SCHOOL OF ACCOUNTING AND FINANCE


ACCY901 ACCOUNTING FOR MANAGERS 6 CP

ACCY380 ACCOUNTING FOR INFORMATION TECHNOLOGY

AUTUMN 2005 WOLLONGONG

Subject Coordinator and Lecturer

DR ANNE ABRAHAM

School of Accounting and Finance

Room: 40.320 Ph: 42213738 email: anne_abraham@uow.edu.au
Consultation: Monday Time: 2.30 pm – 4.30 pm
Friday Time: 3.30 pm – 5.30 pm
SECTION A: GENERAL INFORMATION

LECTURE TIMES

Lectures will be held on Friday 1.30 pm - 3.30 pm Room 4, Building 20

BRIEF OUTLINE

This subject provides an introduction to the economic and regulatory framework of accounting, transactions and elements of financial reports, accrual accounting and designing financial reports. It also provides an introduction to external financial reporting and the analysis and interpretation of financial reports; internal financial reports including costs and managerial analysis, CVP relationships, and cost accounting techniques; budgeting, controls, variances, capital expenditure and the time value of money; and project evaluation.

STUDENT LEARNING OUTCOMES

Upon successful completion of this subject, you will be able to:

• identify and explain the scope and limitations of accounting techniques
• perform double entry bookkeeping
• produce financial reports
• interpret accounting reports
• identify and analyse costs for particular decisions
• formulate a budget and evaluate subsequent performance
• apply the techniques involved in financial management.

ATTENDANCE REQUIREMENTS

In order to maximise learning outcomes, it is strongly recommended that students attend all lectures. Attendance at tutorials is compulsory.

PARTICIPATION/CONTRIBUTION TO TUTORIALS

Every student is expected to prepare responses to assigned question prior to tutorials. All students are expected to attend tutorials and be prepared to discuss any questions they have regarding the assigned question in their tutorial. You should note that your mere attendance at tutorials does not constitute participation. To be eligible to pass this subject, students must achieve a mark of at least 50% in each assessment task.

REQUIRED TEXTS


NOTE: These texts are available for purchase from the UniCentre Bookshop as a single package. They are available online from the University Bookshop at http://unishop.uow.edu.au/textbooks/

WEBCT

ACCY901 has an online website based on a WebCT platform. On this site you will find such items as downloadable lecture slides, tutorial solutions, assignment information and class notices. You are expected to check for notices at least three times each week. WebCT can be accessed by students by going to the website: http://www.uow.edu.au/student/lol/

Your WebCT ID is your current UOW email ID and your password is your current UOW email password.
SECTION B: ASSESSMENT

GENERAL CRITERIA

Assessment during the teaching session will comprise of two in-session tests and one major assignment. There will be a final exam that covers the work from the entire session, held at the end of session in the normal exam period. Students must complete all pieces of assessment. To be considered for at least a passing grade in this subject, students also attain a minimum of 50% in the final examination and in each assessment task.

PERFORMANCE GRADES

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD</td>
<td>High Distinction</td>
<td>85 – 100%</td>
</tr>
<tr>
<td>D</td>
<td>Distinction</td>
<td>75 – 84%</td>
</tr>
<tr>
<td>C</td>
<td>Credit</td>
<td>65 – 74%</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>50 – 64%</td>
</tr>
<tr>
<td>PC/PR</td>
<td>Pass Conceded/Pass Restricted</td>
<td>45 – 49%</td>
</tr>
<tr>
<td>F</td>
<td>Fail (unsatisfactory completion)</td>
<td>0 – 44%</td>
</tr>
</tbody>
</table>

SUMMARY

<table>
<thead>
<tr>
<th>Task</th>
<th>Weighting</th>
<th>Due Date</th>
<th>Return date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1</td>
<td>5%</td>
<td>18 March</td>
<td>Within 2 weeks</td>
</tr>
<tr>
<td>Task 2</td>
<td>10%</td>
<td>13 May</td>
<td>Within 2 weeks</td>
</tr>
<tr>
<td>Task 3</td>
<td>20%</td>
<td>6 May</td>
<td>Within 3 weeks</td>
</tr>
<tr>
<td>Task 4</td>
<td>65%</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

SUBMISSION, RETENTION AND COLLECTION OF WRITTEN ASSESSMENT

Place of Submission: Assignments are to be placed in the Assignment box placed outside Room 40.320 by 1.15 pm on the due date. Assignments will not be accepted by mail, fax or email.

Assignment cover sheet: You must complete and attach a Faculty of Commerce Assessment Cover Sheet to the front of your assignment (available at the following web address: http://www.uow.edu.au/commerce/pdf/assignmentcoversheet.pdf) AND a Marking Sheet.

Collection: Assignments will be distributed in your tutorial class in the relevant week. If you missed your tutorial class, you should make arrangements with the lecturer to collect your assignment.

Extensions: Extensions may be granted if circumstances beyond the control of the student interfere with their ability to complete the task on time. These will only be granted by the subject co-ordinator and must be applied for before the due date.

Please Note: Extensions will not be granted after the due date.
# ASSESSMENT TASK DETAILS

<table>
<thead>
<tr>
<th>Assessment 1:</th>
<th>In-Session Test 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due date:</td>
<td>1.30 pm on 18 March</td>
</tr>
<tr>
<td>Weighting:</td>
<td>5%</td>
</tr>
<tr>
<td>Details</td>
<td>Multiple choice questions covering Chapters 1-5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment 2:</th>
<th>In-Session Test 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due date:</td>
<td>1.30 pm on 13 May</td>
</tr>
<tr>
<td>Weighting:</td>
<td>10%</td>
</tr>
<tr>
<td>Details</td>
<td>Multiple choice questions covering Chapters 6-19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment 3:</th>
<th>Major Assignment (Group)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due date:</td>
<td>By 1.15 pm on 6 May 2005 in box outside 40.320</td>
</tr>
<tr>
<td>Return date:</td>
<td>In tutorials in week 13</td>
</tr>
<tr>
<td>Weighting:</td>
<td>20%</td>
</tr>
<tr>
<td>Length:</td>
<td>1500-2000 words</td>
</tr>
<tr>
<td>Details</td>
<td>4 mini case studies</td>
</tr>
<tr>
<td></td>
<td>Ethical issues section at the end of Chapters 10, 12, 14 and 16</td>
</tr>
<tr>
<td>Size of group</td>
<td>2 to 3 students – may be in different tutorials</td>
</tr>
<tr>
<td>Marking criteria</td>
<td>See Marking Sheet available on WebCT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment 4:</th>
<th>Final Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighting:</td>
<td>65%</td>
</tr>
<tr>
<td>Date</td>
<td>During official university exam period.</td>
</tr>
<tr>
<td>Time allowed</td>
<td>3 hours and 15 minutes</td>
</tr>
<tr>
<td>Structure of paper</td>
<td>To be advised</td>
</tr>
<tr>
<td>Scaling</td>
<td>Marks may be scaled</td>
</tr>
</tbody>
</table>
REQUIRED ASSIGNMENT FORMAT

1. Assignments must be typed, 1.5 spaced, on one side of the paper only.
2. You must ensure that you have the capacity to provide a duplicate, should this be requested. Problems with computers, printers, software, lost disks, etc, will NOT be accepted as excuses for late submission or inability to reproduce on short notice a second copy (if required). Always make a backup of your disks as you work.
3. Pages are to be consecutively numbered.
4. You must attach a completed (and signed) assignment Cover Sheet.
5. You must attach the appropriate Marking Sheet immediately after the cover sheet.
6. There must a margin of 30mm (3 cm) on all sides.
7. Referencing must follow an acceptable academic format.
8. Do not plagiarise. Plagiarism is the unacknowledged work of another person. Plagiarism will result in zero marks plus the need for resubmission and could result in expulsion.

Assignments will be penalised for failure to meet any of these requirements.

PENALTIES FOR LATE SUBMISSION OF ASSESSMENT

Assignments must be handed in by the given date and time. Late assignments will be penalised by the loss of 10% per day (or part thereof) of the total marks achievable. There will be no supplementary In-Session Tests.

PLAGIARISM

Plagiarism means using the ideas of someone else without giving them proper credit. For example, that someone else may be an author, critic, journalist, artist, composer, lecturer, tutor or another student. Unintentional plagiarism can result if you don’t understand and use the acceptable scholarly methods of acknowledgement. Whether plagiarism is deliberate or unintentional, the University may impose penalties, which can be very severe. When it is desirable, or necessary, to use other people’s material, take care to include appropriate references and attribution. Plagiarism will not be tolerated and has led to expulsion from the University.

Students should visit the following University website and become familiar with the University’s policy on Plagiarism.

SECTION C: RULES, CODES OF PRACTICE & POLICIES

C1 UNIVERSITY POLICIES

Information on the following University Policies can be found at the websites below:

<table>
<thead>
<tr>
<th>Policy</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethical objection by students to the use of animal and animal products in coursework subjects</td>
<td><a href="http://www.uow.edu.au/about/policy/ethicalobjectionanimals.html">http://www.uow.edu.au/about/policy/ethicalobjectionanimals.html</a></td>
</tr>
</tbody>
</table>

* see brief explanation of policy below.

C1.1 Non-discriminatory Language

The Faculty of Commerce supports the University’s policy on the use of non-discriminatory language. It is the responsibility of students to ensure that they understand and abide by this policy. The policy is available at:

http://staff.uow.edu.au/eeo/nondiscrimlanguage.html

C1.2 Special Consideration Policy

The Faculty of Commerce recognises that it has a responsibility to ensure equity and consistency across its subjects for all students. Sometimes, in exceptional circumstances, students need to apply for special consideration in order to complete all assessable work.

The University applies strict criteria to the granting of special consideration. Before applying for special consideration students should carefully read the University’s policy. The policy can be found at:

C1.3 Student Academic Grievance Policy

The Faculty of Commerce aims to provide a fair, equitable and productive learning environment for all its students. The Student Academic Grievance Policy seeks to support the achievement of this goal by providing a transparent and consistent process for resolving student academic grievances.

Any student who has a grievance over a result should obtain a Faculty of Commerce Appeal of Assessment Form from the Schools or the Sub-Dean's Unit. The student should firstly take the form to the marker/lecturer to discuss the matter and, if the student is still not satisfied, s/he should take the next step as outlined on the form.

Once the grievance has been considered by the Faculty, if the student still feels the situation has not been fully resolved s/he may consult the Dean of Students. However, the Dean of Students can have no input into the academic judgement of the lecturer and can only review the grievance to ensure proper procedure has been followed.

For more information, please consult the policy in full at


C2 Faculty and School Policies

Referencing

Why do you need to reference?

At University it is necessary to acknowledge the sources of information and ideas that you have incorporated in your assignments. Failure to do this thoroughly may result in accusations of plagiarism: this is the academic equivalent of stealing (because by not acknowledging someone else's work, you are presenting it as your own). Plagiarism is taken very seriously by the University and may result in expulsion from the University.

Referencing is not only about acknowledging other people's work: accurate referencing and lists of references are beneficial when researching a topic as they allow the reader to follow up information and read further into the area. In a sense, references provide readers with clues to help them explore different avenues of a topic. This aspect of referencing will become more valuable to you as you progress in your studies.

There is a correct procedure that must be followed when referencing and using footnotes. Not complying with these set techniques and format will most likely result in loss of marks.

When writing an essay it is easiest to reference as you go, making sure you are writing down all relevant information. This will save hours trying to find the source again in the library.

The Harvard System of Referencing

The Faculty of Commerce uses the Harvard system of referencing. This system makes use of short references within the body of the text. It is supplemented by a detailed list of references at the end of the text, which provides all the information necessary to find the source material. In-text references include the author and year of publication, and where necessary the page number(s).

It is the responsibility of students to ensure that they are familiar with the Harvard system of referencing and that they use it accurately in all written work submitted.

Students should consult the following University Library website for a detailed explanation and examples of the Harvard system of referencing.

CITATION OF ELECTRONIC SOURCES

It is necessary for students to reference all sources used in their written work, including file transfer protocol sites, worldwide web sites, telnet sites, synchronous communications (MOOs, MUDs, IRC, etc.) GOPHER sites, and email, Listserv and Newsgroup citations.

*It is the responsibility of students to ensure that they are familiar with the accepted Faculty of Commerce practice for referencing electronic material and that they use it accurately in all written work submitted.*

Students should consult the following University Library website for a detailed explanation and examples of how to reference electronic material:


C3 SUPPORT SERVICES AND FACILITIES

LEARNING RESOURCE CENTRE

Learning Development offers a range of free services to all enrolled students who wish to improve their academic or English language skills. There are a range of workshops available including; essay writing and editing; reading for assignments; grammar; presentation skills; pronunciation and exam preparation.

For information on language and academic skills workshops, or to make appointments for consultations, please visit the Learning Resource Centre (LRC), Building 19, Ground Floor, Room G102, or Phone 02 4221 3977. For further information visit the website:


FACULTY LIBRARIANS

Each faculty has a Faculty Librarian who is available to help with research related enquiries. Research Help Desk staff are also available in the Library to assist with research needs.

The Faculty Librarians for Commerce can be contacted as follows:

email: lib_commerce@uow.edu.au
telephone: 42 213078

DISABILITY LIAISON OFFICER

The Disability Liaison Officer (DLO) can provide advice on how particular disabilities affect university study and information on resources available at the University for assisting students with disabilities. Students commencing courses are advised to contact the Disability Liaison Officer prior to the beginning of their first session of study.

For further information on services offered, consult the Disability Services website or contact the office.

web address: http://www.uow.edu.au/student/services/ds/
telephone: 42 213445
fax: 42 215667
FACULTY DISABILITY ADVISERS

Faculty Disability Advisers are academic staff who provide assistance and support to students with disabilities within their Faculty and act as an intermediary between the student and the Faculty's academic and general staff. They provide support, educational advice and referral to appropriate staff on issues related to teaching and learning within the Faculty and the University. Students are advised to communicate specific information about the ways in which their disability affects learning to the Faculty Disability Adviser as soon as possible after enrolment.

The Faculty of Commerce Disability Adviser is Mr. Ron Perrin. Mr Perrin can be contacted as follows:

- Office location: Building 40, room 224
- Email address: ron_perrin@uow.edu.au
- Telephone: 42 214118

WOOLYUNGA INDIGENOUS CENTRE

The Woolyunga Indigenous (WIC) provides academic and personal support for Aboriginal & Torres Strait Islander and other indigenous students. The Centre also runs an Indigenous Specific Orientation Program for students who gain entry to the University through the alternative admissions program.

For further information on services offered, consult the Woolyunga Indigenous Centre website or contact the office.

- Centre location: Building 30
- Web address: http://www.uow.edu.au/aec/
- Telephone: 42 213563
- Fax: 42 214244
<table>
<thead>
<tr>
<th>Week No.</th>
<th>Lecture Date</th>
<th>Topic</th>
<th>Text Chaps</th>
<th>Tutorial Exercises</th>
</tr>
</thead>
</table>
| 1       | 25 Feb       | Emergency Evacuation Procedures  
Decision making and the role of accounting; financial reports for decision making | 1, 2       | No tutorials this week |
| 2       | 4 Mar        | Recording transactions; adjusting the accounts and preparing the financial statements; completing the accounting cycle | 3-5       | Chap 1: E1.1, E1.2, FR  
Chap 2: D8, E2.1, E2.6, P2.5, FR |
| 3       | 11 Mar       | Accounting for retailing and manufacturing                           | 6-8       | Chap 3: D2, E3.5, P3.5  
Chap 4: E4.4, E4.5  
Chap 5: E5.2, CT, FR |
| 4       | 18 Mar       | IN-SESSION TEST 1  
Cost accounting systems; cash management and control; CVP analysis | 9-11      | Chap 6: E6.2, E6.3, E6.4  
Chap 7: D6, CT  
Chap 8: D7, E8.4, E8.7 |
| 5       | 25 Mar       | Good Friday                                                           |           | No tutorials this week |
| 6       | 1 Apr        | Mid-session Break                                                    |           | Chap 9: E9.4, P9.4  
Chap 10: E10.5, E10.9, FR  
Chap 11: D3, E11.5, P11.4 |
| 7       | 8 Apr        | Budgeting and performance evaluation                                 | 12, 13    | Chap 12: E12.1, P12.5, FR  
Chap 13: D3, E13.3, E13.9, CT |
| 9       | 22 Apr       | Partnerships and companies                                            | 15, 16    | Chap 15: D1 E15.6, P15.3, DC  
Chap 16: E16.3, E16.4, P16.4, P16.8, CT, FR |
| 10      | 29 Apr       | Regulation and current assets                                         | 17-19     | Chap 17: E17.1, E17.3  
Chap 18: D7, E18.1, P18.9  
Chap 19: E19.1, P19.4, P19.9 |
| 11      | 6 May        | ASSIGNMENT DUE  
Noncurrent assets                                                        | 20, 21    | Chap 20: D9, E20.4, E20.8, P20.6  
Chap 21: D1, E21.5, P21.9, FR |
| 12      | 13 May       | IN-SESSION TEST 2  
Liabilities; statements of financial performance and position          | 22, 23    | Chap 22: D6, Ex 22.6, P22.1  
Chap 23: D5, D7, P23.3, P23.7 |
| 14      | 27 May       | Review                                                               |           | Chap 26: D4, E26.1, P26.2  
Chap 27: D7, E27.3, P27.4 |

May be subject to change