

Unit of Study Guide

Unit Code and Title	BUS5002 Applied Accounting and Financial Management
Course(s)	Graduate Certificate in Business Management Graduate Diploma of Business Management Master of Business Administration
Core or Elective	Core: Graduate Certificate in Business Management Graduate Diploma of Business Management Master of Business Administration
Credit Points	8 credit points
Duration	12 weeks
AQF Level	8
Student Workload	Students should expect to spend 156 hours on learning activities across the study period. This includes time spent attending scheduled classes, undertaking private study, preparing assessments, and completing examinations.
Essential Requirements	N/A
Mode(s) of Delivery	On campus / Online
Pre-Requisite/Co-Requisite	Co-Requisite BUS5001 Ethical, Legal and Industrial Frameworks
Unit Coordinator	
Contact Information	✉: ☎: +61 02 9318 8111 Consultation: By appointment

Unit Description

BUS5002 Applied Accounting and Financial Management focuses on developing accounting and finance knowledge so that students are able to make evidence based decisions consistent with accounting and finance practices and policies in enterprises. Students will learn about the principles and rules necessary to understand management accounts and reporting and will consider the effects of costs (internal and external) on the enterprise, and the importance of accurate financial recording driving organisational decisions. On completion of this unit, students will be able to construct and analyse balance sheets and profit and loss accounts, perform sensitivity analysis and understand the implications of cash flow and organisational working capital requirements.

Unit Learning Outcomes (ULOs)

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

- ULO1** Apply appropriate evidence based decision making for financial accounting matter.
- ULO2** Interpret financial data for evidence based decision making in the interests of stakeholders.
- ULO3** Communicate factual accounting information for informing stakeholders in complex and uncertain environments.
- ULO4** Apply financial and accounting principles to inform enterprise strategy and assist managers to deliver a positive financial position.

Course Learning Outcomes (CLOs)

Successful completion of this unit will contribute to the following Course Learning Outcomes (CLOs):

- CLO1** Using appropriate technologies and methodologies, review, critically analyse and apply information, concepts, and standards to support and justify enterprise decisions.
- CLO2** Generate sustainable solutions to real world, contemporary enterprise problems.
- CLO4** Effectively communicate concepts, proposals and solutions to enterprise problems to stakeholders using appropriate communication modalities.
- CLO5** Demonstrate responsible, accountable and ethical behavior.
- CLO6** Objectively reflect on and evaluate outcomes and feedback for continuous improvement.

Graduate Attributes (GAs)

Successful completion of this unit will contribute to the following APIC Graduate Attributes (GAs):

GA1. Analytical and Scholarly: APIC graduates will be able to locate, select and evaluate information from a range of sources to ensure currency of their knowledge base.

GA3. Innovative Problem Solvers and Decision Makers: APIC graduates will be curious, enquiring and adaptable, embracing and creating change. They will be able to find novel and effective solutions for anticipated and unexpected challenges and make appropriate, timely and justified decisions.

GA5. Critical and Reflective Thinkers: APIC graduates will actively reflect on and critique information, decisions, and strategies for continuous improvement.

Learning and Teaching Approach

Learning and teaching in this unit applies the APIC model of providing transformational learning experiences that are student-centered, collaborative, active, reflective and applied. Key themes embedded into the resources, challenges and assessments are ethical practice, sustainability,

evidence-based decision making and real-world applications. Completion of the learning activities for each week will give students the discipline knowledge and skills required to complete the assessments. Successful completion of all assessments demonstrates that the unit learning outcomes have been achieved. Additional support to further enhance students' academic skills is available from the Academic Enhancement team.

Expectations of Students

Students are expected to:

- Prepare for scheduled classes by completing assigned activities
- Attend at least 80% of scheduled classes
- Actively participate in class activities
- Seek clarification and advice from teaching staff as needed
- Attempt all assessments
- Submit assessments on time
- Review and reflect on feedback on assessments and seek clarification about feedback where needed
 - Notify the lecturer and / or unit coordinator if unable to attend classes and/or submit assessments

Completion of the learning activities for each week will give students the discipline knowledge and skills required to complete the assessments. Successful completion of all assessments demonstrates that the unit learning outcomes have been achieved.

Schedule of Learning and Teaching Activities

Week	Topic	Learning Activities	Readings
Week 1	Introduction to Financial Accounting and Accounting for enterprise leadership	Concepts <ul style="list-style-type: none"> • Introduction to the unit • The system, process and purpose of enterprise accounting and financial management • Identifying the stakeholders of accounting information and systems Activities <ul style="list-style-type: none"> • Identify company/topic for project report • Familiarity with accounting and finance terminology • Weekly blog entry 	Readings identified in LMS Chapter 1 HRB
Week 2	Preparing Financial Statements 1: Balance Sheet or Statement of Financial Position	Concepts <ul style="list-style-type: none"> • Balance sheet equation and elements of the balance sheet • Equity and Retained Earnings Activities	Readings identified in LMS Chapter 5 HRB

		<ul style="list-style-type: none"> Weekly blog entry, practice simple ratios based on financial statements 	
Week 3	Preparing Financial Statements 2: Wealth and the Measurement of Profit	<p>Concepts</p> <ul style="list-style-type: none"> Profit and wealth Alternative approaches to valuation The Income Statement <p>Activities</p> <ul style="list-style-type: none"> Weekly blog entry 	Readings identified in LMS Chapter 4; Chapter 6 HRB
Week 4	Preparing Financial Statements 3: Cash Flow Statement	<p>Concepts</p> <ul style="list-style-type: none"> Presentation of the Cash Flow Statement How does the Cash Flow Statement relate to the Income Statement and Balance Sheet Analyse cash flow statements and cash position; learn key pieces of information about business performance and sustainability Sensitivity analysis and cash flow predictions <p>Activities</p> <ul style="list-style-type: none"> Practical problems and case studies Review of prescribed readings and videos Weekly blog entry 	Readings identified in LMS Chapter 7 HRB
Week 5	Analysis and Interpretation of Financial Statements	<p>Concepts:</p> <ul style="list-style-type: none"> Financial statement analysis Analyzing profitability, business operation and efficiency Understand about working capital and cash flow (liquidity) Positive and negative gearing (leverage; risk and return) <p>Activities</p>	Readings identified in LMS Chapter 10 HRB

		<ul style="list-style-type: none"> Analyze the financial performance of the company from the annual report provided Practical problems and case studies Review of prescribed readings Weekly blog entry 	
Week 6	Introduction to Finance and Capital Investment Decisions (1)	<p>Concepts:</p> <ul style="list-style-type: none"> Structural (long term) debt Risk and return; the role of debt in gearing the business Introduction to financing a business Capital investments and life cycles of non-current assets Cost of capital Introduction to financial assessment methodologies; time value of money <p>Activities</p> <ul style="list-style-type: none"> Group work: Blog review Weekly blog entry 	Readings identified in LMS Chapter 18 HRB Reading 'An Introduction to Financial Mathematics' Author unknown, provided w, text
Week 7	Finance and Capital Investment Decisions (2)	<p>Concepts:</p> <ul style="list-style-type: none"> Operating (Short term) debt Financing working capital Operating, financial and total leverage; some key ratios and what they tell us about the business <p>Activities</p> <ul style="list-style-type: none"> Practical problems and case studies Weekly blog entry 	Readings identified in LMS Chapter 18 HRB

Week 8	Sources of Finance	<p>Concepts:</p> <ul style="list-style-type: none"> • Short and long term sources • Internal and external sources • Risk accompanying debt • Gearing – positive and negative <p>Activities</p> <ul style="list-style-type: none"> • Practical problems and case studies • Weekly blog entry 	Readings identified in LMS Chapter 18 HRB
Week 9	Costs and cost behaviour	<p>Concepts:</p> <ul style="list-style-type: none"> • Management's need for information about costs • Fixed and variable costs • Estimating costs • Introduction to some common methods of costing products and activities <p>Activities</p> <ul style="list-style-type: none"> • Practical problems and case studies. • Weekly blog entry 	Readings identified in LMS Chapter 14 HRB
Week 10	Cost-volume-profit analysis	<p>Concepts:</p> <ul style="list-style-type: none"> • Breakeven • Operating leverage • Examples of how to use cost knowledge for decision-making <p>Activities</p> <ul style="list-style-type: none"> • Practical problems and case studies. • Review of prescribed readings 	Readings identified in LMS Chapter 16 HRB
Week 11	Bringing It All Together	<p>Concepts</p> <ul style="list-style-type: none"> • Discussion on contemporary issues in corporate financial management; ethics, governance, sustainability. • Planning for Task 4 • Conclusions and wrap up <p>Activities</p>	

		<ul style="list-style-type: none"> Preparation for final assessment 	
Week 12	Presentations and Discussion		

Assessment Information

All assessments will be based on the management of a business in an online simulation,

Assessment	Weight	Due Week	Duration	ULO
1. Simulation Preparation (Group) Students will discuss in small groups the possible strategies they may employ and the financial management issues they may encounter during the simulation. Each student will submit a separate plan.	25%	3	1500 words	ULO1 ULO3
2. Simulation (Individual) Students will submit decisions over a number of simulated months to the online simulation and recording they analysis and decisions for the next simulated month.	40% total 15% for the financial outcome 25% for the recorded analysis	4 - 10	4000 words eq	ULO2 ULO4
3. Reflection - Presentation (Individual) Students will prepare an audio visual reflection of the learnings from their experience. The focus will be on the decisions processes they went through not the decisions themselves or the financial outcomes	35%	12	15 minutes/ 1500 words equivalent	ULO3 ULO4

Resources

Prescribed Text(s):

Birt J, Chalmers K, Maloney S, Brooks A, Oliver J and Bond D 2020, *Accounting: Business Reporting for Decision Making*, 7th edn, John Wiley & Sons, Milton, Qld.

Hancock, P, Robinson, P & Bazley, M 2020, *Contemporary Accounting*, 10th edn, Cengage Learning, Australia.

Zutter, CJ, Smart, SB & Smart, S, 2018, *Principles of Managerial Finance*, Global Edition, Pearson Education Limited, United Kingdom.

Recommended Readings:

Langfield-Smith, K, Smith, D, Andon, P, Hilton, R & Thorne, H, 2017, *Management accounting: Information for creating and managing value*, McGraw-Hill Education Australia, North Ryde, NSW.

Other Recommended Resources:

Ameer, R 2012, 'Impact of cash holdings and ownership concentration on firm valuation', *Review of Accounting & Finance*, vol. 11, no. 4, pp. 448-467.

Faff, RW, Gray, S & Tan, KJ 2016, 'A contemporary view of corporate finance theory, empirical evidence and practice', *Australian Journal of Management*, vol. 41, no. 4, pp. 662.

Munro, L & Buckby, S 2008, 'Audit committee regulation in Australia: How far have we come?', *Australian Accounting Review*, vol. 18, no. 4, pp. 310-323.

Shamsabadi, HA, Min, B & Chung, R 2016, 'Corporate governance and dividend strategy: Lessons from Australia', *International Journal of Managerial Finance*, vol. 12, no. 5, pp. 583-610.

Participation

Students are required to participate in all collaborative work, group work and work integrated activities, such as study tours, industry lead activities and open forums, (a) actively, fully and positively; and (b) in a timely manner. Student contributions to collaborative, group, and work integrated activities must be meaningful, of value to peers, and follow the specifications of the Unit Study Guide.

Academic Misconduct

Ethical conduct and academic integrity and honesty are fundamental to the mission of APIC and academic misconduct will not be tolerated by the College. It is the responsibility of every student to make sure that they understand what constitutes academic misconduct and to refrain from engaging in it. Please refer to APIC's [Academic Integrity Policy](#) for further details.

Attendance

APIC has a responsibility to ensure that all students enrolled at the College are able to make satisfactory progress through their course, and attending scheduled classes is essential for course progression. For onshore international students maintaining satisfactory attendance in the course and making satisfactory progress with the course are also conditions of the student Visa. APIC therefore monitors the attendance of all students at all scheduled classes and students are required to attend at least 80% of scheduled for units in which they are enrolled, where attendance means that the student is present for the whole duration of the scheduled lecture, tutorial or seminar class. Students are advised that decisions about the award of supplementary assessments will take into account student attendance.

Disclaimer

This unit study guide may be updated and amended from time to time. Any changes to the unit will be notified to students through the Online Learning System (OLS) for the unit.