



**UNSW**

## UNSW Course Outline

# MNGT5211 Accounting and Financial Management (Full-time, Session 2, Kensington) - 2024

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## General Course Information

**Course Code :** MNGT5211

**Year :** 2024

**Term :** Term 2

**Teaching Period :** T2

**Is a multi-term course? :** No

**Faculty :** UNSW Business School

**Academic Unit :** AGSM MBA Programs

**Delivery Mode :** In Person

**Delivery Format :** Standard

**Delivery Location :** Kensington

**Campus :** Sydney

**Study Level :** Postgraduate

**Units of Credit :** 6

### Useful Links

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

The course provides a broad introduction to how accounting contributes to an organisation. You

will examine how accounting can help managers measure and analyse their organisation's economic performance, to improve resource allocation, and build accountability for performance through effective governance.

The users of accounting information are typically classified as either external (such as investors or lenders) or internal (such as operational managers). Different users have different information needs. This course deals with the needs of these two main user groups and how senior managers can more effectively use accounting data to connect with them.

The course explores accounting techniques and terminology, to equip you with sufficient conceptual and practical skills to make you confident in your ability to understand and communicate complex financial strategies.

You will also examine the design and operation of accounting systems. As a result, the course integrates ideas and concepts from accounting with a range of other disciplines and reveals how the effective use of financial information provided by such systems can improve organisational decision-making. You will also examine how firms use non-financial information such as environmental, social and governance (ESG) to communicate their performance and strategies.

It is assumed that participants have little prior knowledge of accounting and financial management.

## **Relationship to Other Courses**

Understanding the importance of Accounting and Financial Management materials as a building block of all MBA Programs is an essential element of your participation in this course. Without this understanding, difficult aspects of the course are prone to be ignored, or worse still, rationalised as unimportant. The best way of understanding the importance of accounting and financial management is to understand the role it plays both within organisations and between an organisation and its major stakeholders. The regular creation of both internal and external financial reports (such as balance sheets, income statements as well as forecasts and budgets) and the expensive infrastructure surrounding their production is evidence of the importance of a firm's accounting system.

In this course, you will learn how to interpret and use accounting reports for the purposes of both communicating to stakeholders and making more informed decisions as managers.

The aims of the course are to develop:

- analytic skills associated with the interpretation and analysis of accounting reports
- evaluation and judgement skills associated with the use of accounting information in decision-making
- an understanding of the increasing importance of non-financial information in communicating a broader view of firm performance.

# Course Learning Outcomes

Course Learning Outcomes	Program learning outcomes
CLO1 : Explain the objectives, concepts and relationships that underpin both internal and external financial reports.	• PLO1 : Business Knowledge
CLO2 : Apply analytical tools, techniques and frameworks to evaluate and critically examine the contents of both internal and external financial reports.	• PLO2 : Problem Solving
CLO3 : Research and analyse the financial performance of organisations.	• PLO2 : Problem Solving
CLO4 : Communicate financial and non-financial information to interested stakeholders in an ethical and professional manner.	• PLO3 : Business Communication • PLO5 : Responsible Business Practice
CLO5 : Effectively collaborate in both the construction and presentation of management information data pertaining to a reporting entity or unit.	• PLO4 : Teamwork

Course Learning Outcomes	Assessment Item
CLO1 : Explain the objectives, concepts and relationships that underpin both internal and external financial reports.	<ul style="list-style-type: none"> <li>Assessment 1: Participation and Peer Evaluation</li> <li>Assessment 2: In-class quizzes</li> <li>Assessment 3: Individual analysis of transactions</li> <li>Assessment 4: Group report</li> </ul>
CLO2 : Apply analytical tools, techniques and frameworks to evaluate and critically examine the contents of both internal and external financial reports.	<ul style="list-style-type: none"> <li>Assessment 1: Participation and Peer Evaluation</li> <li>Assessment 2: In-class quizzes</li> <li>Assessment 3: Individual analysis of transactions</li> <li>Assessment 4: Group report</li> </ul>
CLO3 : Research and analyse the financial performance of organisations.	<ul style="list-style-type: none"> <li>Assessment 1: Participation and Peer Evaluation</li> <li>Assessment 2: In-class quizzes</li> <li>Assessment 3: Individual analysis of transactions</li> <li>Assessment 4: Group report</li> </ul>
CLO4 : Communicate financial and non-financial information to interested stakeholders in an ethical and professional manner.	<ul style="list-style-type: none"> <li>Assessment 2: In-class quizzes</li> <li>Assessment 3: Individual analysis of transactions</li> <li>Assessment 4: Group report</li> </ul>
CLO5 : Effectively collaborate in both the construction and presentation of management information data pertaining to a reporting entity or unit.	<ul style="list-style-type: none"> <li>Assessment 4: Group report</li> </ul>

## Learning and Teaching Technologies

Moodle - Learning Management System

## Learning and Teaching in this course

### Activities

The material for each Unit of includes a number of practical activities and their solutions. The purpose of these activities is to help you understand the concepts presented in that Unit. These activities are designed to be worked in sequence with the materials. A general level of comprehension must exist before you begin working through the activities. Detailed solutions are provided to assist those of you who are new to the discipline. The activities will provide you with good preparation for all assessment tasks.

### Illustrative examples

Illustrative examples of practical problems are included in the materials. These may be used in the class sessions to explain the mechanics of accounting processes. You should ensure that you are familiar with the questions and preferably attempt an answer prior to a class session.

## Additional Course Information

### Structure:

Unit 1: *The Nature of Accounting* provides a broad perspective on the development of financial reports. It focuses on providing you with an introduction to financial accounting - including what the basic financial statements are, who uses them, and for what purpose. This Unit also includes material about responsible management in the context of Accounting and Financial Management.

Unit 2: *The Key Financial Statements* takes a more detailed look at the key financial statements. Our primary focus is the relationship between the three key financial statements, their content and the underlying accrual principle governing their construction.

Unit 3: *Accrual Accounting: Impact Of Transactions on Financial Statements*. In this Unit, the main emphasis is on how transactions impact each element of financial statements. Transaction analysis is illustrated by showing the effect of each transaction on the accounting equation and the impact on the financial statements. The Unit also covers the purpose of accrual accounting adjustments (prepayments, unearned revenue, accrued expenses and accrued revenue) and how they affect the financial statements.

Unit 4: *The Statement Of Cash Flows*. A statement of cash flows provides relevant information to users about the cash inflows and cash outflows of an entity during a financial year. Understanding the statement of cash flows is important for all users of accounting reports in gaining a better insight into the health of a company.

Unit 5: *Analysing Financial Statements*. Accounting reports are summaries of the accumulated results of individual transactions, modified by specific period-end adjustments. They normally contain information almost exclusively in dollar value terms. This data is highly summarised and condensed. Accountants and financial analysts have developed a variety of ways of comparing items within a set of financial reports with each other, or with data from previous reports or other sources. As a result, financial reports can yield more useful indicators of the organisation's underlying financial state and the trend of the results from its activities. This process is financial statement analysis.

Unit 6: *Cost Behaviour & Cost-Volume-Profit Analysis* introduces and defines the role of managerial accounting and differentiates it from financial accounting, highlighting its internal management decision-making focus.

Unit 7: *Product & Service Costing* examines the systems used by firms to cost their products, services and internal activities and thus how firms may be divided into cost or revenue centres.

Unit 8: *Profit & Liquidity Planning* provides an overview of financial planning for the organisation as a whole. Managers are aware of the benefits of a formal business plan. This comprehensive plan is called a master budget. It has three main sections: a profit plan, a cash budget and a capital expenditure budget. Our main focus in this Unit is on profit planning and cash budgeting.

Unit 9: *Capital Investment Analysis* examines capital investment decisions. Unlike operating decisions which typically have a short-run (one-year) focus, investment decisions involve choice over the longer term. Because the longer-term commitments inherent in major capital investments affect the nature and flexibility of a firm, they should not be taken lightly. Several techniques have been developed to aid in the evaluation and selection of proposed capital investments. The purpose of this Unit is to introduce the basic elements of these techniques and discuss their applicability in practice. Investment evaluation techniques can be used not only to evaluate investment alternatives, but also to support prior commitment (by a project sponsor) to a proposal.

Unit 10: *Budgetary Control, Cost & Profit Centres*, is devoted to performance measurement. Using concepts developed in previous Units, this Unit examines a variety of budgetary control reports. By comparing actual financial outcomes with budgeted outcomes, these reports aim to direct managements attention to problem areas in implementing the current year's budget and provide information that is useful for both improving planning and measuring current performance against the benchmarks provided by the budget.

### **Responsible Management Curriculum at AGSM:**

The Responsible Management Curriculum at AGSM is a whole-of-program systematic approach to embedding responsible management in your MBA education. This includes ethical, sustainable and inclusive decision-making and action. The curriculum offers an optional component enabling you to achieve an additional credential.

### **Responsible Management Foundations**

You will complete this module as part of your *Foundations of Management* course. It will help you to understand the fundamental challenges encountered by leaders today and to acquire the skills that can help you to solve them.

### ***During MBA Core Courses***

***Responsible Management in Context:*** Week 1 of every core course includes content on the material issues relating to responsible management in that discipline. This will help you to understand these material issues and to apply your foundational knowledge of responsible management to solving these most challenging problems faced by managers today.

***Responsible Management in Action:*** You will have the opportunity to engage in guided discussions with thought leaders in responsible management. These sessions are optional. However, they are a requirement for those students seeking to become an AGSM Fellow of Responsible Management.

### ***Post-MBA (optional) - Fellowship of Responsible Management***

Students have the opportunity to achieve the credential 'AGSM Fellow of Responsible Management'. This requires participation in *Responsible Management in Action* (see above) each term and submission of a Responsible Management Portfolio prior to graduation. The final requirement is for each applicant to complete a viva in front of a panel of esteemed leaders at graduation. Successful candidates will be awarded the postnominal FRM and a digital credential.

# Assessments

## Assessment Structure

Assessment Item	Weight	Relevant Dates	Program learning outcomes
Assessment 1: Participation and Peer Evaluation Assessment Format: Individual	10%	Due Date: In class	<ul style="list-style-type: none"><li>• PLO1 : Business Knowledge</li><li>• PLO2 : Problem Solving</li></ul>
Assessment 2: In-class quizzes Assessment Format: Individual	40%	Due Date: In class in Weeks 3, 5, 7, 9 and 11 (best four of five will count towards your grade)	<ul style="list-style-type: none"><li>• PLO1 : Business Knowledge</li><li>• PLO2 : Problem Solving</li><li>• PLO5 : Responsible Business Practice</li></ul>
Assessment 3: Individual analysis of transactions Assessment Format: Individual Short Extension: Yes (4 days)	25%	Due Date: Wednesday of Week 6 by 3pm Sydney time	<ul style="list-style-type: none"><li>• PLO1 : Business Knowledge</li><li>• PLO2 : Problem Solving</li><li>• PLO3 : Business Communication</li><li>• PLO5 : Responsible Business Practice</li></ul>
Assessment 4: Group report Assessment Format: Group	25%	Due Date: Wednesday of Week 11 by 3pm Sydney time	<ul style="list-style-type: none"><li>• PLO1 : Business Knowledge</li><li>• PLO2 : Problem Solving</li><li>• PLO4 : Teamwork</li></ul>

## Assessment Details

### Assessment 1: Participation and Peer Evaluation

#### Course Learning Outcomes

- CLO1 : Explain the objectives, concepts and relationships that underpin both internal and external financial reports.
- CLO2 : Apply analytical tools, techniques and frameworks to evaluate and critically examine the contents of both internal and external financial reports.
- CLO3 : Research and analyse the financial performance of organisations.

#### Assessment Length

N/A

#### Assessment information

Please note that the 'Peer Evaluation' component of this assessment is optional.

## Assessment 2: In-class quizzes

### Course Learning Outcomes

- CLO1 : Explain the objectives, concepts and relationships that underpin both internal and external financial reports.
- CLO2 : Apply analytical tools, techniques and frameworks to evaluate and critically examine the contents of both internal and external financial reports.
- CLO3 : Research and analyse the financial performance of organisations.
- CLO4 : Communicate financial and non-financial information to interested stakeholders in an ethical and professional manner.

### Assessment Length

25-30 minutes per quiz

## Assessment 3: Individual analysis of transactions

### Course Learning Outcomes

- CLO1 : Explain the objectives, concepts and relationships that underpin both internal and external financial reports.
- CLO2 : Apply analytical tools, techniques and frameworks to evaluate and critically examine the contents of both internal and external financial reports.
- CLO3 : Research and analyse the financial performance of organisations.
- CLO4 : Communicate financial and non-financial information to interested stakeholders in an ethical and professional manner.

### Assessment Length

500 words, approximately

## Assessment 4: Group report

### Course Learning Outcomes

- CLO1 : Explain the objectives, concepts and relationships that underpin both internal and external financial reports.
- CLO2 : Apply analytical tools, techniques and frameworks to evaluate and critically examine the contents of both internal and external financial reports.
- CLO3 : Research and analyse the financial performance of organisations.
- CLO4 : Communicate financial and non-financial information to interested stakeholders in an ethical and professional manner.
- CLO5 : Effectively collaborate in both the construction and presentation of management information data pertaining to a reporting entity or unit.

### Assessment Length

5 pages, approximately, plus calculations

# General Assessment Information

## Grading Basis

Standard

### Requirements to pass course

Students are expected to attempt all assessment requirements, and must achieve a composite mark of at least 50 out of 100 to pass the course.

Students are also expected to actively engage in course learning activities. Failure to engage in assessment tasks that are integrated into learning activities (e.g. class discussion, presentations) will be reflected in the marks for these assessable activities.

## Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 27 May - 2 June	Topic	Unit 1: The nature of accounting and Responsible Management in the context of Accounting and Financial Management
	Assessment	Assessment 1: Participation and Peer Evaluation
Week 2 : 3 June - 9 June	Topic	Unit 2: The key financial statements
	Assessment	Assessment 1: Participation and Peer Evaluation
Week 3 : 10 June - 16 June	Topic	Unit 3: Accrual accounting - Impact of transactions on financial statements
	Assessment	Assessment 1: Participation and Peer Evaluation Assessment 2: In-class quizzes
Week 4 : 17 June - 23 June	Topic	Unit 4: The statement of cash flows
	Assessment	Assessment 1: Participation and Peer Evaluation
Week 5 : 24 June - 30 June	Topic	Unit 5: Analysing financial statements
	Assessment	Assessment 1: Participation and Peer Evaluation Assessment 2: In-class quizzes
Week 6 : 1 July - 7 July	Other	Independent Study Week
	Assessment	Assessment 3: Individual analysis of transactions due on Wednesday by 3pm Sydney time
Week 7 : 8 July - 14 July	Topic	Unit 6: Cost behaviour and cost-volume-profit analysis
	Assessment	Assessment 1: Participation and Peer Evaluation Assessment 2: In-class quizzes
Week 8 : 15 July - 21 July	Topic	Unit 7: Product and service costing
	Assessment	Assessment 1: Participation and Peer Evaluation
Week 9 : 22 July - 28 July	Topic	Unit 8: Profit and liquidity planning
	Assessment	Assessment 1: Participation and Peer Evaluation Assessment 2: In-class quizzes
Week 10 : 29 July - 4 August	Topic	Unit 9: Capital investment analysis
	Assessment	Assessment 1: Participation and Peer Evaluation
Week 11 : 5 August - 11 August	Topic	Unit 10: Budgetary control - Cost and profit centres
	Assessment	Assessment 2: In-class quizzes Assessment 4: Group report due on Wednesday of Week 11 by 3pm Sydney time

# Attendance Requirements

Students must attend the scheduled in-person three-hour facilitated class discussions.

# Course Resources

## Prescribed Resources

### Course Materials

The learning materials for this course comprise the Course Outline, 10 study units and a copy of a recent Woolworths Limited Annual Report (available in Moodle). Each unit introduces you to a different aspect of the accounting process.

### Other resources

The Accounting and Financial Management Moodle site also contains a glossary of common accounting and financial terms, a selection of accounting related articles and materials to assist you in understanding the Woolworths report.

### Other Resources

BusinessThink is UNSW's free, online business publication. It is a platform for business research, analysis and opinion. If you would like to subscribe to BusinessThink, and receive the free monthly e-newsletter with the latest in research, opinion and business then go to <http://www.businessthink.unsw.edu.au> .

### Recommended texts (optional)

The written instructional material is designed to be largely self-contained. However, as the material is introductory, students may wish to extend their understanding by consulting other material.

The following texts are recommended for further study, although they are not required to successfully complete the course. They provide an alternative way of presenting some of the material as well as providing additional information.

An excellent programmed learning text for those having trouble with the 'mechanics' of accounting is:

Trotman, K, Humphreys, K, Clout, V & Morgan, K 2023, *Fundamentals of Accounting and Financial Management*, 8th Edition Cengage (Trotman, Carson & Morgan 7th edition would also be suitable).

In the area of internal accounting reports, we recommend:

Langfield-Smith, K, Smith, D, Andon, P, Hilton, R & Thorne, H 2018, *Management accounting: Information for creating and managing value*, 8th edn, McGraw-Hill, North Ryde.

## Course Evaluation and Development

Based on feedback from 2023, FASS (additional support classes) will commence earlier in the term and for the first couple of weeks multiple sessions will be available to support students develop an understanding of the foundational topics.

## Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Facilitator	Kate Morgan					No	Yes

## Other Useful Information

### Academic Information

#### COURSE POLICIES AND SUPPORT

The Business School expects that you are familiar with the contents of this course outline and the UNSW and Business School learning expectations, rules, policies and support services as listed below:

- Program Learning Outcomes
- Academic Integrity and Plagiarism
- Student Responsibilities and Conduct
- Special Consideration
- Protocol for Viewing Final Exam Scripts
- Student Learning Support Services

Further information is provided on the [key policies and support page](#).

Students may not circulate or post online any course materials such as handouts, exams, syllabi

or similar resources from their courses without the written permission of their instructor.

## STUDENT LEARNING OUTCOMES

The Course Learning Outcomes (CLOs) – under the Outcomes tab – are what you should be able to demonstrate by the end of this course, if you participate fully in learning activities and successfully complete the assessment items.

CLOs also contribute to your achievement of the Program Learning Outcomes (PLOs), which are developed across the duration of a program. PLOs are, in turn, directly linked to [UNSW graduate capabilities](#). More information on Coursework PLOs is available on the [key policies and support](#) page. For PG Research PLOs, including MPDBS, please refer to the [UNSW HDR Learning Outcomes](#).

## Academic Honesty and Plagiarism

As a student at UNSW you are expected to display [academic integrity](#) in your work and interactions. Where a student breaches the [UNSW Student Code](#) with respect to academic integrity, the University may take disciplinary action under the Student Misconduct Procedure. To assure academic integrity, you may be required to demonstrate reasoning, research and the process of constructing work submitted for assessment.

To assist you in understanding what academic integrity means, and how to ensure that you do comply with the UNSW Student Code, it is strongly recommended that you complete the [Working with Academic Integrity](#) module before submitting your first assessment task. It is a free, online self-paced Moodle module that should take about one hour to complete.

## Submission of Assessment Tasks

### SPECIAL CONSIDERATION

You can apply for special consideration when illness or other circumstances beyond your control interfere with your performance in a specific assessment task or tasks, including online exams. Students studying remotely who have exams scheduled between 10pm and 7am local time, are also able to apply for special consideration to sit a supplementary exam at a time outside of these hours.

Special consideration is primarily intended to provide you with an extra opportunity to

demonstrate the level of performance of which you are capable. To apply, and for further information, see Special Consideration on the UNSW [Current Students](#) page.

Special consideration applications will be assessed centrally by the Case Review Team, who will update the online application with the outcome and add any relevant comments. The change to the status of the application immediately sends an email to the student and to the assessor with the outcome of the application.

Please note the following:

1. Applications can only be made through Online Services in myUNSW (see the UNSW [Current Students](#) page). Applications will not be accepted by teaching staff. The lecturer-in-charge/course coordinator will be automatically notified when your application is processed.
2. Applying for special consideration does not automatically mean that you will be granted a supplementary exam or other concession.
3. If you experience illness or misadventure in the lead up to an exam or assessment, you must submit an application for special consideration, either prior to the examination taking place, or prior to the assessment submission deadline, except where illness or misadventure prevent you from doing so.
4. If your circumstances stop you from applying before your exam or assessment due date, you must apply within 3 working days of the assessment or the period covered by your supporting documentation.
5. Under the UNSW Fit To Sit/Submit rule, if you sit the exam/submit an assignment, you are declaring yourself well enough to do so and are cannot subsequently apply for special consideration.
6. If you become unwell on the day of – or during – an exam, you must stop working on your exam, advise your course coordinator or tutor and provide a medical certificate dated within 24 hours of the exam, with your special consideration application. For online exams, you must contact your course coordinator or tutor immediately via email, Moodle or chat and advise them you are unwell and submit screenshots of your conversation along with your medical certificate and application.
7. Special consideration requests do not allow the awarding of additional marks to students.

Further information on Business School policy and procedure can be found under “Special Consideration” on the [key policies and support](#) page.

## LATE SUBMISSION PENALTIES

For assessments other than examinations, late submission will incur a penalty of 5% per day or part thereof (including weekends) from the due date and time. An assessment will not be accepted after 5 days (120 hours) of the original deadline unless special consideration has been

approved. An assignment is considered late if the requested format, such as hard copy or electronic copy, has not been submitted on time or where the 'wrong' assignment has been submitted.

For assessments which account for 10% or less of the overall course grade, and where answers are immediately discussed or debriefed, the LIC may stipulate a different penalty. Details of such late penalties will be available on the course Moodle page.

## FEEDBACK ON YOUR ASSESSMENT TASK PERFORMANCE

Feedback on student performance from formative and summative assessment tasks will be provided to students in a timely manner. Assessment tasks completed within the teaching period of a course, other than a final assessment, will be assessed and students provided with feedback, with or without a provisional result, within 10 working days of submission, under normal circumstances. Feedback on continuous assessment tasks (e.g. laboratory and studio-based, workplace-based, weekly quizzes) will be provided prior to the midpoint of the course.

## Faculty-specific Information

### PROTOCOL FOR VIEWING FINAL EXAM SCRIPTS

UNSW students have the right to view their final exam scripts, subject to a small number of very specific exemptions. The UNSW Business School has set a [protocol](#) under which students may view their final exam script. Individual schools within the Faculty may also set up additional local processes for viewing final exam scripts, so it is important that you check with your School.

If you are completing courses from the following schools, please note the additional school-specific information:

- Students in the **School of Accounting, Auditing & Taxation** who wish to view their final examination script should also refer to [this page](#).
- Students in the **School of Banking & Finance** should also refer to [this page](#).
- Students in the **School of Information Systems & Technology Management** should also refer to [this page](#).

## COURSE EVALUATION AND DEVELOPMENT

Feedback is regularly sought from students and continual improvements are made based on this feedback. At the end of this course, you will be asked to complete the [myExperience survey](#), which provides a key source of student evaluative feedback. Your input into this quality

enhancement process is extremely valuable in assisting us to meet the needs of our students and provide an effective and enriching learning experience. The results of all surveys are carefully considered and do lead to action towards enhancing educational quality.

## QUALITY ASSURANCE

The Business School is actively monitoring student learning and quality of the student experience in all its programs. A random selection of completed assessment tasks may be used for quality assurance, such as to determine the extent to which program learning goals are being achieved. The information is required for accreditation purposes, and aggregated findings will be used to inform changes aimed at improving the quality of Business School programs. All material used for such processes will be treated as confidential.

## TEACHING TIMES AND LOCATIONS

Please note that teaching times and locations are subject to change. Students are strongly advised to refer to the [Class Timetable website](#) for the most up-to-date teaching times and locations.