



University of Tasmania
School of Accounting & Corporate Governance

TEXTBOOK LIST

Semester Two 2009

BFA103 – Accounting & Financial Decision Making

Requisite Text

Atrill, P., McLaney, E., Harvey, D., & Jenner, M. 2009, *Accounting: An Introduction*, Fourth edition, Prentice Hall, NSW.

Students are strongly encouraged to purchase the text as this will give you access to the many resources offered by the publishers on their website.

Recommended texts – technical skills

Birt, J., Chalmers, K., Beal, D., Brooks, A., Byrne, S., & Oliver, J. 2008, *Accounting business reporting for decision making*, Second edition, Wiley, Melbourne.

Carlton, S., Mladenovic, R., Loftus, J., Palm, C., Kimmel, P., Kieso, D. & Weygandt, J. 2009, *Accounting building business skills*, 3rd edition, Wiley, Queensland.

Guiding, C., Auyeung, P. & Delaney, D. 2006, *The key elements of introductory accounting*, 3rd edition, Wiley, Queensland.

Hoggett, J., Edwards, L., Medlin, J. & Tilling, M. 2009, *Accounting*, 7th Edition, Wiley, Brisbane.

Jackling, B., Raar, J., Williams, B., & Wines, G. 2007, *Accounting a framework for decision making*, second edition, McGraw-Hill, Sydney.

Juchau, R., Flannagan, J., Mitchell, G., Tibbits, G., Ingram, R., Albright, T., Baldwin, B. & Hill, J. 2006, *Accounting information for decisions*, second edition, Thomson, Melbourne.

Weygandt, J., Chalmers, K., Mitrione, L., Yuen, S., Fyfe, M. 2007, *Principles of accounting*, Wiley, Melbourne.

Recommended texts – writing skills

Fleet, W., Summers, J. & Smith, B. 2006, *Communication Skills Handbook for Accounting*, 2nd edition, Wiley, Melbourne.

BFA104 – Accounting Context & Method

Requisite Texts

You must purchase your own copy of the prescribed textbook.

Trotman, K & Gibbins, M 2005, *Financial Accounting: An Integrated Approach*, 3rd ed, Thomson, Melbourne.

Grose, R 2009, *Kate's Kitchen: A Manual Accounting Practice Set*, Pearson Education Australia, Sydney.

In addition to the prescribed text you will need to purchase a package of materials that includes lecture overhead slides and case studies, tutorial activities and workshop case studies. On the Hobart and Launceston campuses, this package can be purchased from the University's printery, Uniprint.

Recommended reading

Fleet, W, Summers, J & Smith, B 2006, *Communication Skills Handbook for Accounting*, 2nd ed, John Wiley & Sons Australia, Ltd, Brisbane.

Hoggett, J, Edwards, L & Medlin, J 2006, *Financial Accounting*, 6th ed, John Wiley & Sons Australia, Ltd, Brisbane.

Weygandt, JJ, Chalmers, K, Mitrione, L, Fyfe, M, Kieso, DE & Kimmel, PD 2007, *Principles of Financial Accounting*, John Wiley & Sons Australia, Ltd, Brisbane.

BFA 141 – Commercial Transactions

Prescribed Text

You must have ready access to the prescribed textbook that is available from the University Co-op Bookshops.

Gibson and Fraser, 2009, *Business Law*, Pearson Education Australia, NSW.

BFA181/281 – Financial Management

Prescribed text

Gitman, L., Juchau, R. and Flanagan J., (2008), *Principals of Managerial Finance*, 5th ed., Pearson Education: Frenchs Forest.

Recommended reading

Beal, D. and Goyen, M., (2005), *Introducing Corporate Finance*, John Wiley: Milton

Fleet W., Summers J. and Smith B., (2006), *Communication Skills Handbook for Accounting*, 2nd ed., John Wiley & Sons: Brisbane

Peirson, G., Brown, R., Easton, S., Howard, P., & Pinder, S., (2009), *Business Finance*, 10th ed., McGraw-Hill: Sydney

Petty, J.W., Keown, A.J., Scott Jr, D.F., Martin, J.D., Burrow, M., Martin, P. and Nguyen H., (2006), *Financial Management*, 4th ed., Pearson Education: Frenchs Forest

Ross, S.A., Thompson, S., Christensen, M., Westerfield, R.W. and Jordan, B. J., (2005), *Fundamentals of Corporate Finance*, 3rd ed., McGraw-Hill: Sydney

BFA202 – Government Regulation & International Business

Requisite text

It is essential that you obtain ready access to the following textbook:

Carroll, P. and Eccleston R. 2008, *Regulating International Business* Pearson Australia

Buying the prescribed textbook and legislation

For students in Tasmania, the textbook may be purchased from branches of the *Coop Bookshop* on the Hobart and Launceston University campuses or by arrangement from Cradle Coast Campus. If stocks are depleted, the Bookshop will re-order when students request it to do so.

BFA209 – Corporate Reporting & Disclosure

Learning resources required

There is no prescribed text for this unit. Materials will be provided to you in the form of an interactive CD, via printed media and through access to materials posted on MyLO (the University's online service). These materials include narrated PowerPoint presentations, PowerPoint Slides in PDF format; some online activities; and notes to accompany each topic.

BFA211/311 – Corporate Governance

Requisite texts

Kiel, G & Nicholson, G. Boards that Work: A New Guide for Directors, McGraw-Hill, Sydney, 2003.

For students in Tasmania, the text may be purchased from branches of the Co-op Bookshop on the Hobart and Launceston campuses and by arrangement from the North West Centre. If you live in Tasmania but do not wish to visit branches of the bookshop, or, you do not live in Tasmania, it is possible for you to order the textbook via the Internet (www.coop-bookshop.com.au).

BFA221 – Accounting Information Systems

Required text

Hall, James A. 2008. *Accounting Information Systems*, 6th Edn. Thomson South-Western Publishing, Ohio, USA.

Recommended reading

Considine, B., Razeed, A., Lee, M. Speer, D and Collier, P. 2008. *Accounting Information Systems: Understanding business processes*, 2nd Edn, Wiley, Milton, Queensland, Australia.

Romney, M & Steinbart, P. 2009. *Accounting Information Systems*, 11th Edn., Thomson South-Western, Mason, USA.

Gelinas, U & Dull, R. 2008. *Accounting Information Systems*, 7th Edn., South Western Thomson South-Western, Mason, USA.

BFA301 – Advanced Financial Accounting

Requisite texts

You must purchase your own copy of the prescribed textbooks.

Deegan, C., 2007, *Australian Financial Accounting* (Fifth edition), McGraw-Hill Book Company, Sydney.

Accounting Handbook 2009, Pearson Education Australia, Sydney.

You will need to bring the required texts to each class. Additional journal articles may be made available during the semester.

Note that our text has a supporting web site at which you can find chapter-by-chapter multiple-choice and true and false questions, and useful information about topics covered in each chapter. The publisher's web site also contains links to the most up-to-date news articles relating to accounting practices, policies and standards. The address of this site is www.mhhe.com/au/deegan5e.

Finally, the Accounting Standards Handbook mentioned above, may be taken into the examination at the end of semester. However, the Handbook must not be annotated (i.e. have written comments). All that you are allowed to do is to tab the Handbook and highlight and underline sections of text that you believe to be important.

Recommended reading

References that might be helpful in your study of this unit include:

Alfredson, K., Leo., Picker., and Radford., 2005, *Applying International Accounting Standards*, John Wiley and Sons, Sydney.

Arthur, N., Grose, R., Campbell, J., and Luff, L., 2007, *Accounting for Corporate Combinations and Associations (Sixth Edition)*, Pearson Education Australia, Frenchs Forest, NSW.

Doupnik, T. & Perera, H. 2007. *International Accounting Issues*, McGraw-Hill/Irwin, New York.

Fleet, W, Summers, J. and Smith, B. 2006, *Communication Skills Handbook for Accounting, (Second Edition)* John Wiley & Sons, Brisbane.

Henderson, S., Peirson, G., and Herbohn, K., 2008, *Issues in Financial Accounting (13th edition)* , Pearson Education Australia, French Forest, NSW.

Leo, K., Hoggett, J., Sweeting., and Radford., 2005, *Company Accounting* (6th edition), John Wiley and Sons, Sydney.

Whittred, G, Zimmer, I., & Taylor, S. 2004 *Financial Accounting Incentive Effects and Economic Consequences (Sixth Edition)*, Thomson, Southbank, Vic.

Other reading

Throughout your studies in the accounting major you will benefit if you keep abreast of new issues and developments. This can be done by reading widely, including the financial press, journals of the professional accounting bodies, and most importantly, the scholarly literature. In reading the scholarly literature, take particular note of the theory contained at the start and end of papers. Whilst the methodology section is important, this unit will be introducing you to the theory developed through research and the conclusions drawn. A sample of major scholarly journals that you may find both readable and useful includes:

Accounting and Business Research

Accounting, Auditing and Accountability Journal

Accounting Forum

Accounting Horizons

Accounting Organisations and Society

Accounting Research Journal

Australian Accounting Review

The British Accounting Review

Critical Perspectives on Accounting

When reading from these additional resources remember to ensure that your reference is up to date. Most of these scholarly journals can be found by using the Proquest database on the University Library website.

Professional Journals:

In the Black (CPA Australia)

Charter (www.icaa.org.au/charter)

The National Accountant (NIA)

When using information from newspapers, magazines and other professional or industry based periodicals, please be aware that they have not been through the same rigorous peer

review process that is required of scholarly journals. Therefore the information may only represent the view of the journalist, association printing the article.

BFA302 – Accounting Theory

Requisite texts

Deegan, Craig. 2006. *Financial Accounting Theory*. 3rd ed McGraw-Hill. ISBN.0 074 71671 9

AASB (2004) Conceptual Framework.

Fleet, W, Summers, J. & Smith, B. 2006. *Communication Skills Handbook for Accounting*, (2nd ed.) John Wiley & Sons, Brisbane.

The Framework is in CPA Australia's Accounting Handbook and you can download it at <http://www.aasb.com.au>. You will need to bring all the required texts to each lecture and tutorial session. We may give you extra journal articles to read during the semester.

Readings as prescribed (will be supplied)

Recommended reading

AAA. 1968. *A Statement of Basic Accounting Theory*.

Barton, A. 1977. *The Anatomy of Accounting*. University of Queensland Press.

Barton, A. 1982. *Objective and Basic Concepts of Accounting*. AARF.

Baxter, W. and S. Davidson. 1962. *Studies in Accounting Theory*. Sweet & Maxwell, London

Bloom, R. and P.Elgers. 1995. *Foundations of Accounting Theory and Policy*. Harcourt Brace.

Bloom, R. and P.Elgers. 1995. *Issues in Accounting Policy*. Harcourt Brace.

Carnegie, G., J.Gavens and R.Gibson. 1996. *Cases in Financial Accounting*. Harcourt Brace.

Cotesta, P.V et al, 1998. *Writing for Accounting Students*, Butterworths, Sydney.

Fleet, W, Summers & Smith, B. 2004, *Communication Skills Handbook for Accounting*, John Wiley & Sons, Brisbane.

Gaffiken, M 2008. *Accounting Theory: Research, regulation and accounting practice*. Pearson Education Australia, Frenchs Forest, NSW

Godfrey, J., Hodgson, A. & Holmes, S. 2003, *Accounting Theory*, 5th edn, John

Wiley & Sons, Brisbane.

Goldberg, L. 1965. *An Inquiry Into the Nature of Accounting*. AAA

Henderson, S. and G. Peirson. 2004. *Issues in Financial Accounting*. 11th ed. Pearson. Australia.

Henderson, S., Peirson, G. & Harris, K. 2004. *Financial Accounting Theory*, Pearson. Education Australia, French Forest, NSW.

Jones, S., C. Romano and J. Ratnatunga. 1995. *Accounting Theory – a Contemporary Review*. Harcourt Brace.

Kenley, W. 1970. A Statement of Australian Accounting Principles. Accounting and Auditing Research Committee.

Mathews, M. ad M. Perera. 1996. *Accounting Theory and Development*. Nelson.

Puxty, A.G. 1998. *The Social and Organisational Context of Management Accounting*, International Thomson, London, Reprint 1998

Riahi-Belkaoui, A. and S. Jones. 2002. *Accounting Theory*. Thompson

Scott, W. 1997. *Financial Accounting Theory*. Prentice Hall, New Jersey

Siegel, G. and H. Ramanauskas-Marconi. 1989. *Behavioural Accounting*. South-Western Publishing

Whittred, G, Zimmer, I., & Taylor, S. 2000 *Financial Accounting Incentive Effects and Economic Consequences*, Fifth Edition, Holt Rinehart and Winston, Sydney,

Wolk, H. J. Francis and M. Tearney. 1992. *Accounting Theory: A conceptual and institutional approach*. South Western

Other Resources

Statements of Accounting Concepts

These are contained in sets of Accounting Standards published by the Australian Accounting Research Foundation, Prentice Hall, or contained in the handbooks of CPA Australia and the Institute of Chartered Accountants in Australia.

Additional journal articles may be made available during the semester.

You are expected to read beyond the textbooks, especially for your assignments, and if you seek a distinction grade you will need to keep abreast of new issues and developments. This can be done by reading widely, including the financial press, journals of the professional accounting bodies, and most importantly, the scholarly literature. In reading the scholarly literature, you should focus on the theory contained at the start and end of papers. Whilst the methodology is important, our main focus is on the theory developed through research and

the conclusions drawn. A number of the major scholarly journals that you may find both readable and useful include:

Abacus

Accounting and Business Research

Accounting, Auditing and Accountability Journal

Accounting Forum

Accounting Horizons

Accounting Organisations and Society

Accounting Research Journal

Australian Accounting Review

The British Accounting Review

Business Strategy and Research

Business Strategy and the Environment

Critical Perspectives on Accounting

This is a small sample. Many useful accounting journals are in the University Library, and are also available electronically.

BFA305 – Financial Planning

Requisite texts

The following is the set text for this unit. It is assumed that the following text will be read and used where required.

Taylor,S; Juchau,R; McDonald,T; Houterman,B., 2009, *Financial Planning in Australia 3rd edition*, LexisNexis Butterworths, Sydney

Recommended reading

2007/2008 and 2008/2009 Australian Master Financial Planning Guide, 2007/2008 – 2008-2009, CCH Australia, Sydney, [2007/2008 edition held in Reserve in the Morris Miller Library].

Australian Master Superannuation Guide, 2007/2008, CCH Australia, Sydney, [held in Reserve in the Morris Miller Library].

BFA306 – Public Sector Resource Management

Learning resources

BFA306 materials provided: interactive CD, MyLO and printed media. These materials include narrated PowerPoint presentations, PowerPoint Slides in PDF format; some online activities; and notes to accompany each topic.

The majority of this on-line unit has been created by Mrs Sue Hrasky, and updated by Mrs Belinda Williams, both Sue and Belinda are lecturers within the School of Accounting and Corporate Governance. The PowerPoint presentations are narrated by Sue. Updated information will also be provided as the unit progresses.

BFA366 – Organisational Risk Management

Required Text

There is NO prescribed textbook for this Unit. Course Materials will be provided (see below).

BFA682 – Law for Managers

Required Text

Griggs, L., Clark, E. and I. Iredale (2003) *Managers and the Law: A guide for business decision makers* (2nd ed) Thomson Lawbook Co: Pyrmont, NSW.

Additional readings as provided.

Recommended reading

Fleet, W., Summers, J. and Smith, B. 2006, *Communication Skills Handbook for Accounting*, John Wiley & Sons Australia, Milton.

You will benefit from reading as broadly as possible. Try to obtain the latest edition of the following references if you need assistance in completing the Work Books or Take Home Examination and/or if you are having trouble understanding components of the unit:

Barron, M., 2006. *Fundamentals of Business Law* (5th ed.). McGraw-Hill Irwin, North Ryde.

Gibson, A. & Fraser, F., 2006. *Business Law* (3rd ed). Pearson Education: French Forrest, NSW.

Khoury, D. & Yamouni, Y.S. 2007. *Understanding Contract Law* (7th ed.). LexisNexis Butterworths: Sydney, NSW.

Latimer, P. 2007. *Australian Business Law*, 26th ed, Sydney, CCH Australia Ltd.

Latimer, P. 2003. *Australian Business Law Workbook*, CCH: North Ryde, NSW.

Lipton, P. & Herzberg, A. 2004. *Understanding company law* (12th ed.). Law Book Company: North Ryde, NSW.

Sappideen. C. 2006. *Torts: commentary and materials* (9th ed.). Lawbook Co, NSW.

Sweeney, B. & O'Reilly, J. 2004. *Law in Commerce*. (2nd ed), LexisNexis Butterworths: Sydney, NSW.

Turner, C. 2004. *Australian Commercial Law* (25th ed.) LBC Information Services, Sydney, NSW.

BFA705 – Financial & Corporate Accounting

Requisite texts

Deegan, C., (2007). *Australian Financial Accounting*, (5th edition). North Ryde: McGraw-Hill.

In the text you will receive an individual login code for the online access centre at: <http://www.mhhe.com/au/deegan5e> You should find this site useful. For example, by attempting the multi-choice MaxMark questions for each topic you will receive immediate feedback on whether your answers are correct and if not, why not.

You should also have access to Australian Accounting Standards (AASB). If you do not want to purchase your own copy of the standards you can access them at: <http://www.aasb.com.au/>

Recommended texts

Alfredson, K., Leo, K., Picker, R., Pacter, P., Radford, J. and Wise, V. (2007). *Applying International Financial Reporting Standards* (enhanced edition). Milton: Wiley.

Fleet, W., Summers, J. and Smith, B. (2006). *Communication Skills Handbook for Accounting* (2nd edition), Milton: Wiley.

Leo, K., Hoggett, J., Sweeting, J. and Radford, J. (2008). *Company Accounting in Australia* (7th edition). Milton: Wiley.

Picker, R., Leo, K., Alfredson, K., Radford, J., Pacter, P. and Wise, V. (2006). *Australian Accounting Standards*. Milton: Wiley.

BFA706 – Business Law

Requisite texts

You must have ready access to the prescribed textbook that is available from the University Co-op Bookshops.

Sweeney, B. & O'Reilly J. 2007, *Law in Commerce*, 3rd Ed, LexisNexis Butterworths, New South Wales.

Recommended reading

Goldwasser, V. 2007, *Mastering Business Law*, LexisNexis Butterworths, Australia.

Fleet, W., Summers, J. and Smith, B. 2006, *Communication Skills Handbook for Accounting*, 2nd ed, John Wiley & Sons, Brisbane (may assist you in both written and oral assignments).

BFA707 – The Accounting Framework

Prescribed text

You must buy your own copy of the **fourth** edition of the prescribed textbook.

Trotman, K. and Gibbins, M., 2005, *Financial Accounting: An Integrated Approach (Fourth Edition)*, Nelson ITP, Melbourne.

In addition to the prescribed text you will need to purchase a package of materials that includes lecture overhead slides and case studies, tutorial activities and workshop case studies. This package can be purchased from the University's printery, Uniprint.

You will be required to complete an assignment based on a MYOB practice set that you will need to purchase from the Co-op Bookshop (see assessment details below). You will be given the opportunity to work on this assignment in groups of two or three so take this into account when purchasing the practice set.

Recommended texts

Fleet, W, Summers, J. & Smith, B. 2006, *Communication Skills Handbook for Accounting*, 2nd edn, John Wiley & Sons, Brisbane.

If you want to find out how other authors explain the topics in your text you can refer to any of the following:

Hoggett J., Edwards L., Medlin J. & Tilling, M. 2009, *Accounting*, 7th ed, John Wiley & Sons Ltd. Milton, Queensland.

Hornigren C., Harrison W., Bamber L., Best P., Fraser D. & Willet R. 2006. *Accounting*, 4th Ed. Pearson Education Australia.

Kimmel P.D., Carlon S., Loftus J., Mladenovic R., Kieso D.E., & Weygandt J.J 2006. *Accounting; Building Business Skills*, 2nd Ed. John Wiley & Sons Australia Ltd. Sydney

BFA 712 – Management & Cost Accounting

Prescribed textbook

Mowen, M.M., Hansen, D.R., Mitchell, G., and Tibbits, G. 2007, *Management Accounting*, Thomson: Melbourne

Recommended reading

Hornigren, C., Sundem, G. and Stratton, W. 2005, *Introduction to Management Accounting* (Thirteenth edition), Pearson Prentice Hall: New Jersey

Fleet, W, Summers & Smith, B. (2006), *Communication Skills Handbook for Accounting*, 2nd ed., John Wiley & Sons: Brisbane

You are encouraged to read widely to develop an understanding of technical management accounting as well as a general understanding of business management, operations processes and types of decisions that underlie business news. Useful reading for this Unit might include other Management Accounting text books and library resources, academic journals (see below), business magazines and newspapers.

BFA713 – Audit & Assurance

Requisite texts

Leung, P., Coram, P. & Cooper B., 2009 *Modern Auditing and Assurance Services* (4th ed), Wiley, Australia.

ICAA, 2009 *Auditing and Assurance Handbook 2009*, Wiley, Australia.

Recommended reading

These additional texts are not prescribed reading but you may find them useful for enrichment or clarification.

Arens, A., Best, P., Shailer, G., Fiedler, B., Elder, R. & Beasley M. 2007, *Auditing and Assurance Services in Australia - An Integrated Approach*, 7th ed, Pearson/Prentice Hall, Sydney.

Gay, G. & Simnett, R. 2007, *Auditing & Assurance Services in Australia*, 3rd edition, McGraw-Hill, Sydney.

Jubb, C., Topples, S., Schelluch, P., Rittenberg, L. & Schwieger, B. 2008 *Assurance and Auditing, Concepts for a Changing Environment*, 2nd Edition, Thomson, Melbourne.

Other items

Many useful articles concerned with auditing appear in the financial press and the journals of the accounting bodies can be found in the University Library, and electronically. You are encouraged to read Australian and overseas accounting and business journals, including *Charter*, *In the Black*, *The Australian Accounting Review* and *Auditing: A Journal of Practice and Theory*.

BFA714 – Australian Tax Law

Essential texts

Kenny, P. (2009). *Australian Tax 2009*. LexisNexis Butterworths, Chatswood.

Kenny, P. (2009). *Concise Tax Legislation 2009*. LexisNexis Butterworths. Chatswood.

Textbooks may be purchased in a pack from the Co-op Bookshop in Hobart.

You will need to bring the textbooks to lectures and tutorials.

Supplementary reading

If you are having trouble understanding components of the unit, or you just want to know more, then you would benefit from reading the latest edition of any of the following references:

Barkoczy, S., (2008). *Australian Tax Casebook*, 9th Edition. CCH, Sydney.

CCH, (2009). *Australian Master Tax Guide*. CCH, Sydney.

Deutsch, R.L., Friezer, M.L., Fullerton, I.G., Hanley, P.J., Snape, T.J., (2009). *Australian Tax Handbook*. Thomson ATP, Sydney.

Fisher, R.K and Hodgson, H.M., (2009). *Tax Questions & Answers 2009*. Thomson ATP, Sydney.

Krever, R. (2009). *Australian Taxation Law Cases*. Thomson ATP, Sydney.

Nethercott, L.J., Richardson, G., Devos K., (2008). *Australian Taxation Study Manual: Questions and Suggested Solutions*, 18th Edition. CCH, Sydney.

Obst, W. and Hanegbi, R., (2008). *Successful Tax Study 2008-09*. Thomson ATP, Sydney.

Woellner, R.H., Barkoczy, S., Murphy, S. and Evans, C., (2009). *Australian Taxation Law*. CCH, Sydney.

BFA719 – Corporate Sustainability & the Triple Bottom Line

Required Text

There is NO prescribed textbook for this Unit. Course Materials will be provided (see below).

Learning Resources

Extensive Course Materials will be provided to you through an interactive Unit CD and MyLO (the University's online service). The Materials are in Modular Format i.e.: Modules 1-8. Students are also expected to maintain an awareness of current issues through accessing appropriate additional academic sources and media presentations.

There are several academic journals that provide current research in this field:

- *Accounting Auditing and Accountability Journal*
- *Accounting Forum*
- *Accounting Organisations and Society*
- *Critical Perspectives on Accounting*

There are also several seminal works that provide useful historical information:

- Brundtland, G. H. (1987), *Our Common Future*, World Commission on Environment and Development, Switzerland.
- Dellaportas, S., Gibson, K., Alagiah, R., Hutchinson, M., Leung, P. and Van Homrigh, D. (2005), *Ethics, Governance and Accountability*, Wiley, Milton, Queensland.
- Estes, R. (1996), *Tyranny of the Bottom Line*, Berrett-Koehler Publishers, San Francisco.
- Pearce, D., Markandya, A. and Barbier, E. B. (1989), *Blueprint for a Green Economy*, Earthscan Publications, London.

BFA722 – Risk Management

Required Reading

There is no prescribed textbook for this Unit. Course materials will be provided on the Unit CDROM.

You are required to read *AS/NZS 4360:2004 Risk Management* and *HB 436:2004 Risk Management Guidelines: Companion to AS/NZS 4360:2004*.

To access these documents:

- Access the Standards Australia database via the library's databases page at: <http://www.utas.edu.au/library/info/dbase/index.html>.
- Click the link to 'S' and scroll down to Standards Online Premium.
- Then do a search for '4360' and you should find both the handbook and the standard at the top of the list. (Ignore all items that mention 'buy' or 'purchase'.)
- Click "view document", which will give you the choice of whether to view online or save.

Saved documents will expire after a couple of days due to the licensing agreement, so you may prefer to print them out.

You are also expected to research and to read additional material for the purpose of completing assignments.

Recommended Reading

Fleet, W, Summers & Smith, B. (2006), *Communication Skills Handbook for Accounting*, 2nd ed., John Wiley & Sons: Brisbane

BFA726 – Corporate Law & Regulation

Requisite texts

It is essential that you have ready access to the following Textbook and Legislation.

1. Lipton, P. & Herzberg, A., *Understanding Company Law*, 14th edition, 2009, Lawbook Company, Sydney, Australia.

NOTE: The text has a WEBSITE resource at <http://www.lipton-herzberg.com.au/> The site requires you to enter your username and password which you will find in the Preface to your textbook.

2. Lipton, P., Herzberg, A., & von Nessen, P., *Essential Corporations Legislation*, 2009 edition, Lawbook Company, Sydney, Australia.

Recommended additional resources

As Trade Practices is not detailed in the prescribed text Lipton & Herzberg, our study of Trade Practices at the end of the unit will utilise Chapter 8 of Latimer, P., *Australian Business Law* 2008, CCH, Sydney, Australia (the prescribed text for *BFA706 Business Law*).

Fleet, W., Summers, J. and Smith, B. 2006, *Communication Skills Handbook for Accounting*, John Wiley & Sons Australia, Milton will also assist you in Assignment 1.

There is also a Corporations Law ‘e-Quiz’ comprising multiple choice questions for each chapter of the textbook at:

<http://www.webmcq.com/cgi-bin/webmcq/mcqlogin.cgi?user=lbc-lipton>

Once we have completed each of the weekly topics, use the Access Code “govern” to access the e-Quiz for the relevant Chapters of the text, as set out in the Unit Schedule. Test yourself, using the e-Quiz feedback function for each of your answers, then re-read relevant pages of the text as given in the e-Quiz feedback for each question.

BFA772 – Finance for Managers

Requisite text

Gitman, L., Juchau, R., Flanagan, J. 2008 *Principles of Managerial Finance*, 5th Australian ed., Addison-Wesley, Sydney.

Additional references

Beal, D. and Goyen, M. 2005 *Introducing Corporate Finance*, John Wiley: Milton.

Brealey, R.A., Myers, S.C., Partington, G.H., Robinson, D.M. 2000 *Principles of Corporate Finance*, 1st Australian ed., McGraw-Hill, Sydney.

Frino, A., Kelly, S., Comerton-Forde, C., Cusack T., Wilson, K., 2004 *Introduction to Corporate Finance*, Pearson: Frenchs Forest.

Ross, SA, Thompson, S, Christensen, M, Westerfield, RW & Jordan, BD 2004, *Fundamentals of Corporate Finance*, 3rd ed., McGraw Hill, Sydney.

Hovey, M. 2002 *Spreadsheet Modelling in Corporate Finance*, Pearson Education, Sydney.

Malkiel, B.G. 1999 *A Random Walk Down Wall Street*, W.W. Norton & Company, New York.

Peirson, G., Brown, R., Easton, S., Howard, P., Pinder, S. 2005 *Business Finance*, 9th ed., McGraw-Hill: Sydney.

Petty, J.W., Keown, A.J., Scott Jr, D.F., Martin, J.D., Burrow, M., Martin, P., Nguyen, H. 2003 *Financial Management*, 4th ed, Pearson Education: Sydney