

THE UNIVERSITY OF  
NEW SOUTH WALES



Australian School of Business  
School of Accounting

**ACCT1511**  
**ACCOUNTING AND FINANCIAL MANAGEMENT 1B**

Course Outline  
Session 1, 2008

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## 1. COURSE STAFF

Full time staff members assigned to the Course are listed below:

Lecturers	Email	Room	Phone	Consultation
Leon Wong Lecturer-in-charge	<a href="mailto:leon.wong@unsw.edu.au">leon.wong@unsw.edu.au</a>	Quad 3063	9385 5810	Mon 4-6 Tue 1-2
Dr. Kar Ming Chong	<a href="mailto:km.chong@unsw.edu.au">km.chong@unsw.edu.au</a>	Quad 3101	9385 5916	Mon 2-5
<b>Tutors</b>				
Sam Sherry	<a href="mailto:s.sherry@unsw.edu.au">s.sherry@unsw.edu.au</a>	Quad 3089	9385 6283	Mon 12-1
Vijay Philip	<a href="mailto:v.philip@unsw.edu.au">v.philip@unsw.edu.au</a>	Quad 3089	9385 6283	Tue 4-5
Najeeb Memon	<a href="mailto:najeeb.memon@unsw.edu.au">najeeb.memon@unsw.edu.au</a>	Quad 3089	9385 6283	Tue 12-1
Jim Chuang	<a href="mailto:jim.chuang@unsw.edu.au">jim.chuang@unsw.edu.au</a>	Quad 3107	9385 5913	Wed 2-3
Wollela Yesegat	<a href="mailto:w.yesegat@unsw.edu.au">w.yesegat@unsw.edu.au</a>	Quad 3089	9385 6283	Wed 11-12
<b>Administration Assistant</b>				
Per Christen Tronnes	<a href="mailto:p.tronnes@unsw.edu.au">p.tronnes@unsw.edu.au</a>	Quad 3089	9385 6283	Mon 1-2

### 1.1. Communication with Staff

AFM1B staff members are available for consultation at the above times (during teaching-weeks only). Questions should be directed to your tutor at first instance, either in class or during the tutor's consultation time. Students can also approach other staff members during their consultation times. First preference will be given to students attending the staff member's office during nominated consultation times, with second preference given to any phone calls during consultation times, followed by e-mail enquiries.

**Online enquiries of academic content, i.e. regarding materials covered in lectures and tutorials, should be sent to the "Discussion Forum" section on the Course Website. General enquiries of administrative matters may also be made on the "Discussion Forum" section on the Course Website.**

**Administrative enquiries specific to the individual student should be made in the first instance to Per Tronnes, who will forward the matter to the lecturer-in-charge, if the circumstances require it.**

Please note that common writing etiquette must be observed when writing to staff members. You must use your "official" email address when corresponding with AFM1B staff – that is, z(student number)@student.unsw.edu.au, and you should identify yourself by your full name and student number, and use the proper salutations and sign-offs. Short-hand and "SMS" language may not be used in emails. Please be aware that non-compliant emails will be ignored by AFM1B staff.

## 2. INFORMATION ABOUT THE COURSE

### 2.1. Teaching Times and Locations

Lecture, tutorial and consultation times and locations are consolidated as follows:

	Monday	Tuesday	Wednesday	
9:00		TUT/18 Quad 1042 NM TUT/17 Quad G022 WY		9:00
10:00	TUT/04 Quad G041 KMC TUT/05 Quad G022 NM TUT/06 Quad G054 JC	TUT/20 Quad 1042 NM TUT/19 Quad G022 WY		10:00
11:00	TUT/07 Quad G022 NM TUT/08 Quad G027 JC TUT/09 Quad G041 KMC	TUT/25 Quad G022 WY	<b>Consult Quad 3089 WY</b>	11:00
12:00	TUT/15 Gold G07 NM TUT/14 Webst 301 JC TUT/13 Quad G025 KMC <b>Consult Quad 3089 SS</b>	<b>Consult Quad 3089 NM</b>		12:00
13:00	TUT/24 Quad G022 SS  <b>Admin Quad 3089 PT</b>	<b>Consult Quad 3089 LW</b>		13:00
14:00	TUT/03 Quad G022 LW TUT/02 Quad G054 VP TUT/01 Quad G041 SS <b>Consult Quad 3101 KMC</b>	<b>LEC/A Matthews A</b>	<b>Consult Quad 3107 JC</b>	14:00
15:00	TUT/12 Quad G022 LW TUT/11 Quad G054 VP TUT/10 Quad G041 SS <b>Consult Quad 3101 KMC</b>			<b>LEC/A Matthews A</b>
16:00	<b>Consult Quad 3101 KMC</b> <b>Consult Quad 3063 LW</b>	<b>Consult Quad 3063 VJ</b>		16:00
17:00	TUT/23 Quad G022 VP TUT/S2 Quad G041 SS <b>Consult Quad 3063 LW</b>	TUT/22 Quad G022 LW TUT/21 Quad G054 VP		17:00
18:00	<b>LEC/B Law Theatre G04</b>	TUT/S1 Quad G022 LW TUT/16 Quad G041 VP		18:00
19:00				

## **2.2. Units of Credit**

ACCT 1511 Accounting and Financial Management 1B has a total of 6 units of credit.

## **2.3. Relationship of This Course to Other Course Offerings**

This Course is offered by the School of Accounting and is a prerequisite for students doing an accounting major, a double major or a disciplinary minor within the Bachelor of Commerce or Bachelor of Economics degrees. To enrol in this Course, the following pre-requisite must have been satisfied – ACCT1501: Accounting and Financial Management 1A. This Course is also a part of the core curriculum studies required by CPA Australia and the Institute of Chartered Accountants in Australia.

Accounting and Financial Management 1A and **1B** are part of the integrated first-year accounting programme designed to give students an understanding of the ways in which financial information is generated within the corporation and the uses of this information. AFM1A introduces to students two major financial statements, the Income Statement and the Balance Sheet, that are published in a corporation's annual report, and their component items. It also provides students with the basic building blocks of accounting knowledge, such as journal entries, t-accounts, and general ledgers, which are necessary to construct the financial statements.

## **3. COURSE AIMS AND LEARNING OUTCOMES**

### **3.1. Course Aims**

This Course builds on 1A, by showing ways in which accounting information systems can accommodate more complex events and uses. There are four parts in 1B. The first recapitulates the basics introduced in 1A, i.e. the concepts of Revenue and Expense, Asset and Liability, and introduces the Cash Flow Statement, the third major financial statement in annual report of companies (Graduate Attribute 5: information literacy).

The second and third parts shows students how to apply their accounting knowledge as users (Graduate Attribute 3: analytical and critical thinking, creative problem solving). In the second part, they learn to apply the skills learnt in accounting to conduct financial statements analysis from the perspective of external investors or shareholders to decide on the investment merits of a company. In the third part, they use the accounting information produced by the company as internal users to make managerial decisions.

The fourth and final part demonstrates that the appropriate use of accounting and accounting systems is not a just a matter of technical competence, but requires an overlay of personal ethics and social responsibility (Graduate Attribute 11). As such, this Course includes a short introduction to professional ethics and corporate governance.

## **3.2. Student Learning Outcomes**

By the end of this Course, you should be able to:

- LO1 Define, identify and classify economic transactions into components of the financial statement, such as revenue, expense, asset and liability and be able to explain their inter-relationships;
- LO2 Demonstrate technical competency with journal entries and t-accounts, in order to construct financial statements and adjust component items;
- LO3 Prepare a Cash Flow Statement, in particular to:
  - recognise its relation to the Balance Sheet and Income Statement;
  - being able to explain the difference between direct and indirect Cash Flow Statements; and
  - distinguish different types of cash flows, i.e. operating, investing and financing.
- LO4 Analyse the financial statements, and in particular to:
  - calculate and interpret ratio formulas; and
  - describe the financial performance of a company in comparison to its peer benchmark;
  - in order to make an investment decision;
- LO5 Recognise that the disclosure of information in financial statements can be influenced by
  - the flexibility allowed by accounting standards and
  - the discretion of company management in selecting different policy choices with different outcomes being reported;
- LO6 Analyse the corporate governance structures of a company, i.e. the Board of Directors, and Committees of the Board, and to evaluate its compliance with corporate governance best practices in order to assess of managers expropriating resources from the company at the expense of shareholders;
- LO7 Appreciate the ethical dilemmas that may face accountants at a personal level and how that may affect the resulting disclosure of financial statements and impact on users of those financial statements, and to utilise the Professional Code of Ethics for Accountants to respond to the ethical dilemma;
- LO8 Calculate product cost and make managerial decisions on product pricing, and :
- LO9 Prepare management reports, in particular budgets, of manufacturing organisations and understand how these reports are used by managers in decision making.

## **3.3. Approach to Learning and Teaching**

In this Course, the focus is on your self-directed search for knowledge, supplemented by an interactive learning experience in tutorials, and to a lesser extent in lectures.

Lectures, tutorials, textbooks, exams and other resources are all provided to assist you in your self-learning experience. Your private study is the most important component of this course.

To assist your study each week has a Study Guide. These guides are available on the course website and set out the learning objectives for the week, the required readings, the lecture notes or powerpoint slides (in some cases the powerpoint slides may be uploaded after the lecture), preparation and tutorial questions and other relevant items.

Accounting is a practical discipline and as such, a significant part of this Course is technical in content. The most effective way to learn and be competent with the technical content is to practice questions. To this end, preparation and tutorial questions and provided to you for your practice, with the solutions for the preparation questions provided upfront. Keeping up to date is very important and each week builds on the prior weeks.

### **3.4. Teaching Strategies**

While your private study is the primary method of your learning, it is supplemented by teaching using the traditional lecture and tutorial classes. Students are to attend one 2-hour lecture stream and one 1-hour tutorial (commencing in week 1) each week.

#### **3.4.1. Lectures**

The purpose of lectures is to introduce and explain concepts that are critical to the core themes of the Course. It is expected that students come to lectures having read the textbook and lecture notes or powerpoint slides (if available prior to lectures). Each lecture will provide a short overview of topic at hand and will then focus on explaining the difficult concepts and issues. The role of the lecture is to help you understand the context of the topic as well as work through the difficult points.

Despite lectures being a primary vehicle for the lecturer to communicate knowledge to students, our lectures emphasise interactive teaching and learning and students are encouraged to ask questions during lectures. Lecturers will ask questions of students during class to see if students are attentive and have grasped the key concepts in the materials and communicated in the lectures.

#### **3.4.2. Tutorials**

Students are also required to attend one 1-hour tutorial each week (from Week 1). In order to maximise your learning experience, it is necessary for you to attend the tutorial in which you are enrolled. If, however, you are unable to attend your class due to illness or other extenuating circumstances, please attend another class to ensure that you do not miss the materials covered, and inform your tutor of the attendance in the following week, in order to satisfying the 80% attendance requirement. However, you must attend your enrolled tutorial for the Class Quizzes, Class Participation and Homework Preparation.

Each tutorial will involve a number question exercises which relate to the previous week's topic. You are required to prepare for each tutorial and the tutorial will require your participation. The exercises to be covered in each tutorial are set out in the Lecture Notes (on the course WebCT Vista website). The role of the tutorial is to help build your understanding of the topic through the application of what your have learnt to case-studies and real-life scenarios. They also give you the opportunity to discuss your work with your colleagues, and hence gain an indication of your own progress.

The Tutorial Programme relating to each topic is included in your Weekly Guide which is downloadable on the Course WebCT Vista. The programme has two components:

**Preparation Questions:**

These preparation questions are to assist students in their self-learning and practice. Answers to these questions will be supplied on the Course WebCT Vista in advance. Students are advised to attempt these questions and review the answers before answering Homework Questions.

**Homework Questions:**

These questions focus on key issues relating to the topic and build on the knowledge gained so far. They will form a major part of the discussions in tutorials. Prepared answers to these Homework Questions are formally assessed.

In this Course, tutorials are the main vehicle for interactive learning via small group interaction between tutor and students. Numerical questions in the tutorial programme will seek to promote the necessary technical competence. Discussion questions in the tutorial programme seek to encourage critical thinking and develop analytical skills, and these questions will be considered in detail during tutorials. Based on your prior self-study, tutorials are an excellent forum for you to clarify your understanding of the concepts and the mechanics of accounting.

At the end of each week, answers to all numerically-based Homework Questions will be posted on the Course WebCT Vista. Given that the answers to these questions are often subjective in nature, solutions to these discussion questions will not be provided on the Course WebCT Vista.

## **4. CONTINUAL COURSE EVALUATION AND IMPROVEMENT**

Each year, feedback is sought from students and other stakeholders about the Courses offered in the School and continual improvements are made based on this feedback. UNSW's Course and Teaching Evaluation and Improvement (CATEI) Process is one of the ways in which student evaluative feedback is gathered. Significant changes to Courses and Programmes within the School are communicated to subsequent cohorts of students.

For example, based on student feedback last semester, the excel spreadsheets template for the lectures on Financial Statement Analysis are now provided before classes, so that students could use them on their notebook computers during lectures, enabling them to follow the lecture better, whereas they were previously only provided at the end of the semester. ([http://www.ltu.unsw.edu.au/content/course\\_prog\\_support/catei.cfm?ss=0](http://www.ltu.unsw.edu.au/content/course_prog_support/catei.cfm?ss=0))

## 5. LEARNING ASSESSMENT

### 5.1. Formal Requirements

All assessment tasks are compulsory. This ensures that you have every opportunity to illustrate your knowledge of the Course material. Failure to complete an assessment task may result in students being refused permission to sit the Final Examination, and being given an “**Unsatisfactory Fail**” (UF) grade for this Course.

In order to pass this Course, you must satisfy **ALL** of the following criteria:

- Achieve an overall composite mark of at least **50%**; and
- Satisfactorily complete all Quizzes; and
- Achieve a satisfactory level of performance in the Final Exam. This usually means a minimum mark of 50%. Any student having an overall mark of 50% or more, but below a satisfactory level of performance in the final examination, will be given an UF grade.

**A “Pass Conceded” (PC) grade may only be granted by the Australian School of Business Assessment Committee, and not by the Head of School or the Lecturer-in-Charge of this Course. Please do not contact the School or the Lecturer-In-Charge regarding this matter.**

### 5.2. Assessment Details

The final composite mark for AFM1B will be calculated as follows:

Assessment Item	Weight	Learning Outcomes	Graduate Attributes
Class Quiz 1 – Week 5	15%	LO1, LO2, LO3	GA3, GA5
Class Quiz 2 – Week 11	15%	LO1, LO2, LO4, LO9	GA3, GA5
Class Participation	4%	ALL	GA5, GA9
Homework Preparation	6%	ALL	GA3, GA4, GA5
Final Exam	60%	ALL	GA3, GA5, GA11
Total	100%		

#### 5.2.1. Two Class Quizzes (15% each)

Class quizzes will be carried out during weeks 5 and 11 tutorial classes. The quiz will test technical competencies gained in this course, as well as your ability to apply the knowledge to different business contexts .

For administrative purposes, students must attend their enrolled tutorial classes for the quiz. If you know in advance that you cannot sit for the quiz in your tutorial due to extenuating

circumstances, you must contact the Lecturer-In-Charge seven (7) days in advance for an alternative arrangement.

**Class Quiz 1** will be based on selected materials covered in weeks 1 to 4 lectures (weeks 1 to 5 tutorials), i.e. Accrual Concepts in Accounting, and Cash Flow Statements. It will be carried out in 40 minutes in the week 5.

**Class Quiz 2** will be based on selected materials covered in weeks 5 to 9 lectures (weeks 6 to 10 tutorials), i.e. Financial Statement Analysis, Introduction to Management Accounting and Cost Concepts, and Cost-Volume Profit. It will be carried out in 40 minutes in the week 11.

**Marking guideline** The Class Quizzes will be multiple choice questions, with 1 mark for each correct answer, and no negative marks for wrong answers. It will consist of numerical and concept questions that will test your technical competency in the topics covered as well as your capacity for analytical and critical thinking.

Please note that there is are **NO** supplementary quizzes. Given that the assessment is worth less than 20% of the final composite mark, there will be no special consideration unless under extenuating circumstances.

### 5.2.2. Class Participation (4%)

The amount of learning that takes place in this course critically depends on class interaction. To encourage effective interaction, a mark will be awarded for your participation in tutorials. Assessment will be based on the frequency and quality of your contribution to class discussion.

<b>Marking guideline:</b>	
<b>Mark</b>	
1	For passive participation in class (i.e. student responds constructively to questions when specifically requested).
1-3	For active participation (i.e. student contributes constructively to class discussion without being specifically requested).

### 5.2.3. Homework preparation (6%)

In order to encourage students to prepare for tutorial classes each week, your tutor will choose 3 random weeks to review your written answers to the assigned tutorial homework questions (not tutorial preparation questions) at the beginning of the tutorial class (within the first 15 minutes only).

Your final homework preparation mark will comprise **ALL 3** reviews. Each review is worth the maximum of 2 marks. While the answers need not be 100% correct to receive full marks, you are expected to make a significant attempt at all of the homework questions to receive 2 marks. For example, copying the question onto your notebook constitutes neither significant nor reasonable attempt.

<b>Marking guideline:</b>	
<b>Mark</b>	
2	Significant (written) attempt at answering all of the homework questions
1	Reasonable (written) attempt at answering all of the homework questions
0	Insignificant or no attempt or absent from class

Please note that your homework will only be reviewed in your enrolled tutorials. That is, you cannot attend another tutorial and ask the other tutor to review your work.

If there is misadventure, sickness or whatever reason a student may have for missing a review, a medical certificate will need to be supplied. If one review is missed the remaining two homework checks contribute to the entire 6%. If more than one review is missed, the lecturer-in-charge in consultation with the tutor in question will determine the outcome.

### **5.2.4. Final Examination (60%)**

The final examination will be held during the formal end-of-session examination period. The final examination will cover ALL TOPICS in this Course. Further details of this exam will be provided in the Week 12 lecture.

The aim of the final examination is to enable you to demonstrate to the examiner that you have obtained achieved all the Learning Objectives for this Course, and to achieved an adequate level of technical competency in Accounting, as well as the capacity to use the technical competency to apply it analytically and critically in a business environment.

The examination will consist of several written questions and a set of multiple choice questions. The multiple choice questions have a similar style and marking guideline as the Class Quizzes. Each written question will be multi-part questions consisting of numerical questions and short written questions and the marking guidelines in brief are:

	<b>Nature</b>	<b>Marks</b>
Numerical	Calculation, t-accounts, formulas	Depends on nature of difficulty of calculation
Short written	Journal entry Discussion	Depends on number of marks assigned. In general, each mark would imply that a unique point or idea is required in the answer.

Note that marks may be deducted for answers demonstrating a complete lack of understanding of core concepts.

## 5.3. Special Consideration and Supplementary Examinations

### UNSW Policy and Process for Special Consideration

(see <https://my.unsw.edu.au/student/atoz/SpecialConsideration.html>)

- Applications for special consideration (including supplementary examinations) must go through UNSW Central administration (within 3 working days of the assessment to which it refers) – applications will **not** be accepted by teaching staff;
- Applying for special consideration does not automatically mean that you will be granted additional assessment or that you will be awarded an amended result;
- Please note that a register of applications for Special Consideration is maintained. History of previous applications for Special Consideration is taken into account when considering each case.

### ASB Policy and Process for Special Consideration and Supplementary Exams

In the ASB, requests for special consideration are determined by a Faculty wide panel which will advise the Lecturer in Charge of appropriate action.

If the Faculty panel (see above) grants a special consideration request, this may entitle the student to sit a supplementary examination. In such cases the following procedures will apply:

- Supplementary exams will be scheduled centrally and will be held approximately two weeks after the formal examination period. Actual date will be advised by mid-semester.
- Where a student is granted a supplementary examination as a result of a request for special consideration, the student's original exam (if completed) will not be marked and only the mark achieved in the supplementary examination will count towards the final grade.

Further information concerning supplementary examinations is available on the 'Policies and Guidelines for Current Students' page of the ASB website: [www.business.unsw.edu.au/currentstudents](http://www.business.unsw.edu.au/currentstudents).

### School of Accounting Policy and Process for Special Consideration

You should note that special consideration requests normally will not be considered:

- Unless the application is made on the appropriate form to UNSW Student Central and a copy provided to the Lecturer-In-Charge (in its entirety) on the same day as submitted to UNSW Student Central;
- Unless all the key information is provided;
- If the assessment task is worth less than 20% of the total course assessment unless the student can provide a Medical Certificate that covers 3 consecutive days.

In ACCT1511, successful special consideration applications will be for the Final Examination only. Successful applicants will be offered one opportunity to sit the supplementary exam. It is the responsibility of students who apply for special consideration to be available to sit the exam on this day. Having "holiday plans" and/or "being away overseas" is not an acceptable reason for unavailability on the day of the supplementary exam.

Students who are granted a supplementary exam for AFM1B will be advised seven days prior to the exam. All communications from the University will be sent to the student's official student email address. Please do not contact to the School of Accounting Office.

## 6. ACADEMIC HONESTY AND PLAGIARISM

The University regards plagiarism as a form of academic misconduct, and has very strict rules regarding plagiarism. For full information regarding policies, penalties and information to help you avoid plagiarism see: <http://www.lc.unsw.edu.au/plagiarism/index.html>

Plagiarism is the presentation of the thoughts or work of another as one's own.\* Examples include:

- direct duplication of the thoughts or work of another, including by copying work, or knowingly permitting it to be copied. This includes copying material, ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, web site, Internet, other electronic resource, or another person's assignment without appropriate acknowledgement;
- paraphrasing another person's work with very minor changes keeping the meaning, form and/or progression of ideas of the original;
- piecing together sections of the work of others into a new whole;
- presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor; and,
- claiming credit for a proportion a work contributed to a group assessment item that is greater than that actually contributed.†

Submitting an assessment item that has already been submitted for academic credit elsewhere may also be considered plagiarism.

The inclusion of the thoughts or work of another with attribution appropriate to the academic discipline does *not* amount to plagiarism.

Students are reminded of their Rights and Responsibilities in respect of plagiarism, as set out in the University Undergraduate and Postgraduate Handbooks, and are encouraged to seek advice from academic staff whenever necessary to ensure they avoid plagiarism in all its forms.

The Learning Centre website is the central University online resource for staff and student information on plagiarism and academic honesty. It can be located at:

[www.lc.unsw.edu.au/plagiarism](http://www.lc.unsw.edu.au/plagiarism)

The Learning Centre also provides substantial educational written materials, workshops, and tutorials to aid students, for example, in:

- correct referencing practices;
- paraphrasing, summarising, essay writing, and time management;
- appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre.

Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting, and the proper referencing of sources in preparing all assessment items.

\* Based on that proposed to the University of Newcastle by the St James Ethics Centre. Used with kind permission from the University of Newcastle

† Adapted with kind permission from the University of Melbourne.

## 7. STUDENT RESPONSIBILITIES AND CONDUCT

### 7.1. Workload

It is recommended that you spend at least 10 hours per week studying this Course. This time should be made up of reading the textbook and additional materials, working on tutorial exercises and problems, and attending classes. In periods where you need to prepare for examinations, the workload may be greater.

Over-commitment has been a cause of failure for many students. You should take the required workload into account when planning how to balance study with employment and other activities.

Another common cause of failure in 1B is complacency, especially among students repeating the course, who believe that as they have done it before they can pass by doing less work.

### 7.2. Attendance

Your regular and punctual attendance at lectures and tutorials is expected in this Course. University regulations indicate that if students attend less than 80% of scheduled classes, they may be refused the final assessment (that is, the final examination), and given a grade of **Unsatisfactory Fail (UF)**.

### 7.3. General Conduct and Behaviour

You are expected to conduct yourself with consideration and respect for the needs of your fellow students and teaching staff. Conduct which unduly disrupts or interferes with a class, such as ringing or talking on mobile phones, is not acceptable and students may be asked to leave the class. More information on student conduct is available at: [www.my.unsw.edu.au](http://www.my.unsw.edu.au).

During lectures, please be considerate to other students and the lecturer:

- Note that lectures are scheduled to start on the hour – you must be in the lecture theatre on time.
- Mobile phones must be turned off before entering the lecture theatre.
- Lectures are not to be used as a social gathering! Once you are in the lecture theatre, it is expected that you listen to the lecturer and make notes.

### 7.4. Keeping Informed

You should take note of all announcements made in lectures, tutorials or on the Course WebCT Vista. From time to time, the University and/or the Lecturer-In-Charge will send important announcements to your university e-mail address, [z\(student number\)@student.unsw.edu.au](mailto:z(student number)@student.unsw.edu.au) without providing you with a paper copy. Please note that you will be deemed to have received this information – it is your responsibility to maintain your official student email account. Specific announcements can also be made via WebCT Vista.

## 8. STUDENT RESOURCES

### 8.1. Course Resources

**Textbook:** Trotman, K. and Gibbins, M. (2005) Financial Accounting: An Integrated Approach (including Management Accounting Supplement), 3rd edition, Nelson Thomson Learning.

You should have a copy of this textbook since it was used in AFM1A previously:

**Course Resource Kit:** Unlike previous semesters, there will be no Course Resource Kit to purchase. Course notes, lecture materials and readings will be posted for downloading from WebCT Vista.

### 8.2. Course Website

This Course uses My eLearning Vista that can be accessed via <http://vista.elearning.unsw.edu.au>. This is a new on-line learning support for students and you can access the “Getting Started Guide for Students” from the following website: <http://support.vista.elearning.unsw.edu.au>.

Please note that the Course website is an integral part of the Course and, as such, students are responsible for updating themselves on any information that appears on the Course website. Further, marks for all assessments will be available for viewing under “**My Grades**”.

During the session, you must:

- Maintain the official student email address and ensure that it does not have an “Over Quota” problem;
- Check your assessment marks and inform any discrepancies or problems to your tutor; and,
- Update and download lecture notes, tutorial solutions and other additional materials.

Information to be provided on the Course website may include:

- Course Outline;
- PowerPoint slides with numerical solutions if required at the end of the week;
- Brief solutions to tutorial questions;
- Assessment results;
- Contact and consultation details of staff; and,
- Course-related announcements and other administrative matters.

## 8.3. Other Resources

### Peer Assistance Support Scheme (PASS)

- PASS operating in AFM1A and AFM1B involves high-achieving third year students helping new accounting students to succeed with their studies and adjust to life at university.
- This scheme will operate in Session 1, 2008.
- This is a **voluntary** scheme and academic staff responsible for assessment will not be made aware of whether or not you wish to participate.
- You may attend any PASS class you wish at any time. Attendance will not be recorded.
- PASS will give you an opportunity to ask and discuss specific questions and concepts that you encountered in tutorials and lectures with a group of fellow students and two PASS leaders. You will also have an opportunity to discuss more general areas of concern for first year students. Past experience suggests that the scheme has had a positive effect on students' grades. It can also lead to improved progress in other subjects by enhancing your skills.
- It is important to note that PASS sessions are **not** additional tutorials. Rather, they represent an opportunity to discuss issues of concern in an environment different from that of lectures and tutorials. **Please note that there will not be any extra note handouts.**

### Learning and Study Support

Important note: The use of short hand and "SMS" language is not permitted in all assessment tasks in AFM1B. Students who need assistance with their writing skills are strongly advised to contact the Learning Centre or the Education Development Unit (EDU) as writing skills are taken into account when marking all assessments.

#### ASB Education Development Unit

The Education Development Unit (EDU) provides learning support and assistance to all students in the ASB, to enable them to enhance the quality of their learning. The EDU services are free, and tailored to meet the academic needs of students in the Australian School of Business. The role of the EDU is to provide:

- A range of support initiatives for students from the Australian School of Business in relation to their transition to university;
- Learning skills development, resources and activities for Business students
- Academic writing and skills workshops throughout the session;
- Printed and online study skills resources, such as referencing guides, report writing and exam preparation;
- A drop-in EDU Office containing books and resources that can be borrowed;
- A limited consultation service for students with individual or small group learning needs.

The EDU website [www.business.unsw.edu.au/edu](http://www.business.unsw.edu.au/edu) contains information, online resources and useful links as well as providing information and dates for workshops. More information about the EDU services including resources, workshop details and registration, and consultation request forms are available from the EDU Office:

#### EDU Contact Details

Location Room GO7 Ground Floor, West Wing, Australian School of Business Building  
Telephone: 02 9385 5584  
Email: Edu@unsw.edu.au  
Website [www.business.unsw.edu.au/edu](http://www.business.unsw.edu.au/edu)

UNSW Learning Centre (<http://www.lc.unsw.edu.au>) In addition to the EDU services, the UNSW Learning Centre provides academic skills support services for all UNSW students. The Learning Centre is located on Level 2 of the Library and can be contacted by phone: 9385 3890.

**Technical support** For any technical support issues (difficulty logging in to websites, problems downloading documents, etc) you can contact the UNSW IT Service Desk at: (02) 9385 1333 ; Email: [servicedesk@unsw.edu.au](mailto:servicedesk@unsw.edu.au)

**Counselling support** Students experiencing problems of a personal or academic nature are encouraged to contact the Counselling Service at UNSW. This consultation service is free and confidential and run by professional counsellors. The Counselling Service also conducts workshops on topics such as 'Coping With Stress' and 'Procrastination'. The Counselling Service is located on Level 2, Quadrangle East Wing, and can be contacted on 9385 5418. (<http://www.counselling.unsw.edu.au>)

**Library training and support services** <http://info.library.unsw.edu.au>

**Disability Support Services** Those students who have a disability that requires some adjustment in their teaching or learning environment are encouraged to discuss their study needs with the Course Coordinator or the Equity Officer (<http://www.studentequity.unsw.edu.au/disabil.html>). Early notification is essential to enable any necessary adjustments to be made.

In addition, it is important that all students are familiar with University policies and procedures in relation to such issues as:

- Examination procedures and advice concerning illness or misadventure <https://my.unsw.edu.au/student/academiclife/assessment/examinations/examinationrules.html>
- Occupational Health and Safety policies and student responsibilities; <https://my.unsw.edu.au/student/atoz/OccupationalHealth.html>

## 9. COURSE SCHEDULE

Week	Topic	Lecturer	Material
<b>INTRODUCTION &amp; ACCRUAL ACCOUNTING</b>			
1 10 March 2008	1. Course Outline/ Revision and Asset & Liability 2. Income & Expense	LW	TG 9.6-9.8 TG 12.1-12.8
<b>CASH FLOW STATEMENTS</b>			
2 17 March 2008	3. Introduction to cash flow statements 4. Direct method (1)	KMC	TG 13.1-13.3
24 March 2008	<b>BREAK</b>		
3 31 March 2008	5. Direct method (2) 6. Indirect method – reconciliation	KMC	TG 13.3-13.7
4 7 April 2008	7. Decision usefulness of cash flow data 8. Workshop	KMC	Readings
<b>FINANCIAL STATEMENT ANALYSIS (FSA)</b>			
5 14 April 2008	9. Financial statement analysis (1) 10. Financial statement analysis (2)	LW <b>QUIZ 1</b>	TG Ch.15
6 21 April 2008	11. Financial statement analysis (3) 12. Accounting policy choice	LW	TG Ch.15
7 28 April 2008	13. Financial statement analysis/ 14. Accounting policy choice workshop	LW	TG Ch.16
<b>MANAGEMENT ACCOUNTING</b>			
8 5 May 2008	15. Introduction & cost concepts 16. Flow of costs	LW	TGMA Ch.16
9 12 May 2008	17. Cost behaviour and 18. Cost-Volume-Profit analysis	KMC	TGMA Ch.16
10 19 May 2008	19. Costing systems (1) 20. Costing systems (2)	KMC	TGMA Ch.17
11 26 May 2008	21. Budgeting for planning and control (1) 22. Budgeting for planning and control (2)	KMC <b>QUIZ 2</b>	TGMA 18.1-18.6
<b>CORPORATE GOVERNANCE &amp; PROFESSIONAL ETHICS</b>			
12 2 June 2008	23. Corporate governance 24. Professional Ethics/ workshop & course review	LW	Readings