



## **BUSMGT 713: FINANCIAL REPORTING AND CONTROL (15 points)**

**Quarter 3 2017 (1176)**

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### **Course Prescription**

Focuses on essential accounting knowledge for effective resource allocation and for quantifying, assessing, and communicating information about the health of the enterprise.

### **Goals of the Course**

The focus of the course is on developing students' skills for:

understanding an accounting information system;

1. introducing the concept of how accounting information is processed;
2. understanding that accounting information systems should provide decision makers, both inside and outside the firm, with information to analyse the performance of organisations and to make optimal decisions; and
3. critically assessing financial statements in evaluating organisational performance.

This course provides essential skills in accounting that will enable students to prepare and interpret financial statements, provide analysis and advice to management concerning cost, revenue and profit relationships, and prepare relevant reports with respect to planning and control requirements.

### **Learning Outcomes**

By the end of this course it is expected that the students will be able to:

demonstrate an understanding of the fundamental principles underlying accounting and the differences between cash and accrual accounting based accounting systems;

1. complete all the required steps in the accounting cycle underlying an accounting information system, from recording transactions through to compiling and understanding financial statements;
2. analyse the key components of annual reports;
3. distinguish between variable and fixed costs for the purpose of analysing cost behavior, and analyse break-even scenarios;
4. apply the tools to support management control functions, and to implement a flexible budgeted income statement and analyse its variances from actual;

5. evaluate management use of costing information and cost allocation through distinguishing between direct and indirect costs, and use relevant costing to support decision-making.

## Content Outline

Week 01	Accounting principles, concepts and the regulatory framework
Week 02	Systems for recording and classifying business transactions
Week 03	Balance Sheet
Week 04	Income Statement & Statement of Comprehensive Income & Statement of Changes in Equity
Week 05	Cash Flow Statement
Week 06	Analysis of financial reports
Week 07	Cost behaviour and its relationship to revenue and profit
Week 08	Planning and control - The role of flexible budgets and variances
Week 09	Cost management and elements of costing
Week 10	Course review and summary

## Learning and Teaching

The class will meet for 5.5 hours per week, comprising 1.5 hour plenary lecture (Tuesday 11am to 12.30pm except week 4), 2 hours tutorials (Wednesday/Thursday – session times as per allocation), and 2 hours team-based learning (TBL) (Friday 1pm to 3pm or 3pm to 5pm).

Week 4's lecture will be delivered on Monday 10 July 2017 9.30am to 11am in OGGB5.

The lecturer and the tutor are available for 4 hours per week for consultation, respectively. In addition to attending classes, students should be prepared to spend about *10 hours* per week on activities related to this course. These activities include reviewing course materials, solving recommended practice problems, preparing for tutorials and the team-based learning materials, working on assignments and preparing for the tests etc.

## Communication to Students

Email communication should take place using *The University of Auckland student email accounts only* (youraccount@aucklanduni.ac.nz email address). Request for marks and meetings will only be responded to from University student accounts.

Student feedback through class representatives and surveys will be gathered and assessed throughout the course. However, if there are any suggestion that you feel more comfortable discussing with the Course Co-ordinator, please contact the Course Co-ordinator directly.

Students are urged to discuss privately any issues or impairment-related requirements face-to-face and/or in written form with the Course Co-ordinator.

## **Teaching Staff**

### ***Course Co-ordinator and Lecturer***

Dr Diandian Ma

Office: Room 366, Level 3 OGGB

Phone: (09) 923 3112

Office hours: Tuesday 1.30pm-3.30pm; Friday 10am-12pm and via email appointment

E-mail: [d.ma@auckland.ac.nz](mailto:d.ma@auckland.ac.nz)

### ***Tutors***

Ms Kelly (Pei-Chi) Hsiao

Office hours: Wednesday 3pm-5pm; Thursday 1pm-3pm at Room 233, Level 2 OGGB

Ms Ruth Dimes

Ms Gina Schutte

Mr. Bill Ross

## **Learning Resources**

In addition to your textbook, the course materials on Canvas will be the main resources. You may access Canvas via: <http://canvas.auckland.ac.nz>

*Textbook:* Marshall, D. H., McManus, W. W. and Viele, D. F. (2014). *Accounting: What the Numbers Mean* (10th ed.). New York: McGraw Hill.

This textbook is compulsory. You are required to read the assigned reading before coming to lectures.

## **Assessment**

Assignment

15%

Quiz × 5	5%
Mid-term test	35%
Final test	45%
<b>TOTAL</b>	<b>100%</b>

(1%) Online Quiz 1 due on Sunday 11.59pm 2 July

(1%) Online Quiz 2 due on Sunday 11.59pm 16 July

(1%) Online Quiz 3 due on Sunday 11.59pm 23 July

(1%) Online Quiz 4 due on Sunday 11.59pm 6 August

(1%) Online Quiz 5 due on Sunday 11.59pm 20 August

(15%) Assignment due on Friday 9am 4 August

(35%) Mid-term test time and venue to be announced

(45%) Final test time and venue to be announced

The broad relation between these assessments and the course learning outcomes is as follows:

Learning outcome	Assignment	Quiz× 5	Mid-term test	Final test
1	x	x	x	
2	x	x	x	
3	x	x		x
4		x		x
5		x		x
6		x		x

## **TBL/Tutorial**

For your tutorials and TBLs, you will be called on to contribute to the tutorial and TBL discussions, so preparation is required by working through the lecture notes and required material/cases. **Do not come to the sessions unprepared**, and please bring your lecture notes and/or the related course materials with you.

The tutorials and TBLs will not be recorded.

## **Assignment**

The location for submitting and returning the assignment is the Assignment Drop In and Pick up Centre located on Level 0 of the Owen G. Glenn Building. Students should hand in hard copies of the assignment on the nominated days as advised to the Assignment Drop In and Pick up Centre, and also electronic copies to Canvas. You are encouraged to use the draft language review system operated by the Business Communication Team before you submit the final version of your assignment.

Your full name and university ID# must be clearly displayed in your submissions. I suggest that you make a copy of your work and keep it on file. Late assignments will be accepted for a 5% mark deduction per day, and will not be accepted after the suggested answers are posted on Canvas. If an assignment is missed for medical or compassionate reasons, please present the evidence to the Course Co-ordinator as soon as possible.

## **Mid-term Test**

The mid-term test will be held in the evening in Week 5. The mid-term test is assigned 35% of final grade and will cover Weeks 1-4. Greater detail about test content and format will be given in class and posted online.

The venues for the test will be confirmed in class time and posted on Canvas. Where necessary, an application for medical or compassionate consideration should be made to Registry (through Programme office and Student Health or Counselling Services) within one week of the mid-term test.

## **Checking Your Marks**

You should check your assignment and test marks that are recorded on Canvas, especially before the final test. Contact the Course Co-ordinator for questions on assignment marks and / or mid-term test marks. If you dispute a mark, you must make contact within one week of the mark being posted on Canvas, or the mark will stand.

## **Final Test**

The final test will be held in the evening in Week 10. The final test is assigned 45%. The final test will cover Weeks 5-10. Further guidance on content and format will be given towards the end of the quarter.

The venues for the test will be confirmed in class time and posted on Canvas. Where necessary, an application for medical or compassionate consideration should be made to Registry (through Student Health or Counselling Services) within one week of the final test.

## **Cheating / Plagiarism in Assignments and Tests**

The University of Auckland regards cheating as a serious academic offence.

Plagiarism is a form of cheating. In coursework assignments submitted for marking, plagiarism can occur if you use the work and ideas of others without explicit acknowledgment. Work can be plagiarised from many sources, including books, journal articles, the internet, and other students' assignments. A student's assessed work may be reviewed against electronic source material using computerised detection mechanisms such as "Turnitin". Upon reasonable request, students may be required to provide an electronic version of their work for computerised review.

The way of avoiding plagiarism is to reference your work properly. If you are in doubt about how to reference properly, please ask someone – your lecturers, tutors and the Student Learning Centre are good places to start. Please refer to the following website for further information about academic referencing: [www.cite.auckland.ac.nz](http://www.cite.auckland.ac.nz)

The document Guidelines: Conduct of Coursework provides further advice on how to avoid plagiarism. It can be found

at: <http://www.business.auckland.ac.nz/thirdpartyassistance>

The penalties for plagiarism can be severe, including losing some or all of the marks for the assignments/test. Major offences can be sent to the University's Discipline Committee, where further penalties can be imposed.