attendance requirements for this course. However, it is the students' responsibility 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.
- 2 Requirements for students to complete each assessment item satisfactorily:

- To satisfactorily complete an individual assessment item a student must achieve at least 50% of the marks. (Depending upon the requirements in Statement 4 below, students may not have to satisfactorily complete each assessment item to receive a passing grade in this course.)
- 3 Penalties for late submission of required work:
Not applicable.
 - 4 Requirements for student to be awarded a passing grade in the course:
To be assured of receiving a passing grade a student must achieve at least 50% of the total weighted marks available for the course.
 - 5 Method used to combine assessment results to attain final grade:
The final grades for students will be assigned on the basis of the aggregate of the weighted marks obtained for each of the summative assessment items in the course.
 - 6 Examination information:
This is a restricted examination. Candidates are allowed access only 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). Students whose first language is not English may take an appropriate unmarked non-electronic translation dictionary (but not technical dictionary) into the examination. Dictionaries with any handwritten notes will not be permitted. Translation dictionaries will be subject to perusal and may be removed from the candidate's possession until appropriate disciplinary action is completed if found to contain material that could give the candidate an unfair advantage. 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 Student Academic Misconduct for further information and to avoid actions which might contravene university regulations. These regulations can be found at <http://www.usq.edu.au/corporateservices/calendar/part5.htm>. Students should also read the Faculty of Business Procedures which can be found at <http://www.usq.edu.au/business/aboutfob.htm>.

ASSESSMENT NOTES

- 1 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 previous summative assessment items.
- 2 Referencing in assignments: Harvard (AGPS) is the referencing system required in this course. Students should use Harvard (AGPS) style in their assignments to format details of the information sources they have cited in their work. The Harvard (AGPS) style to be used is defined by the USQ Library's referencing guide at <http://www.usq.edu.au/library/help/referencing/default.htm>.

OTHER REQUIREMENTS

- 1 Students can expect that questions in assessment items in this course may draw upon knowledge and skills that they can reasonably be expected to have acquired before enrolling in this course. This includes knowledge contained in pre-requisite courses and appropriate communication, information literacy, analytical, critical thinking, problem solving or numeracy skills. Students who do not possess such knowledge and skills should not expect the same grades as those students who do possess them.
 - 2 Computer, e-mail and Internet access: Students are required to have access to a personal computer, e-mail capabilities and Internet access to UConnect. Current details of computer requirements can be found at <<http://www.usq.edu.au/ict/students/standards/default.htm>>.
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