BUSN1001

Business Reporting and Analysis

The course focuses on the nature and scope of business reporting and the need for financial and non-financial information for business decision-making. It provides students with fundamental financial management knowledge in the contemporary business environment. The course commences with an introduction to the use of business reports and the financial reporting regulatory environment. The concepts of primary financial reports and specific reporting issues are then discussed, with a focus on the preparation and analysis of financial statements from the perspectives of business report users. The course proceeds with discussions on the basic financial decision tools, the use of past and future-oriented information and how the knowledge is applied to managerial decision-making, including planning, control and investment opportunities.

Mode of Delivery  On campus
Prerequisites  N/A
Incompatible Courses  N/A
Course Convenor (weeks 1-6)  Dr Rebecca Tan
Phone  +61 2 6125 3669
Email  rebecca.tan@anu.edu.au
Office  Pap Moran Building, Room 2052
Course Convenor (week 7-12)  Dr Sorin Daniliuc
Phone  +61 2 6125 1435
<table>
<thead>
<tr>
<th><strong>Email</strong></th>
<th><a href="mailto:sorin.daniliuc@anu.edu.au">sorin.daniliuc@anu.edu.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office</strong></td>
<td>CBE Building, Room 2.41</td>
</tr>
<tr>
<td><strong>Office hours for student consultation</strong></td>
<td>To be advised on Wattle course site</td>
</tr>
<tr>
<td><strong>Tutor(s)</strong></td>
<td>To be advised on Wattle course site</td>
</tr>
<tr>
<td><strong>Student Administration</strong></td>
<td>Room 2037 Hanna Neumann Building 21 <a href="mailto:enquiries.rsa@anu.edu.au">enquiries.rsa@anu.edu.au</a> 6125 0025 or 6125 7968 Office Hours: Monday-Friday 9-5 pm</td>
</tr>
</tbody>
</table>

**SEMESTER 1**

2018
COURSE OVERVIEW

Background
This course assumes no previous knowledge of business or accounting. This course is designed as a first course in accounting for students in business, economics or finance; students in law, engineering, music and other non-business degree programs; and students intending to go on to study accounting at an advanced level.

The concepts of primary financial reports and specific reporting issues are discussed, with a focus on the preparation and analysis of financial statements from the perspectives of business report users.

This course is an introduction to a very large area of knowledge. The approach is to focus on the large issues in business reporting not the detail of filling in a tax return or a GST filing. Business forms and reports change, but a sound grasp of the basic accounting concepts, and how they relate to underlying economic concepts, provide our graduates with insights that should be invaluable throughout their careers.

While this course covers concepts and fundamentals, carefully laid out in the text, the course also includes reports for real business entities. Such examples will necessarily be complex. The course will attempt to balance coverage of the fundamentals with examples from the much more complex and challenging real world of business.

Learning Outcomes
By the end of this course, you should be able to:

- Understand the relationship of business reporting to the social and economic environment;
- Explain who are the main users of business reports, and the main purposes for which the information is used;
- Understand the major differences between sole traders, partnerships and companies.
- Distinguish between income, expenses, assets and liabilities;
- Apply the principle of duality to the accounting equation;
- Prepare an income statement, balance sheet and a statement of cash flows;
- Analyse financial reports with regard to key aspects of performance such as profitability, solvency and liquidity;
- Explain what the planning and control processes are in relation to company objectives;
- Evaluate investment opportunities, including cost-volume-profit analysis, capital investment decision making, and budgeting.

Assessment Summary

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Value</th>
<th>Due Date</th>
<th>Date for Return of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Tutorial preparation</td>
<td>5%</td>
<td>Weekly (MyLab Accounting)</td>
<td>Day after each deadline</td>
</tr>
<tr>
<td>2. Tutorial contribution</td>
<td>5%</td>
<td>Weekly (in tutorials starting with Week 2)</td>
<td>Week after the weekly tutorial</td>
</tr>
<tr>
<td>3. Tutorial quizzes</td>
<td>10%</td>
<td>Weeks 2, 4, 6, 8, 10 &amp; 12 (MyLab Accounting)</td>
<td>Day after each deadline</td>
</tr>
<tr>
<td>4. Group assignment</td>
<td>10%</td>
<td>Week 9 (10am Friday, 4 May)</td>
<td>Week 12</td>
</tr>
<tr>
<td>5. Mid-semester exam</td>
<td>20%</td>
<td>Week 6 (before teaching break)</td>
<td>Week 9</td>
</tr>
<tr>
<td>6. Final examination</td>
<td>50%</td>
<td>Examination period</td>
<td></td>
</tr>
</tbody>
</table>
This table illustrates how each assessment item provides evidence about your achievements against each learning outcome.

<table>
<thead>
<tr>
<th>Course Learning Outcomes</th>
<th>Tutorial preparation</th>
<th>Tutorial contribution</th>
<th>Tutorial quizzes</th>
<th>Group assignment</th>
<th>Mid-semester exam</th>
<th>Final exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understand the relationship of business reporting to the social and economic environment</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Explain who are the main users of business reports, and the main purposes for which the information is used</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Understand the major differences between sole traders, partnerships and companies</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Distinguish between income, expenses, assets and liabilities</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Apply the principle of duality to the accounting equation</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Prepare an income statement and balance sheet</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Prepare a statement of cash flows</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Analyse financial reports with regard to key aspects of performance such as profitability, solvency and liquidity</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Explain what the planning and control processes are in relation to company objectives</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Evaluate investment opportunities, including cost-volume-profit analysis, capital investment decision making, and budgeting</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Course Delivery**

This course involves attending a single lecture and a single tutorial each week. Lecture times, dates and locations are available at [http://timetable.anu.edu.au/](http://timetable.anu.edu.au/).

Tutorials are a crucial part of this course. Tutorials start in week 2. Tutorial times will be listed when available on Wattle. A wide variety of times will be offered but we cannot guarantee that...
students will get their first choice of time. If a tutorial was due on a public holiday then students can attend an alternative tutorial that week.

**Workload**

Students taking this course are expected to commit at least 10 hours a week to completing the work. This will include:

- 1 hour a week: lecture
- 2 hours a week: tutorial
- 7 hours a week: reading, review of lecture material, group discussion with other students, preparation for lectures and tutorials, and study for assessment tasks.

**How to Learn the Material**

Reading the chapters prior to all lectures will greatly assist understanding and allow full participation in class activities. Lectures will be used to cover key topics each week and to help co-ordinate the course.

Tutorials are a key aspect of this course. Students are expected to prepare for and attend tutorials. Accounting may seem logical but unless you prepare for tutorials you will not know whether you can apply similar logic to different circumstances. Attendance at tutorials will be recorded. *Please note the assessment tasks that will be conducted during tutorials.*

The need for establishing a routine of regular preparation for lectures and tutorials cannot be over-emphasised. Only through answering problems do you really understand the logic of business reporting. Establishing a regular routine of reading and preparation for lectures and tutorials will allow you to benefit fully from this course.

**Research-Led Teaching**

This course introduces fundamental skills in business reporting and analysis that can be applied to real world business research applications, but this introductory course is textbook based rather than research-led. Students are however encouraged to discuss the underlying research with their tutors.

**Feedback**

**Staff Feedback**

Students will be given feedback in various ways in this course, including verbal or written feedback on the return of assessment tasks, during class discussion, or during consultation with lecturers and tutors.

**Student Feedback**

ANU is committed to the demonstration of educational excellence and regularly seeks feedback from students. One of the key formal ways students have to provide feedback is through Student Experience of Learning Support (SELS) surveys. The feedback given in these surveys is anonymous and provides the Colleges, University Education Committee and Academic Board with opportunities to recognise excellent teaching, and opportunities for improvement.
For more information on student surveys at ANU and reports on the feedback provided on ANU courses, go to:


**Policies**

ANU has educational policies, procedures and guidelines, which are designed to ensure that staff and students are aware of the University’s academic standards, and implement them. You can find the University’s education policies and an explanatory glossary at: http://policies.anu.edu.au/

Students are expected to have read the Academic Misconduct Rule before the commencement of their course.

Other key policies include:

- Student Assessment (Coursework) Policy
- Student Assessment (Coursework) Procedure
- Student Surveys and Evaluations
- Copyright [http://copyright.anu.edu.au/](http://copyright.anu.edu.au/)

**READING LISTS**

**Prescribed Text**


A small number of copies of the book are also available for 2 hour loan in the reserve loan section of the Chifley Library.

**Other texts that may be useful and relevant include:**


Students are also expected to access websites containing financial statements of selected entities, corporate news announcements, and the Australian Securities Exchange.

**COURSE SCHEDULE**

<table>
<thead>
<tr>
<th>Week</th>
<th>Summary of Activities</th>
<th>Required Preparation*</th>
<th>Assessment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Course introduction</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduction to business reporting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Measuring &amp; reporting financial position</td>
<td>Tutorial questions.</td>
<td>Tutorial preparation and contribution Quiz 1</td>
</tr>
<tr>
<td></td>
<td>(Balance Sheet)</td>
<td>Readings: Ch. 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Readings: Ch. 3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Recording business transactions underlying the reports I</td>
<td>Tutorial questions.</td>
<td>Tutorial preparation and contribution Quiz 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Readings: Ch. 2, 3</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Recording business transactions underlying the reports II</td>
<td>Tutorial questions.</td>
<td>Tutorial preparation and contribution</td>
</tr>
<tr>
<td></td>
<td>Mid-semester exam information</td>
<td>Readings: Ch. 4, 5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Analysis &amp; interpretation of financial statements</td>
<td>Tutorial questions.</td>
<td>Tutorial preparation and contribution Mid-semester exam Quiz 3</td>
</tr>
<tr>
<td></td>
<td>Referencing and good academic practices</td>
<td>Readings: Ch. 10</td>
<td></td>
</tr>
</tbody>
</table>

**MID-SEMESTER TEACHING BREAK**

<table>
<thead>
<tr>
<th>Week</th>
<th>Summary of Activities</th>
<th>Required Preparation*</th>
<th>Assessment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Measuring &amp; reporting cash flows I</td>
<td>Tutorial questions.</td>
<td>Tutorial preparation and contribution</td>
</tr>
<tr>
<td></td>
<td>(Cash flow statement)</td>
<td>Readings: Ch. 8</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Measuring &amp; reporting cash flows II</td>
<td>Tutorial questions.</td>
<td>Tutorial preparation and contribution Quiz 4</td>
</tr>
<tr>
<td></td>
<td>(Cash flow statement)</td>
<td>Readings: Ch. 8</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Working capital management</td>
<td>Tutorial questions.</td>
<td>Tutorial preparation and contribution Group assignment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Readings: on Wattle</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Introduction to cost behaviour, CVP analysis</td>
<td>Tutorial questions.</td>
<td>Tutorial preparation and contribution Quiz 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Readings: Ch. 11</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Relevant costing Planning and budgeting</td>
<td>Tutorial questions.</td>
<td>Tutorial preparation and contribution</td>
</tr>
<tr>
<td></td>
<td>Planning and budgeting</td>
<td>Readings: Ch. 11, 13</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Capital investment decisions</td>
<td>Tutorial questions.</td>
<td>Tutorial preparation and contribution Quiz 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Readings: Ch. 14</td>
<td></td>
</tr>
</tbody>
</table>

* Chapters assigned for readings are from the prescribed textbook (*Accounting for Business Students*, Atrill et al., 2018).
ASSESSMENT REQUIREMENTS

The ANU is using Turnitin to enhance student citation and referencing techniques, and to assess assignment submissions as a component of the University’s approach to managing Academic Integrity. For additional information regarding Turnitin please visit the ANU Online website.

As a further academic integrity control, students may be selected for a 15 minute individual oral examination of their written assessment submissions.

Any student identified, either during the current semester or in retrospect, as having used ghost writing services will be investigated under the University’s Academic Misconduct Rule.

Assessment Tasks

Assessment Task 1: Tutorial Preparation

These marks are assigned for completion of tutorial preparation assigned on Wattle via MyLab Accounting. With respect to tutorial preparation, one tutorial can be missed without penalty. Any adjustment for uncompleted tutorial preparation beyond one tutorial must be approved by the course convenor. You are required to provide medical certificates (or other documentation) for all missed tutorials in the case of adjustment for absence beyond one missed tutorial.

Assessment Task 2: Tutorial Contribution

These marks are assigned by the tutor for active participation in and contribution to tutorial discussions. Tutorial questions are available on the course wattle site prior to each tutorial. Students are expected to read the relevant textbook chapters and attempt answers to tutorial questions prior to each tutorial. Students are expected to bring these answers to the tutorial for presentation and discussion. With respect to tutorial contribution one tutorial can be missed without penalty. Any adjustment for absence beyond one tutorial must be approved by the course convenor.

Assessment Task 3: Tutorial Quizzes

These marks are assigned for correct completion of tutorial quizzes assigned on Wattle via MyLab Accounting. There will be six tutorial quizzes with questions linked to the lectures (and readings) of the preceding weeks and up to, and including the tutorial questions of that week. The best five tutorial quiz scores will be included in the course score. The weeks for the quizzes are included in the course schedule.

Assessment Task 4: Group Assignment

The assignment requirements will be distributed through wattle with answers to be submitted through Turnitin due 10:00am Friday, 4 May.

Assessment Task 5: Mid-semester Examination

The mid-semester exam covers topics covered in lectures from weeks 1-4 inclusive. It will be a closed book examination of 1.5 hours duration and will be held in Week 6.
Mid-semester exams are administered by the university exam section and may be held after business hours. Students are expected to be available for examination at the time scheduled. You will be advised of the examination time and place on Wattle, in lectures and on the notice board outside the RSA Office.

**Assessment Task 6: Final Examination**

The final exam covers all topics. It will be a *closed book* examination of 3 hours duration.

The final examination will be held during the university examination period. Notification of the exact date and location of the examination will be announced on the ANU assessments & exams website ([www.anu.edu.au/students/program-administration/assessments-exams](http://www.anu.edu.au/students/program-administration/assessments-exams)).

**Assignment submission**

Tutorial questions can involve written essay responses. The group assignment will be required to be submitted via the Turnitin link from the course Wattle page by the due date.

**Online submission:** Assignments are submitted using Turnitin in the course Wattle site. You will be required to electronically sign a declaration as part of the submission of your assignment. Please keep a copy of the assignment for your records.

Students may choose not to submit assessment items through Turnitin. In this instance you will be required to submit, alongside the assessment item itself, copies of all references included in the assessment item.

**Extensions and penalties**

Extensions and late submission of assessment pieces are covered by the [Student Assessment (Coursework) Policy and Procedure](http://www.anu.edu.au/students/program-administration/assessments-exams).

The Course Convenor may grant extensions for assessment pieces that are not examinations or take-home examinations. If you need an extension, you must request in writing on or before the due date. If you have documented and appropriate medical evidence that demonstrates you were not able to request an extension on or before the due date, you may be able to request it after the due date.

No submission of assessment tasks without an extension after the due date will be permitted. If an assessment task is not submitted by the due date, a mark of 0 will be awarded.

**Returning assignments**

Feedback on group assignment will provided via the Turnitin link from the course website. During teaching periods any other written assignments will be returned during tutorials.

**RESUBMISSION OF ASSIGNMENTS**

No resubmission of assignments after due date is accepted.

**REFERENCING REQUIREMENTS**

On-line material discussing referencing is available from the Academic Skills and Learning Centre Web page [https://academicskills.anu.edu.au/](https://academicskills.anu.edu.au/) (click “Referencing” under Browse Resources on the left hand side of the webpage). Referencing for this course requires use of the Harvard system.
EXAMINATIONS

There will be a mid-semester examination and a final examination as indicated in the assessment tasks 5 and 6.

Scaling

Your final mark for the course will be based on the raw marks allocated for each of your assessment items. However, your final mark may not be the same number as produced by that formula, as marks may be scaled. Any scaling applied will preserve the rank order of raw marks (i.e. if your raw mark exceeds that of another student, then your scaled mark will exceed the scaled mark of that student), and may be either up or down.

Privacy Notice

The ANU has made a number of third party, online, databases available for students to use. Use of each online database is conditional on student end users first agreeing to the database licensor’s terms of service and/or privacy policy. Students should read these carefully.

In some cases student end users will be required to register an account with the database licensor and submit personal information, including their: first name; last name; ANU email address; and other information.

In cases where student end users are asked to submit ‘content’ to a database, such as an assignment or short answers, the database licensor may only use the student’s ‘content’ in accordance with the terms of service – including any (copyright) licence the student grants to the database licensor.

Any personal information or content a student submits may be stored by the licensor, potentially offshore, and will be used to process the database service in accordance with the licensors terms of service and/or privacy policy.

If any student chooses not to agree to the database licensor’s terms of service or privacy policy, the student will not be able to access and use the database. In these circumstances students should contact their lecturer to enquire about alternative arrangements that are available.

TUTORIAL / SEMINAR REGISTRATION

Tutorial signup for this course will be done via the Wattle website. Detailed information about signup times will be provided on Wattle. When tutorials are available for enrolment, follow these steps:

1. Log on to Wattle, and go to the course site.
2. Click on the link “Tutorial enrolment”
3. On the right of the screen, click on the tab “Become Member of ……” for the tutorial class you wish to enter.
4. Confirm your choice
If you need to change your enrolment, you will be able to do so by clicking on the tab “Leave group...” and then re-enrol in another group. You will not be able to enrol in groups that have reached their maximum number. Please note that enrolment in ISIS must be finalised for you to have access to Wattle.

COMMUNICATION

Who to Contact and How

Questions related to the teaching material can be directed to your tutor during tutorials or to any tutor during their consultation time (listed on Wattle). Questions can also be directed to the forum on Wattle. All students are encouraged to answer other students’ questions on the forum. For other administrative matters, please speak to your tutor during/after tutorials in the first instance or by email, if necessary to the Head Tutor (to be advised). Please use your ANU student number email address. Due to the very large course enrolment, please allow a few days to receive a response.

Email

If necessary, the lecturers and tutors for this course will contact students on their official ANU student email address. Information about your enrolment and fees from the Registrar and Student Services' office will also be sent to this email address.

Announcements

Students are expected to check the Wattle site for announcements about this course, e.g. changes to timetables or notifications of cancellations. Notifications of emergency cancellations of lectures or tutorials will be posted on the door of the relevant room.

SUPPORT FOR STUDENTS

The University offers a number of support services for students. Information on these is available online from http://students.anu.edu.au/studentlife/