



*MISSION: To develop a unique business school identity which is distinctive in the marketplace and provides a clear value proposition for students. This will be achieved by embedding the themes of entrepreneurship and innovation, digitalisation and data within our programs and embracing sustainability, work integrated learning and a commitment to social justice.*

## OVERVIEW

**Course Description** This course introduces financial and management accounting to non-accountants. It aims to provide an understanding of the main accounting concepts and the practical use of accounting and financial information for decision making and the achievement of business goals.

**Sustainable Development Goals**



**Contact Hours**

**Lecture:**

Face to face on campus for two (2) hours per week for 12 weeks starting week 1.

**Self-Directed Learning:**

Six (6) hours of online content per term provided for self-directed learning.

**Unit Weighting Workload**

10 units

Students are required to spend on average 120-140 hours of effort (contact and non-contact) including assessments per 10 unit course.

Please refer to the course **CANVAS** site for details of teaching staff for **ALL** course offerings. The primary contact for courses is the **Course Coordinator**, whose details are listed on the course **CANVAS** site.

**Course Learning Outcomes**

**On successful completion of this course, students will be able to:**

1. Demonstrate knowledge of the main principles behind the preparation and interpretation of financial statements;
2. Analyse the cash flow, financial performance and financial position of a business using published financial statements;
3. Explain the ways in which accounting contributes to management decision making;
4. Apply cost-volume-profit analysis;
5. Apply cost accounting concepts in decision making;
6. Construct and analyse budgets; and
7. Demonstrate knowledge of the application of capital budgeting methods.

# COURSE OUTLINE

# ASSESSMENTS

This course has 3 assessments. Each assessment is described in more detail in the sections below:

	Assessment Name	Due Date	Involvement	Weighting	Learning Outcomes
1	Mid-Trimester Test	Week 6	Individual	20%	1, 2, 3
2	Presentation - Group Project	Week 11 and Week 12	Group	30%	1, 2, 3
3	Final Examination	Formal Examination Period	Individual	50%	1, 2, 3, 4, 5, 6, 7

**Please note: students are advised that ALL assessments must be submitted in English. Assessments not submitted in English will receive a mark of zero.**

**Results of individual assessment items and final results, including those provided via the Learning Management System (LMS) are 'unofficial results' until they are confirmed as finalised by the School Assessment Body and the Head of School or delegate. Finalised results are released directly to students on the Fully Graded Date of the relevant Semester/Trimester.**

<b>Late Submissions</b>	The mark for an assessment item submitted after the designated time on the due date, without an approved extension of time, will be reduced by 10% of the possible maximum mark for that assessment item for each day or part day that the assessment item is late. <b>Note:</b> this applies equally to week and weekend days.
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## Assessment 1 – Mid-Trimester Test

<b>Assessment Type</b>	Test
<b>Purpose</b>	To test students' knowledge of topics 1 - 4 inclusive.
<b>Description</b>	The mid-trimester in class test will consist of multiple-choice, practical and theoretical questions similar to those encountered in the workshops. Students are required to bring a non-programmable calculator.
<b>Weighting</b>	20%
<b>Length</b>	60 minutes (including reading time)
<b>Due Date</b>	Week 6
<b>Submission Method</b>	In Class
<b>Assessment Criteria</b>	Students will be required to demonstrate knowledge of the main principles behind the preparation and interpretation of financial statements. They will analyse the cash flow, financial performance and financial position of a business using financial statements and explain the ways in which accounting contributes to financial management.
<b>Return Method</b>	In Class
<b>Feedback Provided</b>	In Class

## Assessment 2 - Presentation – Group Project

<b>Assessment Type</b>	Project
<b>Purpose</b>	This assignment requires students to demonstrate their critical thinking and problem-solving skills in assessing theory in the field of accounting and managerial decision-making.
<b>Description</b>	They will effectively communicate through a presentation and in a written report the relevance of published financial reports in assessing both the financial and non-financial health of a company, and managerial financial decision-making. Students: <ol style="list-style-type: none"> <li>1. apply theory in practice</li> <li>2. conduct an analysis of the financial statements of a real-world company</li> <li>3. demonstrate report writing and oral presentation skills</li> </ol>
<b>Weighting</b>	30% (written <b>report:</b> 20% <b>presentation:</b> 10%)
<b>Length</b>	3000 word report; 10 -15 minutes presentation (may change depending on class size)
<b>Due Date</b>	<b>Group Project Report:</b> Monday of Week 11 by 11:00 pm SGT <b>Group Project Presentation:</b> Week 12 – In Class
<b>Submission Method</b>	Report to be submitted via Turnitin by <b>ONE</b> group member only
<b>Assessment Criteria</b>	Refer to the marking rubric in the course CANVAS site. <b>Note:</b> The presentation will be marked on an individual basis and the group mark will be given to the written report. However, the group mark is to be peer moderated, this means individual group members may receive different marks. <b>Please note:</b> Self and Peer Assessment: A single mark is given for the group assignment. This mark will then be moderated by "self and peer assessment" using the

SPARKPlus software so that individual group members may receive different marks. Any moderated individual mark received by each group member is based on contribution to the assignment and, more importantly the ability to work with others. Individually group members are required to submit a self and peer assessment through SPARK within 24 hours of the due date. Failure to complete SPARK will result in a mark of zero. The criteria for the self and peer assessment are found along with the instructions on how to use SPARK on CANVAS. Please note: **NO SPARK NO MARK.**

**Return Method** Online  
**Feedback Provided** Report feedback will be available online

## Assessment 3 - Final Examination

**Assessment Type** Formal Examination  
**Purpose** The examination will assess students' critical thinking and problem solving in the field of accounting and managerial decision-making.  
**Description** Students will effectively communicate, in writing, the relevance of accounting and financial management in assessing the financial health of a company and various short-term and strategic managerial financial decisions. This course has a **RESTRICTED OPEN BOOK** examination. A memory aid is permitted. The memory aid is a single double sided A4 sheet of handwritten or typed notes for use during the examination. Note: memory aids must be left on the examination table and cannot be removed from the examination venue.  
**Weighting** 50%  
**Length** 120 minutes  
**Due Date** Formal Examination Period  
**Submission Method** Formal Exam  
**Assessment Criteria** Marking guide will be used to mark  
**Return Method** Not Returned  
**Feedback Provided** No Feedback. Examination scripts will not be returned to students. Final examination scripts will be made available for review by students, upon request, in a controlled and monitored setting. Students are required to make requests, directly to the relevant course coordinator. Completed examination scripts are kept by the Newcastle Business School for a period of six (6) months only, from the relevant fully graded date. Requests made after the six (6) month period **cannot** be considered.

# SYLLABUS

## Course Content

**Topics in the course include but are not limited to the following:**

1. Introduction to Accounting;
2. Measuring and Reporting Financial Position, Financial Performance and Cash Flow;
3. Analysis and Interpretation of Financial Statements;
4. Cost Volume Profit Analysis, Marginal Analysis and Costing;
5. Costing and Pricing in an Entity;
6. Budgeting; and
7. Capital Investment Decisions.

## Course Materials

### Required Text:

Atrill, P., McLaney, E., Cong, L.M., and O'Leary, E., Accounting: An Introduction, 9<sup>th</sup> ed. (2024) – Pearson, Australia

**ISBN:** 9780655708414 (book) or 9780655708445 (eText)

Please refer to the course CANVAS site for details of additional recommended texts.

# SCHEDULE

Week	Topic	Class Preparation	Workshop Activities
1	Introduction to accounting Introduction and regulatory framework for companies	Read: Atrill Chapters 1, 4 & 5 See CANVAS for specified pages from each chapter	A list of weekly revision questions is placed on the CANVAS site
2	Measuring and reporting financial position	Read: Atrill Chapter 2	
3	Measuring and reporting financial performance	Read: Atrill Chapter 3	
4	Measuring and reporting cash flows	Read: Atrill Chapter 6	
5	Corporate social responsibility and sustainability reporting	Read: Atrill Chapter 7	
6	Mid-Trimester Test	Revise Chapters 1-6	<b>Assessment 1 due:</b> In class Week 6
7	Analysis and Interpretation of Financial Statement	Read: Atrill Chapter 8	
8	Cost-volume-profit analysis	Read: Atrill Chapter 9	
9	Costing	Read: Atrill Chapter 10	
10	Budgeting	Read: Atrill Chapter 11	
11	Capital investment decisions	Read: Atrill Chapter 12	<b>Assessment 2 due:</b> <b>Group Project Report:</b> Monday of Week 11 by 11:00 pm SGT
12	Presentation of Group Project		In Class

**If a lecture/class is scheduled on a public holiday, a make-up lecture may be announced by the course coordinator on the course CANVAS site.**

# CONTACTS

## School Office

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## **PSB Academy Enquiries**

Log your question or request to the PSB Program Executives at the following website:  
<http://www.psb-academy.edu.sg/eng>  
+65 6390 9000

## **Newcastle Australia Institute of Higher Education Pte Ltd**

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# ADDITIONAL INFORMATION

## Grading Scheme

This course is graded as follows:

Range of Marks	Grade	Description
85-100	High Distinction (HD)	Outstanding standard indicating comprehensive knowledge and understanding of the relevant materials; demonstration of an outstanding level of academic achievement; mastery of skills*; and achievement of all assessment objectives.
75-84	Distinction (D)	Excellent standard indicating a very high level of knowledge and understanding of the relevant materials; demonstration of a very high level of academic ability; sound development of skills*; and achievement of all assessment objectives.
65-74	Credit (C)	Good standard indicating a high level of knowledge and understanding of the relevant materials; demonstration of a high level of academic achievement; reasonable development of skills*; and achievement of all learning outcomes.
50-64	Pass (P)	Satisfactory standard indicating an adequate knowledge and understanding of the relevant materials; demonstration of an adequate level of academic achievement; satisfactory development of skills*; and achievement of all learning outcomes.
0-49	Fail (FF)	Failure to satisfactorily achieve learning outcomes. If all compulsory course components are not completed the mark will be zero. A fail grade may also be awarded following disciplinary action.

\*Skills are those identified for the purposes of assessment task(s).

<b>Communication Methods</b>	Communication methods used in this course include: <ul style="list-style-type: none"> <li>- CANVAS Course Site: Students will receive communications via the posting of content or announcements on the CANVAS course site.</li> <li>- Email: Students will receive communications via their student email account.</li> <li>- Face to Face: Communication will be provided via face to face meetings or supervision.</li> </ul>
<b>Course Evaluation</b>	Each year feedback is sought from students and other stakeholders about the courses offered in the University for the purposes of identifying areas of excellence and potential improvement.
<b>Oral Interviews (Vivas)</b>	As part of the evaluation process of any assessment item in this course an oral examination (viva) may be conducted. The purpose of the oral examination is to verify the authorship of the material submitted in response to the assessment task. The oral examination will be conducted in accordance with the principles set out in the <a href="#">Oral Examination (viva) Procedure</a> . In cases where the oral examination reveals the assessment item may not be the student's own work the case will be dealt with under the <a href="#">Student Conduct Rule</a> .
<b>Academic Misconduct</b>	All students are required to meet the academic integrity standards of the University. These standards reinforce the importance of integrity and honesty in an academic environment. Academic Integrity policies apply to all students of the University in all modes of study and in all locations. For the Student Academic Integrity Policy, refer to <a href="https://policies.newcastle.edu.au/document/view-current.php?id=35">https://policies.newcastle.edu.au/document/view-current.php?id=35</a> .
<b>Adverse Circumstances</b>	The University acknowledges the right of students to seek consideration for the impact of allowable adverse circumstances that may affect their performance in assessment item(s). Applications for special consideration due to adverse circumstances will be made using the online Adverse Circumstances system where: <ol style="list-style-type: none"> <li>1. the assessment item is a major assessment item; or</li> <li>2. the assessment item is a minor assessment item and the Course Co-ordinator has specified in the Course Outline that students may apply the online Adverse Circumstances system;</li> <li>3. you are requesting a change of placement; or</li> <li>4. the course has a compulsory attendance requirement.</li> </ol> Before applying you must refer to the Adverse Circumstances Affecting Assessment Items Procedure available at: <a href="https://policies.newcastle.edu.au/document/view-current.php?id=236">https://policies.newcastle.edu.au/document/view-current.php?id=236</a>
<b>Important Policy Information</b>	The Help button in the Canvas Navigation menu contains helpful information for using the Learning Management System. Students should familiarise themselves with the policies and procedures at <a href="https://www.newcastle.edu.au/current-students/no-room-for/policies-and-procedures">https://www.newcastle.edu.au/current-students/no-room-for/policies-and-procedures</a> that support a safe and respectful environment at the University.

*This course outline was approved by the Head of School. No alteration of this course outline is permitted without Head of School approval. If a change is approved, students will be notified and an amended course outline will be provided in the same manner as the original.*

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