



## UNSW Course Outline

# COMM1140 Financial Management - 2024

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## General Course Information

**Course Code :** COMM1140

**Year :** 2024

**Term :** Term 1

**Teaching Period :** T1

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

**Faculty :** UNSW Business School

**Academic Unit :** UNSW Business School

**Delivery Mode :** In Person

**Delivery Format :** Standard

**Delivery Location :** Kensington

**Campus :** Sydney

**Study Level :** Undergraduate

**Units of Credit :** 6

### Useful Links

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

This course teaches fundamental concepts and skills related to how organisations account for and financially report their business activities, and how you can comprehend, interpret and analyse the financial information that they report. It also introduces contemporary extended

reporting practices (such as integrated reporting) that provide further insight into an organisation's financial, social, and environmental impact. By the end of the course, students will develop sufficient financial literacy to read financial reports, interpret and analyse a company's financial position and performance, control cash and other business assets, identify links between financial reporting and capital markets, and recognise sustainability and ethical issues in financial reporting.

## Course Aims

The course provides students with an introductory understanding of how accounting and finance function and co-exist within business. Key aims include:

- Developing students' capacity to understand and interpret key accounting and finance terminology
- Encouraging students to think critically and analytically about financial information and how it impacts businesses financial performance and financial position
- Developing problem-solving skills by presenting students with various accounting/finance scenarios and challenges
- Building students' confidence and ability to communicate financial information to their peers
- Making students aware of careers and pathways in accounting and finance, and prepare students for entry to these major at UNSW.

COMM1140 is the first of four units within the IFY that focus on the theme of Business Management, that is the study of what goes on within a business organisation. It is a prerequisite for COMM1170 and COMM1180, which further develop the cross-disciplinary foundational knowledge covered in this unit.

## Relationship to Other Courses

COMM1140 prepares students for COMM1170 Organisational Resources and COMM1180 Value Creation and is a formal prerequisite.

# Course Learning Outcomes

Course Learning Outcomes	Program learning outcomes
CLO1 : Read and comprehend basic financial reporting concepts and terminology	• PLO1 : Business Knowledge
CLO2 : Complete basic accounting transaction analysis and recording	• PLO1 : Business Knowledge
CLO3 : Apply techniques and frameworks to evaluate a businesses' financial position and performance through interpretation of financial statements	• PLO2 : Problem Solving • PLO3 : Business Communication
CLO4 : Control and manage business assets, including cash and working capital	• PLO1 : Business Knowledge
CLO5 : Explain connections between financial reporting, corporate performance and capital markets	• PLO3 : Business Communication
CLO6 : Read, comprehend and interpret the reporting of sustainability and other relevant ethical issues, in extended reporting frameworks	• PLO5 : Responsible Business Practice

Course Learning Outcomes	Assessment Item
CLO1 : Read and comprehend basic financial reporting concepts and terminology	• Tutorial Contribution • Final exam
CLO2 : Complete basic accounting transaction analysis and recording	• Tutorial Contribution • Final exam
CLO3 : Apply techniques and frameworks to evaluate a businesses' financial position and performance through interpretation of financial statements	• Group presentation • Tutorial Contribution • Final exam
CLO4 : Control and manage business assets, including cash and working capital	• Group presentation • Tutorial Contribution • Final exam
CLO5 : Explain connections between financial reporting, corporate performance and capital markets	• Group presentation • Tutorial Contribution • Final exam
CLO6 : Read, comprehend and interpret the reporting of sustainability and other relevant ethical issues, in extended reporting frameworks	• Tutorial Contribution • Final exam

## Learning and Teaching Technologies

Moodle - Learning Management System | Zoom | Echo 360 | Microsoft Teams

## **Learning and Teaching in this course**

The aim of COMM1140 is to unlock the language of business to allow students to communicate insights about financial and non-financial performance to a range of audiences and to empower students to make informed business-related decisions. This is achieved primarily through understanding, interpreting, and analysing financial statements and applying financial literacy knowledge and skills through the interpretation of a range of real-life scenarios.

## **Other Professional Outcomes**

N/A

## **Additional Course Information**

N/A

## **Assessments**

### **Assessment Structure**

Assessment Item	Weight	Relevant Dates
Group presentation Assessment Format: Group	25%	Start Date: Week 4 Due Date: Week 9
Tutorial Contribution Assessment Format: Individual	15%	Start Date: Week 2 Due Date: Not Applicable
Final exam Assessment Format: Individual	60%	Start Date: Not Applicable Due Date: Not Applicable

## **Assessment Details**

### **Group presentation**

#### Assessment Overview

You will be required to submit a 15-minute group video recording at the end of Week 9 and are required to partake in a 5-minute Q&A in the week 10 tutorial.

Assesses: PLO1, PLO2, PLO3, PLO4

BCom students: myBCom course points for PLO2

#### Course Learning Outcomes

- CLO3 : Apply techniques and frameworks to evaluate a businesses' financial position and performance through interpretation of financial statements
- CLO4 : Control and manage business assets, including cash and working capital

- CLO5 : Explain connections between financial reporting, corporate performance and capital markets

#### **Detailed Assessment Description**

You will be required to complete a group assessment that examines your ability to apply the key concepts discussed in the course to a real-world scenario. The assessment will be released by Monday of week 4. You will be divided into groups of up to five students (in your week 4 tutorial) to complete the assessment. A short presentation in your week 10 tutorial will be required, along with a separate video submission in week 9.

#### **Assessment Length**

See Moodle for more information

#### **Submission notes**

N/A

#### **Assessment information**

More information on this assessment will be released on Moodle during week 4.

#### **Assignment submission Turnitin type**

This assignment is submitted through Turnitin and students do not see Turnitin similarity reports.

### **Tutorial Contribution**

#### **Assessment Overview**

You will be assessed based on the extent and quality of your contributions to all tutorials throughout the term. This assessment component is designed to encourage students to participate in discussions in class and to motivate students to do the background reading and preparation for each tutorial.

A detailed grading rubric for tutorial participation is provided to students at the start of the term.

Assesses: PL01, PL02, PL03, PL05

#### **Course Learning Outcomes**

- CLO1 : Read and comprehend basic financial reporting concepts and terminology
- CLO2 : Complete basic accounting transaction analysis and recording
- CLO3 : Apply techniques and frameworks to evaluate a businesses' financial position and performance through interpretation of financial statements
- CLO4 : Control and manage business assets, including cash and working capital

- CLO5 : Explain connections between financial reporting, corporate performance and capital markets
- CLO6 : Read, comprehend and interpret the reporting of sustainability and other relevant ethical issues, in extended reporting frameworks

#### **Detailed Assessment Description**

You will be assessed based on the extent and quality of your contributions to all tutorials throughout the term. This assessment component is designed to encourage students to participate in discussions in class and to motivate students to do the background reading and preparation for each tutorial. Your tutorial participation grade is based on the following:

- The completion of weekly tutorial questions and other activities as set out in the course schedule. These activities must be completed before the commencement of your tutorial. A list of these activities will be available from Moodle in O-Week;
- Constructive participation during tutorials that enhances all students learning experience;
- Active engagement in all activities completed during the tutorial.

The tutorials are an integral part of student's learning experience in COMM1140. Tutorial participation is designed to reward those students who prepare and participate in tutorials weekly. A detailed grading rubric for tutorial participation is provided to students at the start of the term.

#### **Assessment Length**

Weekly tutorial contribution from week 2

#### **Submission notes**

N/A

#### **Assessment information**

More information on this assessment will be provided on Moodle.

#### **Assignment submission Turnitin type**

Not Applicable

#### **Final exam**

#### **Assessment Overview**

Students are required to sit for a final examination in this course. The final exam will test your technical competence and accuracy in problem-solving, your understanding of the concepts

discussed in all weeks, and your ability to critically analyse and articulate your understanding of financial management issues.

The final exam is an accreditation requirement.

Assesses: PLO1, PLO2, PLO3, PLO5

#### **Course Learning Outcomes**

- CLO1 : Read and comprehend basic financial reporting concepts and terminology
- CLO2 : Complete basic accounting transaction analysis and recording
- CLO3 : Apply techniques and frameworks to evaluate a businesses' financial position and performance through interpretation of financial statements
- CLO4 : Control and manage business assets, including cash and working capital
- CLO5 : Explain connections between financial reporting, corporate performance and capital markets
- CLO6 : Read, comprehend and interpret the reporting of sustainability and other relevant ethical issues, in extended reporting frameworks

#### **Detailed Assessment Description**

This course has an invigilated exam held on UNSW's Kensington campus. It is a mandatory requirement that you attend the exam on-campus (even if you are only attending online classes). The exam will be conducted on Inspera, an online assessment platform. You are required to complete the exam on your personal laptop (fully charged) which has the Safe Exam Browser (SEB) installed.

The final exam will test your technical competence and accuracy in problem-solving, your understanding of the concepts discussed in all weeks, and your ability to critically analyse and articulate your understanding of financial management issues. The final exam is an accreditation requirement.

The final exam will cover all content covered in weeks 1-10. Sample exam questions will be provided by week 9.

The exam will take place during the final exam period for Term 1. The exam team will communicate the date and time to students. This usually happens around week 9 of the term.

#### **Assessment Length**

2 hours

#### **Submission notes**

N/A

### Assessment information

More information about this assessment will be provided on Moodle

### Assignment submission Turnitin type

Not Applicable

## General Assessment Information

This course will have an invigilated exam held on UNSW's Kensington campus. The exam would be conducted on Inspera, an online assessment platform. It is a mandatory requirement that you attend the exam on-campus (even if you are only attending online classes) and that you come with a fully charged laptop which has the Safe Exam Browser (SEB) installed. Students will be informed of the type of final exam assessment in the early weeks of the term.

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 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.

### Grading Basis

Standard

### Requirements to pass course

In order to pass this course, you must:

- achieve a composite mark of at least 50 out of 100;

You are expected to attempt all assessment requirements in the course.

# Course Schedule

Teaching Week/Module	Activity Type	Content
Week 1 : 12 February - 18 February	Topic	Introduction to Financial Management
Week 2 : 19 February - 25 February	Topic	Understanding Financial Statements
Week 3 : 26 February - 3 March	Topic	Analysing Business Transactions
Week 4 : 4 March - 10 March	Topic	Financial Statement Analysis
	Assessment	You will be divided into groups for the group assignment in your week 4 tutorial. You must contact your tutor to find your group allocation if you are absent from this week's tutorial.
Week 5 : 11 March - 17 March	Topic	Valuation
Week 6 : 18 March - 24 March	Other	No Lectures or tutorials take place in week
Week 7 : 25 March - 31 March	Topic	Free cash flow forecasting
Week 8 : 1 April - 7 April	Lecture/Tutorial	Taxation
Week 9 : 8 April - 14 April	Topic	Audit and Internal Control (Corporate Scandals)
	Assessment	Group Assignment Video Submission (date and time will be confirmed on Moodle in week 4)
Week 10 : 15 April - 21 April	Topic	Responsible Financial Management
	Assessment	Group Assignment Presenation in your week 10 tutorial

## Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

## General Schedule Information

A detailed course overview is provided on the COMM1140 Moodle page, along with dates for assignment submission.

## Course Resources

### Prescribed Resources

Required textbook:

"Trotman, Humphreys, Clout, Morgan (2022) Fundamentals of Accounting and Financial Management" 8th Edition.

This resource comes in e-book format only. Information about purchasing this e-book will be posted to the COMM1140 Moodle site 2 weeks before the commencement of the term. Due to content updates, it is not possible to use older versions of this e-book in this unit.

Optional Textbooks:

The finance portion of this course (as well as the finance portions of COMM1170 and COMM1180) will make use of the following resource:

Jonathan Berk, Peter DeMarzo, Jarrad Harford, Guy Ford, and Vito Mollica, 2017, Fundamentals of Corporate Finance, 3rd Edition (Pearson Australia; ISBN 9781488620072)

Relevant material from this textbook will be posted on the COMM1140 Moodle site.

#### Course Website:

A course website will be maintained within Moodle. You are required to have a student number and zPass to access this website. You must be enrolled in the course to access the website at Moodle. The website will contain important announcements, copies of lecture notes, the solutions to the weekly preparation and tutorial questions and other material deemed suitable by the course coordinator from time to time. We cannot place any material on the website that involves the use of student IDs or raises issues with respect to privacy. If you need help getting started or using Moodle then go to eLearning at UNSW.

#### Peer Assisted Study Sessions (PASS) is available for this course:

PASS offers free, weekly, out-of-class study sessions that are drop-in, drop-out to all students enrolled in a COMM1140. The PASS classes are facilitated by a leader who is a student who has previously studied and successfully completed the course. Attending PASS regularly can help you to: deepen your understanding of the course content; develop skills for independent university study; make friends; and help you feel more confident in your studies. The timetables for the PASS classes will be made available on the course Moodle website. You are recommended to attend the same PASS class regularly but there is no obligation. You can also choose to attend during some weeks but not other weeks. To get the most out of your PASS class you should: (i) be interactive; (ii) come along with questions and raise issues that you are having with the course content; and (iii) attend regularly.

A PASS schedule will be posted on Moodle at the start of the term.

## Recommended Resources

We provide a list of resources to support students learning on the COMM1140 moodle page.

## Additional Costs

Students are encouraged to purchase the Trotman ebook to support their independent learning.

# Course Evaluation and Development

In advance of T1, 2024, COMM1140 has undergone a renovation to further enhance the student experience. This includes:

- Ensuring students can better differentiate between accounting and finance
- Ensure students understand the relevance and application of the concepts we teach in the business world
- Embedding industry experience in each COMM1140 tutorial
- Making the lectures and tutorials more engaging
- Embedding a full week of tax so students are aware of what tax involves.

## Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Conor Clune		N/A	N/A	See Moodle	Yes	No
Head tutor	Alice Sun		N/A	N/A	See Moodle	Yes	Yes
Lecturer	Kristina Vojvoda		N/A	N/A	See Moodle	No	No
	Ian Kwan		N/A	N/A	See Moodle	No	No
	Rodney Brown		N/A	N/A	See Moodle	No	No

## 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.