



<b>Course Code:</b>	1102AFE
<b>Course Name:</b>	Accounting for Decision Making
<b>Trimester:</b>	Trimester 2, 2019
<b>Program:</b>	Associate Degree in Commerce & Business
	Diploma of Hotel Management
	Diploma of Commerce
<b>Credit Points:</b>	10
<b>Course Coordinator:</b>	Zareen Raza
<b>Document modified:</b>	13 June 2019

### Teaching Team

Your lecturer/tutor can be contacted via the email system on the portal.

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### Staff Consultation

Your lecturer/tutor is available each week for consultation outside of normal class times. Times that your lecturer/tutor will be available for consultation will be given in the first week of lectures. A list of times and rooms will be published on the Griffith College Portal under the “myTimetable” link.

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## **Prerequisites**

Please note: this course 1102AFE is a prerequisite for courses 2102AFE, 2107AFE, 2201AFE, 2206AFE, 3216AFE, 2101AFE and 2104AFE. This means that you need to achieve a Pass or above to progress to this course.

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## **Brief Course Description**

Accounting for Decision Making is a 10 Credit Point foundational course within the Diploma of Hotel Management and Diploma of Commerce. The course is situated within the first trimester of the program structure for both courses. The Diploma of Hotel Management is designed to provide students with a pathway to further university studies in Hotel Management, Business and related degrees; or direct employment.

The Associate Degree in Commerce and Business is designed to provide students with a future pathway to further studies in business and commerce.

The course focuses on the practical and functional nature of accounting information as input into business decision-making. Students will be introduced to the content of basic financial accounting reports, managerial accounting terms, concepts and techniques for planning, tactical decision making and control decisions and some fundamentals of financial management.

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## **Rationale**

To improve the effectiveness and efficiency of their economic decision making, managers in organisations with limited resources must have the ability to read, understand, analyse, interpret and use information contained in accounting reports.

Accounting for Decision Making, is an important foundation course for degree programs in Commerce, Business, Business Management and Hotel Management. The course is also an important foundation for graduates wishing to commence employment in relevant fields.

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## **Aims**

Accounting for Decision Making aims to introduce students to the basic concepts and principles of accounting and to develop an understanding of the role of accounting information in economic decision-making and organisational control.

The course will provide students with an understanding of the purpose, format and content of key financial statements that external decision makers use to assist them in their investment and/or lending decisions. The course also aims to provide students with an understanding of the role of accounting information in business planning, tactical and decision-making, and control by managers within organisations. During the process students will begin to develop critical analysis, evaluation and problem solving skills.

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## Learning Outcomes

Upon successful completion of this course you will be able to:

1. Demonstrate basic knowledge of the fundamental principles and concepts that are the foundation for the identification, measurement and communication of accounting information.
  2. Demonstrate an understanding of the structure and content of basic financial statements.
  3. Demonstrate understanding of the role and importance of budgeting in the business planning process.
  4. Demonstrate the ability to undertake profit planning and cost-volume-profit analysis, in order to contribute information to assist managers in short term tactical decision-making.
  5. Demonstrate and understand basic principles of capital investment analysis and working capital management.
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## Texts and Supporting Materials

### (1) Prescribed Text

Birt, J, Chalmers, K, Maloney, S, Brooks, A, Oliver, J. (2016) Accounting: business reporting for decision making (6th edition) John Wiley and Sons, Milton Qld. This textbook is available as a Print Textbook or E-book.

### E-Text

<http://www.wileydirect.com.au/buy/accounting-business-reporting-decision-making-6th-edition/> . The E-book is purchased through your student portal.

### Print textbook

The print text book will be available through the GU bookshop. The ISBN for the print textbook is GU: 9781119923688

### (2) 1102AFE Workbook.

This will be available through the bookshop. It contains all the practical work for both lectures and tutorials. **This is a compulsory purchase.**

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## Organisation and Teaching Strategies

This course will be delivered within a block of four contact hours per week. The teaching block will consist of a two hour lecture, a one hour tutorial followed by a one hour workshop. The lectures aim to present concepts and principles for each topic and highlight the importance and relevance of accounting information for economic decision-making. Detailed explanations and demonstration problems will be presented to illustrate key points.

Tutorials provide you with an opportunity to consider the application of concepts and principles relating to each topic in a problem solving context. The aim of the tutorial is to explore in more detail topics presented in the preceding lecture. Tutorial exercises and problems have been carefully selected for this purpose. It is necessary that you attempt the set exercises before the tutorial so that learning difficulties can be quickly identified and resolved to build the competencies required to progress through the course. A participative working environment is strongly encouraged.

The workshop provides you with the opportunity to reinforce your problem solving skills developed in the tutorial. Practical questions are to be completed in class to demonstrate your level of competency. The tutor will guide you through the process as needed.

**You are expected to commit on average 1 hour per credit point per week on course related activities. Attendance at lectures, tutorials and workshops is a requirement. In independent study time you are expected to read the prescribed text, complete weekly exercises in your workbook and prepare for summative assessment. It is not expected that the workload should exceed normal expectations for a 10 credit point course.**

Failure to attend contact sessions and participate in tutorials and workshops may be taken into consideration if you request out of hours assistance or special consideration.

## Class Contact Summary

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### Content Schedule

The course content has been structured into 3 modules.

Module 1 introduces you to basic principles and concepts of financial accounting. The accounting equation is explained as the basic foundation of the accounting system from which general purpose financial reports are produced. The structure and content of the income statement and balance sheet prepared under accrual accounting will be examined. Information contained in the cash flow statement, which completes the basic set of financial reports, will be also be explained. Module 1 material is covered in weeks 1 to 6 of the course.

Module 2 focuses on an introduction to management accounting terms, concepts and techniques. You will learn how to develop a basic cash budget and aspects of financial budgets, undertake profit planning, cost volume analysis and determine the full cost products or services. Module 2 material will be covered in Weeks 7-12.

Module 3 provides an introduction to basic principles of financial management. Elementary evaluation techniques for capital investment decisions will be explained. An introduction to financing the business will also be introduced. Module 3 material is covered in Weeks 10 and 11 of the course.

Together the material in all three modules of the course will give you an appreciation of the importance of accounting information in management decision-making, and how essential an effective accounting information system is for successful organisations.

All topics incorporate theoretical and practical content.

**You are reminded that satisfactory Program Progression requires that attendance in classes is maintained at equal to or greater than 80%, and that GPA is maintained at equal to or greater than 3.0 with passing grades achieved in more than 50% of courses**

**in any trimester [please see Griffith College Policy Library - Program Progression Policy - for more information].**

### **Weekly Teaching Schedule**

<b>Week</b>	<b>Topic</b>	<b>Activity</b>	<b>Readings</b>
1	Introduction to Accounting	Lecture	Chapter 1
		Tutorial	Introduction to course
		Workshop	To be advised
2	Introduction to Accounting: Business structures	Lecture	Chapter 3
		Tutorial	As per workbook: Chapter 1
		Workshop	To be advised
3	Financial Accounting: Business Transactions	Lecture	Chapter 4
		Tutorial	As per workbook: Chapter 3
		Workshop	To be advised
4	Financial Accounting: Balance Sheets	Lecture	Chapter 5 + chapter 8
		Tutorial	As per workbook: Chapter 4
		Workshop	To be advised
5	Financial Accounting: Income Statements (Profit and Loss)	Lecture	Chapter 6 + chapter 8
		Tutorial	As per workbook: Chapter 5
		Workshop	To be advised
6	Revision Lecture	Lecture	Covers Weeks 1- 5
		Tutorial	As per workbook: Chapter 6
		Workshop	To be advised
7	Financial Accounting: Statement of Cash Flows	Lecture	Chapter 7 + chapter 8
		Tutorial	Chapter 13: As per workbook
		Workshop	Chapter 13: To be advised

	Mid-Trimester Exam		Centralised exam – to be advised
8	Management Accounting: Budgeting	Lecture	Chapter 9
		Tutorial	As per workbook: Chapter 7
		Workshop	To be advised

9	Management Accounting: Cost Volume Profit Analysis	Lecture	Chapter 10
		Tutorial	As per workbook: Chapter 9
		Workshop	To be advised
10	Management Accounting: Costing and pricing in an entity	Lecture	Chapter 11
		Tutorial	As per workbook: Chapter 10
		Workshop	To be advised
11	Management Accounting: Capital Investment	Lecture	Chapter 12
		Tutorial	As per workbook: Chapter 11
		Workshop	To be advised
12	Review for final examination	Lecture	Revision
		Tutorial	As per workbook: Chapter 12
		Workshop	To be advised

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## Assessment

This section sets out the assessment requirements for this course.

### Summary of Assessment

Item	Assessment Task	Weighting	Relevant Learning Outcomes	Due Date
1	Mid-trimester exam: Chapters 1-6 including part of chapter 8 (excludes Ch 2)	35%	1,2	Week 7
2	Weekly content reviews: Weeks 2-12 (excluding Chapter 13)	10%	1,2,3,4,5,	Week 2-12
3	Final exam: Chapters 7-13	45%	3,4,5	Exam Period
4	Weekly Tutorial Homework (excluding week 7)	10%	1,2,3,4,5	Week 2-12

## Assessment Details

### (1) Mid-trimester examination

The mid-trimester examination is designed to assess your understanding of basic concepts, techniques and principles introduced in Weeks 1 to 5 of the course. The exam covers chapters 1 -6 (excluding chapter 2). Part of Chapter 8 will also be covered.

This assessment item provides early feedback on your performance. The technical cumulative nature of this course requires you to be competent in application of fundamentals to progress successfully through more complex topics introduced in the later parts of each module. The time permitted for the mid-trimester exam is 2 hours in a closed book, supervised examination environment.

An exam advice will be placed on the portal outlining the format of the exam to help you prepare. The exam may consist of multiple choice and/or short answer questions as well as practical content. Questions may include an evaluation of your understanding of the content of real world financial statements.



## **(2) Weekly Content Reviews**

There are 10 weekly reviews in total during the trimester which corresponds with the 10 lecture topics and the chapters from the text book which are studied in this course (excluding Chapter 13). The aim of this assessment item is to encourage you to engage regularly with the course material and the text book and to keep up-to-date with the course material.

The weekly reviews commence in Week 2 and finish in Week 12. We will be closely monitoring how students are progressing. The review will consist of 10 multiple choice questions which will be marked and results given the following week. The review is open book so you are able to use your notes to help you answer the questions.

The scores for the best 8 of 10 weekly reviews will be used to determine your mark for this assessment. Each review is worth 10 marks. Total marks for this assessment item is 80 marks (8 weekly reviews at 10 marks each) which is worth 10% of the total assessment. Your best 8 scores from the 10 topics will determine your mark for this assessment. **Note:** If you complete all 10 weekly reviews, the lowest 2 scores will not be included in your final mark for this assessment. If you miss a review for whatever reason, your score will be zero and it becomes one of the 2 reviews that do not count. You are unable to make up a review that you missed.

## **(3) Final examination**

The final exam, conducted at the end of trimester, will assess your overall understanding and level of attainment of the course learning objectives in a closed book, structured examination environment. Topics introduced in Weeks 7 to 11 will be assessed while competency in topics from Weeks 1 to 5 is assumed. Chapters covered in the final exam are 7, 8 (part), 9,10,11,12 and 13. Time permitted in this examination is 2 hours and 30 minutes.

## **(4) Weekly Tutorial Homework**

Commencing from week 2 until week 12 excluding week 7 (10 in total). Your tutor will review each of your homework tutorial assignments for completion each week. All tutorial homework must be handwritten in your workbook and submitted at the beginning of the tutorial class you are enrolled in ONLY. There is 1% allocated to each of the week's homework assignments. If you are absent for any of the tutorials, there is no mark allocated for that week.

## **Assessment Feedback**

Marks awarded for in-trimester assessment items, except those being moderated externally with Griffith University, will be available on the Student Portal within fourteen [14] days of the due date. This does not apply to the final assessment item in this course (marks for this item will be provided with the final course result).

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## Generic Skills

Griffith College aims to develop graduates who have an open and critical approach to learning and a capacity for lifelong learning. Through engagement in their studies, students are provided with opportunities to begin the development of these and other generic skills.

Studies in this course will give you opportunities to begin to develop the following skills:

Generic Skills	Taught	Practised	Assessed
Written Communication		Yes	Yes
Oral Communication		Yes	
Information Literacy	Yes	Yes	Yes
Secondary Research		Yes	
Critical and Innovative Thinking		Yes	
Academic Integrity		Yes	Yes
Self Directed Learning		Yes	Yes
Team Work		Yes	
Cultural Intelligence		Yes	
English Language Proficiency		Yes	

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## Additional Course Information

### Teacher and Course Evaluation

Your feedback is respected and valued by your lecturers and tutors. You are encouraged to provide your thoughts on the course and teaching, both positive and critical, directly to your lecturer and tutor or by completing course and lecturer evaluations on the Griffith College portal whenever these are available.

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### Academic Integrity

Griffith College is committed to maintaining high academic standards to protect the value of its qualifications. Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students, teachers, researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Academic integrity is important for an individual's and the College's reputation.

All staff and students of the College are responsible for academic integrity. As a student, you are expected to conduct your studies honestly, ethically and in accordance with accepted standards of academic conduct. Any form of academic conduct that is contrary to these standards is considered a breach of academic integrity and is unacceptable.

Some students deliberately breach academic integrity standards with intent to deceive. This conscious, pre-meditated form of cheating is considered to be one of the most serious forms of fraudulent academic behaviour, for which the College has zero tolerance and for which penalties, including exclusion from the College, will be applied.

However, Griffith College also recognises many students breach academic integrity standards without intent to deceive. In these cases, students may be required to undertake additional educational activities to remediate their behaviour and may also be provided appropriate advice by academic staff.

As you undertake your studies at Griffith College, your lecturers, tutors and academic advisors will provide you with guidance to understand and maintain academic integrity; however, it is also your responsibility to seek out guidance if and when you are unsure about appropriate academic conduct.

In the case of any allegation of academic misconduct made against a student he or she may request the guidance and support of a Griffith College Student Learning Advisor or Student Counsellor.

Please ensure that you are familiar with the [Griffith College Academic Integrity Policy](#); this policy provides an overview of some of the behaviours that are considered breaches of academic integrity, as well as the penalties and processes involved when a breach is identified.

For further information please refer to the Academic Integrity Policy on the Griffith College website – Policy Library.

### **Risk Assessment Statement**

There are no out of the ordinary risks associated with this course.

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