STAFFING
Examiner: Christopher Durden

RATIONALE
The purpose of this course is to develop the ability of non-accountants to interpret, use and understand financial statements and the origin of the summarised accounting data. 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:

• discriminate amongst the concepts used in understanding accounting reports required by management in an organisation;
• criticise, understand, analyse and interpret the content of financial statements;
• evaluate management accounting information to assist in planning, control and decision making within the business entity;
• analyse investment alternatives and evaluate projects;
• evaluate the types, sources and costs of funds;
• measure, understand and implement the management of working capital.

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
</tr>
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<tbody>
<tr>
<td>1. The Accounting Environment</td>
<td>8.00</td>
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<tr>
<td>2. The Fundamentals: Elements and Transactions</td>
<td>7.00</td>
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<tr>
<td>3. Financial Reports: The Balance Sheet</td>
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<td>4. Financial Reports: The Profit and Loss Statement</td>
<td>7.00</td>
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<td>5. Financial Reports: The Cashflow Statement</td>
<td>7.00</td>
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<td>6. Business Structures</td>
<td>8.00</td>
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<tr>
<td>7. Analysis and Interpretation of Financial Information</td>
<td>8.00</td>
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<tr>
<td>8. Cost Concepts</td>
<td>8.00</td>
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<td>9. Accounting for Overheads and Product Costs</td>
<td>8.00</td>
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<td>10. Budgeting</td>
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<td>11. Capital Budgeting</td>
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<tr>
<td>12. The Management of Working Capital</td>
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<tr>
<td>13. Financing the Business</td>
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TEXT and MATERIALS required to be PURCHASED or ACCESSED:

Books can be ordered by fax or telephone. For costs and further details use the 'Book Search' facility at http://bookshop.usq.edu.au by entering the author or title of the text.


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.


### STUDENT WORKLOAD REQUIREMENTS

<table>
<thead>
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<th>ACTIVITY</th>
<th>HOURS</th>
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<tr>
<td>Assessment</td>
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<tr>
<td>Directed Study</td>
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<td>Private Study</td>
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### ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
<th>Required</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>ASSIGNMENT</td>
<td>30.00</td>
<td>30.00</td>
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<td>19 May 2003</td>
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<tr>
<td>3 HOUR EXAMINATION</td>
<td>100.00</td>
<td>70.00</td>
<td>Y</td>
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**NOTES:**

- 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:**
   
   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 it is a requirement of your student visa that you attend all classes at your campus.
2 Requirements for students to complete each assessment item satisfactorily:
To complete each of the assignments 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 (or grades) 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/SECARIAT/calendar/Part5/ or in the printed version of the
current USQ Handbook. Students should also read The Guide to Policies and
Procedures of the Faculty which can be found at the URL:
version of the current USQ Handbook.

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).