Tasmanian School of Business & Economics (TSBE) (School)

College of Business and Economics (College)

BFA526
ACCOUNTING FOR MANAGERS

12.50 Credit points

Semester 2, 2019

Unit Outline

Unit Coordinator
Terese Fiedler
CONTACT DETAILS

Unit coordinator

Unit coordinator: Terese Fiedler
Campus: Hobart
Email: Terese.Fiedler@utas.edu.au
Phone: Contact by email please
Room location and number: Centenary Building Room 317
Consultation hours: TBA
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WHAT IS THE UNIT ABOUT?

Unit description

This unit focuses on role of accounting for managers. Students will learn to use financial and management accounting techniques to enable and enhance their decision making. Financial statement analysis will help students make decisions about an organisation’s financial position, performance and cash flow. Students will also explore other forms of corporate reporting and critically evaluate issues of ethics and corporate governance in business.

Intended Learning Outcomes

On completion of this unit, you will be able to:

1. Explain and apply financial accounting in the preparation of simple financial reports.
2. Analyse and critically evaluate information from organisations to make decisions and communicate these through written reports.
3. Explain and apply management accounting techniques for business planning, control and capital investment decisions.
Graduate Quality Statement

Successful completion of this unit supports your development of course learning outcomes, which describe what a graduate of a course knows, understands and is able to do. Course learning outcomes are available from the Course Coordinator. Course learning outcomes are developed with reference to national discipline standards, Australian Qualifications Framework (AQF), any professional accreditation requirements and the University of Tasmania’s Graduate Statement.

The University of Tasmania experience unlocks the potential of individuals. Our graduates are equipped and inspired to shape and respond to the opportunities and challenges of the future as accomplished communicators, highly regarded professionals and culturally competent citizens in local, national, and global society. University of Tasmania graduates acquire subject and multidisciplinary knowledge and skills, and develop critical and creative literacies and numeracies and skills of inquiry. They demonstrate the ability to apply this knowledge in changing circumstances. Our graduates recognise and critically evaluate issues of social responsibility, ethical conduct and sustainability, are entrepreneurial and creative, and are mindful of their own wellbeing and that of the community. Through respect for diversity and by working in collaborative ways, our graduates reflect the values of the University of Tasmania.

Alterations to the unit as a result of student feedback

Using the information from survey feedback, two changes have been made in this unit.

1. The unit material has been rearranged to create a more even spread of content.
2. The assignment is no longer split into two parts, as students preferred to not wait for feedback on the first part.

Prior knowledge &/or skills

There are no formal prerequisite units for BFA526. However, you should:

- have adequate English language skills;
- have a basic understanding of numbers and how to use them in calculations;
- be familiar with the use of Microsoft Excel, a fundamental tool used to help you to analyse financial data. You should be able to set up a spreadsheet, enter formulae and execute calculations. and
- be familiar with the global business environment and keep abreast of developments reported in various media.
**HOW WILL I BE ASSESSED?**

### Assessment schedule

<table>
<thead>
<tr>
<th>Assessment task</th>
<th>Date due</th>
<th>Percent weighting</th>
<th>Links to Intended Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Task 1: Test</td>
<td>Wk 5</td>
<td>20%</td>
<td>LO1</td>
</tr>
<tr>
<td>Assessment Task 2: Assignment</td>
<td>Sunday 22 September</td>
<td>20%</td>
<td>LO2,</td>
</tr>
<tr>
<td>Assessment Task 3: 2 x Quizzes</td>
<td>Wk 12 &amp; 13</td>
<td>10%</td>
<td>LO3</td>
</tr>
<tr>
<td>Assessment Task 4: Examination</td>
<td>TBA</td>
<td>50%</td>
<td>LO1, LO2, LO3</td>
</tr>
</tbody>
</table>

### Assessment details

**Assessment Task 1: Test**

**Task description**

<table>
<thead>
<tr>
<th>Criterion Number</th>
<th>Criterion Description</th>
<th>Measures ILO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Define and describe the elements of and the concepts underpinning financial reports.</td>
<td>LO1</td>
</tr>
<tr>
<td>2</td>
<td>Explain the legal and organisational setting in which financial information is prepared and used.</td>
<td>LO1</td>
</tr>
<tr>
<td>3</td>
<td>Record accounting transactions in worksheets and prepare simple financial reports.</td>
<td>LO1</td>
</tr>
</tbody>
</table>

**Task Length**

TBA

**Due by date**

To be completed in Week 5
### Assessment Task 2: Assignment

**Task description**
Details will become available on MyLO. You will prepare a formal report to communicate your analysis and critical evaluation of an organisation’s performance, position and cash flow. In addition, you will report on the social and environmental impacts of the organisation, along with its performance in corporate governance, while identifying any ethical issues.

<table>
<thead>
<tr>
<th>Criterion Number</th>
<th>Criterion Description</th>
<th>Measures ILO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Apply financial statement ratios to make decisions.</td>
<td>LO2</td>
</tr>
<tr>
<td>2</td>
<td>Analyse and critically evaluate an organisation’s financial position, performance and cashflow</td>
<td>LO2</td>
</tr>
<tr>
<td>3</td>
<td>Analyse and critically evaluate an organisation’s social and environmental impact.</td>
<td>LO2</td>
</tr>
<tr>
<td>4</td>
<td>Identify, explain and critically analyse issues of ethics and corporate governance.</td>
<td>LO2</td>
</tr>
<tr>
<td>5</td>
<td>Communicate your analysis and evaluation through a formal written report, using concise and effective English expression.</td>
<td>LO2</td>
</tr>
</tbody>
</table>

**Task Length**
2500 words

**Due by date**
Sunday 22 September 10pm
Assessment Task 3: Quizzes

Details will become available on MyLO.

You will complete two quizzes in the last two weeks of the semester, covering the material from Module 3 Management Accounting.

On campus students will be required to complete the quizzes during the workshop time in Week 12 and 13. Distance students will be advised of an alternative arrangement.

<table>
<thead>
<tr>
<th>Criterion Number</th>
<th>Criterion Description</th>
<th>Measures ILO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Explain the concepts of management accounting.</td>
<td>LO3</td>
</tr>
<tr>
<td>2</td>
<td>Apply cost volume profit analysis to make decisions.</td>
<td>LO3</td>
</tr>
<tr>
<td>3</td>
<td>Prepare budgets to make decisions.</td>
<td>LO3</td>
</tr>
<tr>
<td>4</td>
<td>Perform capital investment evaluations.</td>
<td>LO3</td>
</tr>
</tbody>
</table>

Task Length: TBA

Due by date: Week 12 and 13

Final Exam

Description/Conditions: Closed book examination.

Held in the examination period.

This examination assesses all Learning Outcomes (1, 2, 3)

Duration: 3 hours plus 15 minutes reading time.

Date: The final exam is conducted by the Student Centre in the formal examination period. See the Examinations and Results page on the University’s website, or access your personal exams timetable by logging into the eStudent Centre - Personal Exams Timetable for specific date, time and location closer to the examination period.
How your final result is determined

To pass this unit, you need to demonstrate your attainment of each of the Intended Learning Outcomes.

Your grade will be determined in the following way:

Your overall mark in this unit will be determined by combining your results from each assessment task. These marks are combined to reflect the percentage weighting of each task. You need to achieve an overall score of at least 50% to successfully complete this unit. It is expected that you will seek help (from the unit coordinator in the first instance), well before the due date, if you are unclear about the requirements for an assessment task.

- PP (pass) at least 50% of the overall mark but less than 60%
- CR (credit) at least 60% of the overall mark but less than 70%
- DN (distinction) at least 70% of the overall mark but less than 80%
- HD (high distinction) at least 80% of the overall mark

All grades are provisional, until confirmation by the Assessment Board at the end of semester.

Submission of assignments

The act of submitting your assignment will be taken as certification that it is your own work.

Assignments must be submitted electronically through the relevant assignment tab in MyLO. You must ensure that your name, student ID, unit code, tutorial time and tutor's name (if applicable) are clearly marked on the first page. If this information is missing, the assignment will not be accepted and, therefore, will not be marked.

Where relevant, Unit Coordinators may also request you to submit a paper version of your assignment. You will be advised by the Unit Coordinator of the appropriate process relevant to your campus.

Please remember that you are responsible for lodging your assessment items on or before the due date and time. We suggest you keep a copy. Even in a perfect system, items sometimes go astray.
Requests for extensions

In this Policy:

1. (a) ‘day’ or ‘days’ includes all calendar days, including weekends and public holidays;
   (b) ‘late’ means after the due date and time; and
   (c) ‘assessment items’ includes all internal non-examination based forms of assessment

2. This Policy applies to all students enrolled in TSBE Units at whatever Campus or geographical location.

3. Students are expected to submit assessment items on or before the due date and time specified in the relevant Unit Outline. The onus is on the student to prove the date and time of submission.

4. Students who have a medical condition or special circumstances may apply for an extension. Requests for extensions should, where possible, be made in writing to the Unit Coordinator on or before the due date. Students will need to provide independent supporting documentation to substantiate their claims.

Penalties

Late submission of assessment items will incur a penalty of 10% of the total marks possible for that piece of assessment for each day the assessment item is late unless an extension had been granted on or before the relevant due date.

Assessment items submitted more than five (5) days late will not be accepted.

Academic staff do NOT have the discretion to waive a late penalty, subject to clause 4 above.

Review of results and appeals

Review of Assessment is available to all students once the University has released the final result for a unit. If you are dissatisfied with your final result, you may apply to have it reviewed. Applications for a review of assessment are due within 10 working days of the release of the final result in the unit. When applying for a review, you must pay a $50 fee.

If you wish to have a piece of internal assessment reviewed as part of the review process, please state this clearly on the application form referred to above and include that assessment item with your application.

Please read and follow the directions provided by the University at:

Academic referencing

Before starting your assignments, you are advised to familiarise yourself with the following electronic resources.

The first is the Harvard Referencing System Style Guide, which can be accessed from the UTAS library: http://utas.libguides.com/content.php?pid=27520&sid=199808. The Harvard style is the appropriate referencing style for this unit and the guide provides information on presentation of assignments, including referencing styles. In your written work you will need to support your ideas by referring to scholarly literature, works of art and/or inventions. It is important that you understand how to correctly refer to the work of others and maintain academic integrity.

Failure to appropriately acknowledge the ideas of others constitutes academic dishonesty (plagiarism), a matter considered by the University of Tasmania as a serious offence.

The second is the Tasmanian School of Business and Economics’ Writing Assignments: A Guide, which can be accessed at: http://www.utas.edu.au/business-and-economics/student-resources. This guide provides you with useful information about the structure and style of assignments in the TSBE.

In your written work you will need to support your ideas by referring to scholarly literature, works of art and/or inventions. It is important that you understand how to correctly refer to the work of others, and how to maintain academic integrity.

The University library provides information on presentation of assignments, including referencing styles and should be referred to when completing tasks in this unit.

Please read the following statement on plagiarism. Should you require clarification please see your unit coordinator or lecturer.
Plagiarism

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example, using an author's words without putting them in quotation marks and citing the source, using an author's ideas without proper acknowledgment and citation, copying another student's work.

If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines. You may also find the Academic Honesty site on MyLO of assistance.

The intentional copying of someone else's work as one's own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University.

The University and any persons authorised by the University may submit your assessable works to a plagiarism checking service, to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database. It is a condition of this arrangement that the original author's permission is required before a work within the database can be viewed.

For further information on this statement and general referencing guidelines, see the Plagiarism and Academic Integrity page on the University web site or the Academic Honesty site on MyLO.

Academic misconduct

Academic misconduct includes cheating, plagiarism, allowing another student to copy work for an assignment or an examination, and any other conduct by which a student:

a. seeks to gain, for themselves or for any other person, any academic advantage or advancement to which they or that other person are not entitled; or

b. improperly disadvantages any other student.

Students engaging in any form of academic misconduct may be dealt with under the Ordinance of Student Discipline, and this can include imposition of penalties that range from a deduction/cancellation of marks to exclusion from a unit or the University. Details of penalties that can be imposed are available in Ordinance 9: Student Discipline – Part 3 Academic Misconduct.
Student Behaviour

The University Behaviour Policy sets out behaviour expectations for all members of our University community including students and staff.

The aim in doing so is to ensure that our community members are safe, feel valued and can actively contribute to our University mission.

It is expected that community members behave in a manner that is consistent with our University values – respect, fairness and justice, integrity, trust, responsibility and honesty. There are also certain behaviours that are considered inappropriate, such as unlawful discrimination, bullying and sexual misconduct.

The accompanying University Behaviour Procedure sets out the process and avenues that University community members can access to resolve concerns and complaints regarding inappropriate behaviour by a University community member. Wherever possible, the focus will be on early intervention and a ‘restorative’ approach that creates awareness of inappropriate behaviour and its impact on others. However, in some cases, students who engage in inappropriate behaviour may be subject to disciplinary proceedings, which may impact upon continuation of their studies.

Students can seek support and assistance from the Safe and Fair Community Unit SaFCU@utas.edu.au or ph: 6226 2560.

Matters are dealt with in confidence and with sensitivity.
WHAT LEARNING OPPORTUNITIES ARE THERE?

MyLO

MyLO is the online learning environment at the University of Tasmania. This is the system that will host the online learning materials and activities for this unit.

Getting help with MyLO

It is important that you are able to access and use MyLO as part of your study in this unit. To find out more about the features and functions of MyLO, and to practice using them, visit the Getting Started in MyLO unit.

For access to information about MyLO and a range of step-by-step guides in pdf, word and video format, visit the MyLO Student Support page on the University website.

If something is not working as it should, contact the Service Desk (Service.Desk@utas.edu.au, phone 6226 1818), or Request IT Help Online.

Resources

Required readings

You will need the following text:

Hancock, P, Robinson, P, Bazley, M, 2015, Contemporary Accounting, 9th edn, Cengage Learning Australia, South Melbourne.

This textbook has been packaged with CNOW and Got it Accounting. Two additional resources that may enhance your learning experience.

Option 1 - eBook

Option 2 – hardcopy
A hardcopy of the prescribed text is available from University Cooperative Bookshop Ltd (www.co-opbookshop.com.au) or contact the Sandy Bay campus bookshop on 03 6224 2614; or (www.cengage.com.au). ISBN 9780170283021

Recommended readings


Activities

Learning expectations

The University is committed to high standards of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers.

**Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time.**

Details of teaching arrangements

**Lecture/Tutorial Mode**

This unit will run 3-hour weekly workshops rather than the traditional teaching style of a lecture and tutorial.

**Blended Learning Mode**

The workshops will have a small formal (lecture) component but will mainly comprise of discussing and practising each week’s material.

The workshop will be recorded.

The lecturer will provide a one-hour web conference once a week.

All students, whether on campus or studying by distance, are welcome to participate in workshops, web-conferences and online MyLO discussion boards. It is compulsory for on campus students to attend the weekly workshops.

**Specific attendance/performance requirements**

In this unit, your active engagement will be monitored in the following way:

1. Completing the student agreement on MyLO.
2. Making a post on the introduction discussion board (MyLO).

If you do not demonstrate evidence of having engaged actively with this unit by completing these two activities by Week 4 of semester, your enrolment may be cancelled, or you may be withdrawn from the unit.
Teaching and learning strategies

The University is committed to a high standard of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers. The University’s Code of Conduct for Teaching and Learning states:

Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time.

During the first four weeks of this semester, your participation and engagement in this unit will be monitored. If you do not demonstrate evidence of having engaged actively with this unit by Week 4 of semester, your enrolment may be cancelled or you may be withdrawn from the unit.

These are some of the expectations we have of you as a student enrolled in this unit:

You will be expected to read the relevant chapters of the prescribed textbook prior to attending the workshops (compulsory for on campus students), or listening to the recorded workshops (distance students). The assigned activities for each week should be attempted prior to the workshop. These workshop activities are found on MyLO. For on campus students you will be expected to participate during the workshop. Distance students will have this opportunity during the web conferences.

Work Health and Safety (WHS)

The University is committed to providing a safe and secure teaching and learning environment. In addition to specific requirements of this unit you should refer to the University’s Work Health and Safety website and policy.

Communication

TO KEEP UP WITH ANNOUNCEMENTS REGARDING THIS UNIT

Check the MyLO Announcement tool at least once every two days. The unit Announcement will appear when you first enter our unit’s MyLO site. Alternatively, click on the Announcement button (towards the top of the MyLO screen) at any time.

WHEN YOU HAVE A QUESTION

Other students may have the same question that you have. Please go to the Ask the Class Discussion forum on the unit’s MyLO site. Check the posts that are already there – someone may have answered your question already. Otherwise, add your question as a new topic. Students are encouraged to support each other using this forum – if you can answer someone’s question, please do. We will attempt to respond to questions
within 48 business hours. If your question is related to a personal issue or your performance in the unit, please contact the appropriate teaching staff member by email instead.

WHEN YOU HAVE AN ISSUE THAT WILL IMPACT ON YOUR STUDIES OR THE SUBMISSION OF AN ASSESSMENT TASK

If you have a personal question related to your studies or your grades, please contact teaching staff by email.

For general questions about the unit, please add them to the Ask the Class Discussion forum on the unit’s MyLO site. This way, other students can also benefit from the answers.

Conc**erns and complaints**

The University is committed to providing an environment in which any concerns and complaints will be treated seriously, impartially and resolved as quickly as possible. We are also committed to ensuring that a student may lodge a complaint without fear of disadvantage. If you have a concern, information about who to contact for assistance is available on the ‘How to resolve a student complaint’ page.

Further information and assistance

If you are experiencing difficulties with your studies or assignments, have personal or life-planning issues, disability or illness which may affect your course of study, you are advised to raise these with the unit coordinator in the first instance.

There is a range of University-wide support services available to you including Student Learning Support, Student Advisers, Disability Services, and more which can be found on the Student Support and Development page of the University website.

Should you require assistance in accessing the Library, visit their website for more information.
<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE BEGINNING</th>
<th>TOPIC/ MODULE/ FOCUS AREA</th>
<th>ACTIVITIES</th>
<th>RESOURCES/ READINGS/ FURTHER INFORMATION</th>
</tr>
</thead>
</table>
| 1    | 15 July        | MODULE 1 FINANCIAL ACCOUNTING  
An introduction to financial accounting | All workshop activities will be announced on MyLO. | Chapter 1  
Chapter 2 |
| 2    | 22 July        | Understanding the elements of accounting and transactions.  
Ethics and corporate governance. | | Chapter 3  
Chapter 4 |
| 3    | 29 July        | Financial position | | Chapter 5 |
| 4    | 5 August       | Financial performance  
Other forms of organisational reporting | | Chapter 6 |
| 5    | 12 August      | Cashflow | Test 20% | Chapter 7 |
| 6    | 19 August      | Accounting for selected assets  
Liabilities and sources of finance | | Chapter 8  
Chapter 9 |
| 7    | 26 August      | MODULE 2 FINANCIAL STATEMENT ANALYSIS  
Financial statement analysis | | Chapter 10 |
|      |                | **Mid-semester break 2 – 8 September** | | |
| 8    | 9 September    | Financial statement analysis | | |
| 9    | 16 September   | MODULE 3 MANAGEMENT ACCOUNTING  
Introduction to management accounting. | Assignment 20%  
Sunday 22 September 10pm | Chapter 12  
Chapter 14 |
| 10   | 23 September   | Cost-volume-profit analysis | | Chapter 16 |
| 11   | 30 September   | Budgets | | Chapter 15 |
| 12   | 8 October      | Capital investment appraisal | Quiz 1 - 5% | Chapter 18 |
| 13   | 14 October     | | Quiz 2 - 5% | |
The Tasmanian School of Business and Economics (TSBE) is currently in the process of applying for business accreditation with the Association to Advance Collegiate Schools of Business (AACSB) – the lead program for accrediting business schools globally. AACSB seeks to connect educators, students, and business to achieve a common goal – to create the next generation of business leaders.

By joining AACSB and going through the accreditation process, TSBE is joining a global alliance committed to improve the quality of business education around the world, and to share the latest innovations in business education. Gaining Business Accreditation with AACSB is a multi-year process involving TSBE demonstrating our performance against the 15 accreditation standards.

Once complete, TSBE will join a select community of accredited business schools, with only 7% of all business schools globally having completed the AACSB process. This will further enhance the reputation of TSBE, and further enhance the global recognition of your qualifications. To find out more about AACSB click here.