



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 Managers

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
ACC	5502	96035	3, 2009	EXT	1.00	Toowoomba

<b>Academic group:</b>	FOBUS
<b>Academic org:</b>	FOB008
<b>Student contribution band:</b>	3A
<b>ASCED code:</b>	080101

### STAFFING

Examiner: Alan Keighran  
Moderator: Peter Best

### 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>.

### RATIONALE

The purpose of this course is to develop the ability of non-accountants to use accounting and finance information for the purposes of planning, controlling, reporting and decision making. The course will assist students in understanding, interpreting and analysing summarised accounting data and financial statements. The process of budgeting, costing and performance measurement and evaluation is also explored. The evaluation of investment and financing alternatives and working capital management will also be included.

### SYNOPSIS

This course, available to postgraduate students only, aims to provide an understanding of the process of accounting, accounting concepts and the uses of accounting information in decision making. Specifically the preparation, use and interpretation of financial reports; the use of accounting information for planning and controlling; and the use of finance information for capital investment appraisal and working capital management will be examined.

### OBJECTIVES

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

1. discuss the role, process and limitations of accounting and identify, describe and analyse the key issues relevant to the four most common entity structures used by business operations in Australia

2. understand the nature of the business environment including the regulatory framework governing accounting and corporations and appreciate the role of ethics in the business environment
3. explain the accounting process, the accounting equation and the process of capturing accounting information
4. understand, prepare, interpret and criticise the content of the statement of financial position (balance sheet)
5. understand, prepare, interpret and criticise the content of the statement of financial performance (income statement)
6. understand, prepare, interpret and criticise the content of the statement of cash flows
7. describe and apply common financial statement analytical techniques, interpret the results of the analysis and discuss their limitations
8. discuss the budgeting process, prepare budgets and demonstrate the relevance of budgeting in planning, control and decision making within the business entity
9. describe, prepare and evaluate cost-volume-profit analysis to assist in planning, controlling and decision making
10. understand the use of costing in an entity to assist in planning, control and decision making and be able to prepare simple costing analysis
11. describe, prepare and critically analyse various performance measures (both financial and non-financial) used for evaluation in organisations and understand their limitations
12. explain the business investment decision-making process and describe and apply common investment appraisal tools
13. discuss the nature and importance of working capital and utilise the various management tools used for the efficient and effective management of the various components of working capital and 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 and business structures	8.00
2.	The business environment, ethics, corporate governance and the regulatory environment	8.00
3.	The process of accounting	4.00
4.	Balance sheet	8.00
5.	Income statement	8.00
6.	Statement of cash flows	8.00
7.	Financial statement analysis	8.00
8.	Budgeting	8.00
9.	Cost-volume-profit analysis	8.00
10.	Costing in an entity	8.00
11.	Performance measurement and evaluation	8.00
12.	Capital investment decisions	8.00
13.	Financing the business	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).

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.

## **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.

Atrill, P, McLaney, E, Harvey, D & Jenner, M 2006, *Accounting: an introduction*, 3rd edn, Pearson Education, Frenchs Forest, New South Wales.

Battistutta, S & Duncan, S 1998, *Accounting for non-accountants*, Nelson, South Melbourne, Victoria.

Bazley, M, Hancock, P, Berry, A & Jarvis, R 2004, *Contemporary accounting: a conceptual approach*, 5th edn, Thomson, Melbourne, Victoria.

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

Glynn, J, Murphy, M, Perrin, J & Abraham, A 2003, *Accounting for managers*, 3rd edn, Thomson, Southbank, Victoria.

Hoggett, J & Edwards, L 2006, *Accounting in Australia*, 6th edn, John Wiley & Sons, Milton, Queensland.

Horngren, CT, Harrison, W, Bamber, L, Best, PJ, Fraser, D & Willett, R 2006, *Accounting*, 4th 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, New South Wales.

(Australian edition)

Marshall, D, McCartney, J, van Rhyn, D, McManus, W & Viele, D 2005, *Accounting: what the numbers mean*, McGraw-Hill, Sydney, New South Wales.

(1st Australian edn)

Martin, C 1994, *An introduction to accounting*, 4th edn, McGraw-Hill, Sydney, New South Wales.

Meredith, G & Williams, B 1999, *Managing finance: essential skills for managers*, McGraw-Hill, Sydney, New South Wales.

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, Queensland.

## STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessments	25.00
Directed Study	100.00
Private Study	40.00

## ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date	Objectives assessed	Graduate skill	Level assessed
ASSIGNMENT 1	100.00	15.00	31 Dec 2009	1, 2, 3, 4, 5, 6, 7		
ASSIGNMENT 2	100.00	15.00	22 Jan 2010	8, 9, 10, 11		
2-HOUR EXAMINATION	100.00	70.00	END S3 (see note 1)	All		

### 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 after the timetable has been finalised.

## 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 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 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.
- 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>.
- 3 Deferred work: Students who, for medical, family/personal, or employment-related reasons, are unable to sit 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. A temporary grade of IDS (Incomplete - Deferred Examination) may be awarded.
- 4 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, that is, 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.

## **OTHER REQUIREMENTS**

- 1 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>.