MNGT5211
ACCOUNTING

Course Outline
Session 1, 2016

Part A: Course-Specific Information

Part B: Key Policies, Student Responsibilities and Support
Table of Contents

PART A: COURSE-SPECIFIC INFORMATION 1

1 STAFF CONTACT DETAILS 1

2 COURSE DETAILS 1
   2.1 Teaching Times and Locations 1
   2.2 Units of Credit 1
   2.3 Summary of Course 1
   2.4 Course Aims and Relationship to Other Courses 1
   2.5 Student Learning Outcomes 2

3 LEARNING AND TEACHING ACTIVITIES 5

4 ASSESSMENT 5
   4.1 Formal Requirements 5
   4.2 Assessment Details 5
   4.3 Assessment Format 6
   4.4 Assignment Submission Procedure 6
   4.5 Late Submission 6

5 COURSE RESOURCES 7

6 COURSE EVALUATION AND DEVELOPMENT 7

7 COURSE SCHEDULE 8

PART B: KEY POLICIES, STUDENT RESPONSIBILITIES AND SUPPORT 9

1 PROGRAM LEARNING GOALS AND OUTCOMES 9

2 ACADEMIC HONESTY AND PLAGIARISM 10

3 STUDENT RESPONSIBILITIES AND CONDUCT 11
   3.1 Workload 11
   3.2 Attendance 11
   3.3 General Conduct and Behaviour 11
   3.4 Occupational Health and Safety 11
   3.5 Keeping Informed 11

4 SPECIAL CONSIDERATION AND SUPPLEMENTARY EXAMINATIONS 12

5 STUDENT RESOURCES AND SUPPORT 13
PART A: COURSE-SPECIFIC INFORMATION

1 STAFF CONTACT DETAILS

Lecturer-in-charge: Kevin Clarke  
Room: UNSW, Quad Building, Room 3157  
Contact Ph: 02 9385 4270  
Email: kevinc@agsm.edu.au  
Consultation Times: By appointment

2 COURSE DETAILS

2.1 Teaching Times and Locations
Lectures start in Week 1 and conclude in week 12. Updated information about class times and locations can be found by logging in the AGSM MBA Website.

2.2 Units of Credit
MNGT5211 Accounting ['Accounting and financial management'] has 6 units of credit.

2.3 Summary of Course
This course examines the design and operation of accounting systems. Users of accounting information are typically classified as either external users such as investors, or internal users, for example, managers. Different users have different interests and different decisions to make. Accordingly, their supporting accounting systems also differ. This course deals with the needs of both the external users and internal users of accounting.

2.4 Course Aims and Relationship to Other Courses
The course provides a broad introduction to the accounting function. The aim of this course is to show how the effective use of financial information can improve both organizational decision-making and stakeholder communication. Our focus will be to cut a path through a myriad of accounting techniques and terminology, so as to equip you with sufficient conceptual and practical skills to make you, and any professional who may advise you, confident in your ability to understand and communicate complex financial strategies.
MNGT5211 Accounting: ‘Accounting and financial management’ is an introductory accounting course. It is a pre-requisite for the more advanced MNGT5311 Accounting Policy Choices and MNGT5312 Financial Statement Analysis. There are no pre-requisites for studying MNGT5211 Accounting: ‘Accounting and financial management’. Participants are assumed to have no prior knowledge of either financial or management accounting.
2.5 Student Learning Outcomes

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

1. Explain the objectives, concepts and relationships that underpin both internal and external financial reports;
2. Understand the contents of both internal and external financial reports;
3. Apply analytical tools, techniques and frameworks to evaluate and critically examine the contents of both internal and external financial reports;
4. Research the performance and position of reporting entities;
5. Communicate financial information to interested stakeholders in an ethical and professional manner;
6. Effectively collaborate in both the construction and presentation of management information data pertaining to a reporting entity or unit;

ASB Graduate Attributes

This course contributes to your development of the following Australian School of Business Graduate Attributes, which are the qualities, skills and understandings we want you to have by the completion of your degree:

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>ASB GA No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2, 3, 4.</td>
<td>Critical thinking and problem solving</td>
</tr>
<tr>
<td>2, 1, 5, 6</td>
<td>Communication</td>
</tr>
<tr>
<td>6</td>
<td>Teamwork and leadership</td>
</tr>
<tr>
<td>3, 4, 5</td>
<td>Social, ethical and global perspectives</td>
</tr>
<tr>
<td>1, 2, 3, 4</td>
<td>In-depth engagement with relevant disciplinary knowledge</td>
</tr>
<tr>
<td>5, 6</td>
<td>Professional skills</td>
</tr>
</tbody>
</table>

The Course Learning Outcomes are what you should be able to DO by the end of this course if you participate fully in learning activities and successfully complete the assessment items.

The Learning Outcomes in this course also help you to achieve some of the overall Program Learning Goals and Outcomes for all undergraduate postgraduate coursework students in the ASB. Program Learning Goals are what we want you to BE or HAVE by the time you successfully complete your degree (e.g. ‘be an effective team player’). You demonstrate this by achieving specific Program Learning Outcomes - what you are able to DO by the end of your degree (e.g. ‘participate collaboratively and responsibly in teams’).
<table>
<thead>
<tr>
<th>Learning Goal 1: Business Management Knowledge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students should be able to identify and apply current knowledge of disciplinary and interdisciplinary theory and professional practice to general management and business within diverse situations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Learning Goal 2: Critical Thinking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students should understand and be able to identify, research and analyse complex issues and problems in business and develop appropriate solutions</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Learning Goal 3: Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students should be able to produce written documents and oral presentations that communicate effectively complex disciplinary ideas and information for the intended audience and purpose</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Learning Goal 4: Teamwork</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students should be able to participate collaboratively and responsibly in teams and to reflect upon their own contribution to the team and on the necessary processes and knowledge within the team to achieve specified outcomes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Learning Goal 5: Responsible Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students should be able to appraise ethical, environmental and sustainability considerations in decision making and in practice in business</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Learning Goal 6: Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students should be able to reflect upon their own personal leadership style and the leadership needs of business and of teams</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Learning Goal 7: International Perspective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students should understand the needs of undertaking business within a global context</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Learning Goal 8: Risk Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students should be able to demonstrate an understanding of the limits in precision and the risks associated with business models</td>
</tr>
</tbody>
</table>

For more information on the Postgraduate Coursework Program Learning Goals and Outcomes, see Part B of the course outline.
The following table shows how your Course Learning Outcomes relate to the overall Program Learning Goals and Outcomes, and indicates where these are assessed (they may also be practised in tutorials and other activities):

<table>
<thead>
<tr>
<th>Program Learning Goals and Outcomes</th>
<th>Course Learning Outcomes</th>
<th>Course Assessment Item</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>This course helps you to achieve the following MBA Program Learning Goals</strong></td>
<td><strong>On successful completion of the course, you should be able to:</strong></td>
<td><strong>This learning outcome will be assessed in the following items:</strong></td>
</tr>
<tr>
<td>1 Business Management Knowledge</td>
<td>Learning outcomes: 1, 2, 3 &amp; 4;</td>
<td>Mid-term examination; Assignment; Final examination;</td>
</tr>
<tr>
<td>2 Critical Thinking</td>
<td>Learning outcomes: 2, 3 &amp; 4;</td>
<td>Assignment; Final examination;</td>
</tr>
<tr>
<td>3 Communication</td>
<td>Learning outcomes: 1, 2, 5 &amp; 6;</td>
<td>Assignment;</td>
</tr>
<tr>
<td>4 Teamwork</td>
<td>Learning outcome: 6;</td>
<td>Not specifically addressed in this course.</td>
</tr>
<tr>
<td>5 Responsible Business</td>
<td>Learning outcomes: 3, 4 &amp; 5;</td>
<td>Assignment</td>
</tr>
<tr>
<td>6 Leadership</td>
<td>Not specifically addressed in this course.</td>
<td>Not specifically addressed in this course.</td>
</tr>
<tr>
<td>7 International Perspective</td>
<td>Not specifically addressed in this course.</td>
<td>Not specifically addressed in this course.</td>
</tr>
<tr>
<td>8 Risk Management</td>
<td>Learning outcomes: 3, 4 &amp; 6;</td>
<td>Final examination;</td>
</tr>
</tbody>
</table>
3 LEARNING AND TEACHING ACTIVITIES

3.1 Learning Activities and Teaching Strategies
This course will be conducted over teaching 12 weeks. Each teaching week will contain a three (3) hour class session. The class session will focus on a series of issues, problems and small case studies. [Recommended readings should be completed prior to the commencement of the class].

This course uses a combination of lectures and interactive class sessions structured around case study based materials. The analysis of problems and actual financial statements will be employed to apply the key concepts, theories and models to the practice of accounting.

4 ASSESSMENT

4.1 Formal Requirements
In order to pass this course, you must:
- achieve a composite mark of at least 50; and
- make a satisfactory attempt at all assessment tasks (see below).

4.2 Assessment Details

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Weighting</th>
<th>Learning Outcomes assessed</th>
<th>ASB Graduate Attributes assessed</th>
<th>Length</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-term exam (individual)</td>
<td>20%</td>
<td>Outcomes 1, 2 and 3</td>
<td>1, 2 and 5</td>
<td>1 hour</td>
<td>Week 6</td>
</tr>
<tr>
<td>Assignment (group or individual)</td>
<td>30%</td>
<td>Outcomes 3, 4, 5 and 6</td>
<td>1, 2, 3, 4, 5 and 6</td>
<td>As per guidelines</td>
<td>Week 11</td>
</tr>
<tr>
<td>Final exam (individual)</td>
<td>50%</td>
<td>Outcomes 1, 2 and 3</td>
<td>1, 2, 3 and 5</td>
<td>2 hours</td>
<td>Week 13</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mid-Session Exam
Weight: 20 %
Duration: 1 hour
Date: Week 6 (exact date and time to be announced)

The mid semester class test will be an open book exam. There will be a variety of questions, both discursive and practical, in the mid-session exam. The exam may contain multiple-choice questions, calculation based questions and/or essay style questions.

Assignment
Weight: 30 %
Due: Week 11
The assignment must be submitted in order to satisfy the course requirements. For guidelines on formatting and presenting your assignment, see MBA Policies and Procedures/ Assessment and Examinations.

Final exam  
Weight: 50%  
Duration: 2 hours (plus 10 minutes reading time)  
Date: (Exact date and time to be announced)

The final exam will be open book. There will be a variety of questions, both discursive and practical. The final exam may contain multiple-choice questions, calculation based questions and/or essay style questions. Copies of a sample exam and solutions will be distributed to assist you in your preparation for this assessment.

4.3 Assessment Format  
For guidelines on formatting and presenting your assignment, see http://www.asb.unsw.edu.au/currentstudents/agsmmba/academicinformation/assessmentsandexaminations/Pages/default.aspx

4.4 Assignment Submission Procedure  
Assignment should be handed as per AGSM policy guidelines.

4.5 Late Submission  
AGSM MBA Programs applies a daily penalty of 5% to late assignments. This policy was reviewed in light of the fact that certain schools within the Australian School of Business apply a 10% penalty. The decision of AGSM MBA Programs following this review was that current 5% penalty is appropriate to all of our programs and will remain unchanged.

Refer to policy on http://www.asb.unsw.edu.au/currentstudents/agsmmba/academicinformation/assessmentsandexaminations/Pages/default.aspx#penalties

<table>
<thead>
<tr>
<th>Quality Assurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>The ASB 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 ASB programs. All material used for such processes will be treated as confidential and will not be related to course grades.</td>
</tr>
</tbody>
</table>
5 COURSE RESOURCES

- There is no prescribed text book. All materials will be provided through the course's Moodle website. Go to https://moodle.telt.unsw.edu.au/ to find the Moodle Login page. Enter your UserID (your zNumber) and Password (your zPass) and click Sign On.

- The learning materials for this course comprise a folder containing the 12 study units corresponding to the 12 weeks of the session. A copy of the Woolworths Limited 2011 Annual Report has also been supplied. You will be referred to this report at various points throughout the course materials.

- The problems for class discussion will be used in the weekly class sessions. You should ensure that you are familiar with the questions and have attempted an answer prior to each class session.

- The problems for self-study are designed to give you further practice in the types of problems set out in the units. You need not do all of the problems for self-study. However, you should do enough to satisfy yourself that you understand the material covered by the course so far. Detailed solutions are provided in order to assist those of you who are new to the discipline. Your solutions to many of the problems need not be in writing, and you can save time by using abbreviations.

- Recommended texts: 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 text is recommended for further study although it is not required to successfully complete the course. It does provide an alternative way of presenting some of the material as well as providing additional information.


- UNSW Library information link is at: http://info.library.unsw.edu.au/web/services/services.html

6 COURSE EVALUATION AND DEVELOPMENT

Mid and end of session feedback is sought from MBA students about all courses offered by the School and continual improvements are made based on this feedback. Significant changes to courses and programs within the School are communicated to subsequent cohorts to students. For this year specific change have been made, based on student feedback, with regard the materials and the subject’s website.
# 7 COURSE SCHEDULE

Lectures start in Week 1 and finish in Week 12.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date*</th>
<th>Lecture Topic</th>
<th>Materials</th>
<th>Case/Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8th February</td>
<td>Introduction to accounting</td>
<td>Unit 1</td>
<td>Woolworths’ 2015 Financial reports;</td>
</tr>
<tr>
<td>2</td>
<td>15th February</td>
<td>Basic financial statements</td>
<td>Unit 2</td>
<td>Kershaw case, Sounds of silence case; Woolworths’ 2015 Financial reports;</td>
</tr>
<tr>
<td>3</td>
<td>22nd February</td>
<td>The accounting cycle</td>
<td>Unit 3</td>
<td>Sounds of Silence (part 2);</td>
</tr>
<tr>
<td>4</td>
<td>29th February</td>
<td>Cash flow statement</td>
<td>Unit 4</td>
<td>AAA Limited; One.Tel Ltd; Bond Corporation;</td>
</tr>
<tr>
<td>5</td>
<td>7th March</td>
<td>Introduction to financial statement analysis</td>
<td>Unit 5</td>
<td>Food and Household Limited; Alpha &amp; Beta Technology;</td>
</tr>
<tr>
<td>6</td>
<td>14th March</td>
<td>Mid-term exam</td>
<td>Unit 6</td>
<td>Revision</td>
</tr>
<tr>
<td>7</td>
<td>21st March</td>
<td>Cost volume profit analysis</td>
<td>Unit 7</td>
<td>T-shirt Company; PW Corporation; Stonedone Corporation;</td>
</tr>
<tr>
<td>8</td>
<td>28th March</td>
<td>Product and service costing</td>
<td>Unit 8</td>
<td>Kadok Company; Purefood Products; Tappa and Company;</td>
</tr>
<tr>
<td>9</td>
<td>4th April</td>
<td>Budgeting and profit planning</td>
<td>Unit 9</td>
<td>The Brewing Company;</td>
</tr>
<tr>
<td>10</td>
<td>11th April</td>
<td>Responsibility accounting</td>
<td>Unit 10</td>
<td>Brisbane Electrical company;</td>
</tr>
<tr>
<td>11</td>
<td>18th April</td>
<td>Capital investment analysis</td>
<td>Unit 11</td>
<td>Crisis Courier Company;</td>
</tr>
<tr>
<td>12</td>
<td>25th April</td>
<td>Divisional performance measurements</td>
<td>Unit 12</td>
<td>Overview / Revision.</td>
</tr>
</tbody>
</table>

Examination week 2nd to 9th May; * date indicates ‘week commencing Monday’;
PART B: KEY POLICIES, STUDENT RESPONSIBILITIES AND SUPPORT

1 PROGRAM LEARNING GOALS AND OUTCOMES

The Australian School of Business Program Learning Goals reflect what we want all students to BE or HAVE by the time they successfully complete their degree, regardless of their individual majors or specialisations. For example, we want all our graduates to HAVE a high level of business knowledge, and a sound awareness of ethical, social, cultural and environmental implications of business. As well, we want all our graduates to BE effective problem-solvers, communicators and team participants. These are our overall learning goals for you.

You can demonstrate your achievement of these goals by the specific outcomes you achieve by the end of your degree (e.g. be able to analyse and research business problems and propose well-justified solutions). Each course contributes to your development of two or more program learning goals/outcomes by providing opportunities for you to practise these skills and to be assessed and receive feedback.

Program Learning Goals for undergraduate and postgraduate students cover the same key areas (application of business knowledge, critical thinking, communication and teamwork, ethical, social and environmental responsibility), which are key goals for all ASB students and essential for success in a globalised world. However, the specific outcomes reflect different expectations for these levels of study.

We strongly advise you to choose a range of courses which assist your development of these skills, e.g., courses assessing written and oral communication skills, and to keep a record of your achievements against the Program Learning Goals as part of your portfolio.
**MBA Program Learning Goals and Outcomes**

**Learning Goal 1: Business Management Knowledge**
Students should be able to identify and apply current knowledge of disciplinary and interdisciplinary theory and professional practice to general management and business within diverse situations.

**Learning Goal 2: Critical Thinking**
Students should understand and be able to identify, research and analyse complex issues and problems in business and develop appropriate solutions.

**Learning Goal 3: Communication**
Students should be able to produce written documents and oral presentations that communicate effectively complex disciplinary ideas and information for the intended audience and purpose.

**Learning Goal 4: Teamwork**
Students should be able to participate collaboratively and responsibly in teams and to reflect upon their own contribution to the team and on the necessary processes and knowledge within the team to achieve specified outcomes.

**Learning Goal 5: Responsible Business**
Students should be able to appraise ethical, environmental and sustainability considerations in decision making and in practice in business.

Students should be able to consider the social and cultural implications of management practices and of business activities.

**Learning Goal 6: Leadership**
Students should be able to reflect upon their own personal leadership style and the leadership needs of business and of teams.

**Learning Goal 7: International Perspective**
Students should understand the needs of undertaking business within a global context.

Students should be able to apply business management knowledge to business situations within global markets with due recognition for differences in cultural, legal, commercial and other issues.

**Learning Goal 8: Risk Management**
Students should be able to demonstrate an understanding of the limits in precision and the risks associated with business models.

Students should be able to appraise risk and to develop risk mitigation strategies applicable to business undertaken within uncertain and volatile environments.

### 2 ACADEMIC HONESTY AND PLAGIARISM

The University regards plagiarism as a form of academic misconduct, and has very strict rules regarding plagiarism. For UNSW policies, penalties, and information to help you avoid plagiarism see: [http://www.lc.unsw.edu.au/plagiarism/index.html](http://www.lc.unsw.edu.au/plagiarism/index.html) as well as the guidelines in the online ELISE and ELISE Plus tutorials for all new UNSW students: [http://info.library.unsw.edu.au/skills/tutorials/InfoSkills/index.htm](http://info.library.unsw.edu.au/skills/tutorials/InfoSkills/index.htm).

To see if you understand plagiarism, do this short quiz: [http://www.lc.unsw.edu.au/plagiarism/plagquiz.html](http://www.lc.unsw.edu.au/plagiarism/plagquiz.html)

For information on how to acknowledge your sources and reference correctly, see: [http://www.lc.unsw.edu.au/onlib/ref.html](http://www.lc.unsw.edu.au/onlib/ref.html)

For the ASB *Harvard Referencing Guide*, see the ASB Referencing and Plagiarism webpage (ASB > Learning and Teaching > Student services > Referencing and plagiarism)
3 STUDENT RESPONSIBILITIES AND CONDUCT

Students are expected to be familiar with and adhere to university policies in relation to class attendance and general conduct and behaviour, including maintaining a safe, respectful environment; and to understand their obligations in relation to workload, assessment and keeping informed.


3.1 Workload

It is expected that you will spend at least nine hours per week studying this course. This time should be made up of reading, research, working on exercises and problems, and attending classes. In periods where you need to complete assignments or prepare for examinations, the workload may be greater.

Over-commitment has been a cause of failure for many students. You should take the required workload into account when planning how to balance study with employment and other activities.

3.2 Attendance

Your regular and punctual attendance at lectures and seminars is expected in this course. University regulations indicate that if students attend less than 80% of scheduled classes they may be refused final assessment.

3.3 General Conduct and Behaviour

You are expected to conduct yourself with consideration and respect for the needs of your fellow students and teaching staff. Conduct which unduly disrupts or interferes with a class, such as ringing or talking on mobile phones, is not acceptable and students may be asked to leave the class. More information on student conduct is available at: https://my.unsw.edu.au/student/atoz/BehaviourOfStudents.html

3.4 Occupational Health and Safety

UNSW Policy requires each person to work safely and responsibly, in order to avoid personal injury and to protect the safety of others. For more information, see http://www.ohs.unsw.edu.au/.

3.5 Keeping Informed

You should take note of all announcements made in lectures, tutorials or on the course web site. From time to time, the University will send important announcements to your university e-mail address without providing you with a paper copy. You will be deemed to have received this information. It is also your responsibility to keep the University informed of all changes to your contact details.
4 SPECIAL CONSIDERATION AND SUPPLEMENTARY EXAMINATIONS

You must submit all assignments and attend all examinations scheduled for your course. You should seek assistance early if you suffer illness or misadventure which affects your course progress. For both general and specific information on 'special considerations’ contact the MBA office and the lecturer-in-charge: Also see http://www.asb.unsw.edu.au/currentstudents/agsmmba/academicinformation/assessmentsandexaminations/Pages/default.aspx#exams

and myUNSW


General Information on Special Consideration:
1. All applications for special consideration must be lodged online through myUNSW within 3 working days of the assessment due date (Log into myUNSW and go to My Student Profile tab > My Student Services channel > Online Services > Special Consideration). You will then need to submit the originals or certified copies of your completed Professional Authority form (pdf - download here) and other supporting documentation to Student Central. For more information, please study carefully the instructions and conditions at: https://my.unsw.edu.au/student/atoz/SpecialConsideration.html.

2. Please note that documentation may be checked for authenticity and the submission of false documentation will be treated as academic misconduct.

3. Applications will not be accepted by teaching staff. Student Experience will be automatically notified when you lodge an online application for special consideration.

4. Decisions and recommendations are only made by Student Experience, not by tutors.

5. Applying for special consideration does not automatically mean that you will be granted a supplementary exam or other concession.

Special Consideration and the Final Exam:
Applications for special consideration in relation to the final exam are considered by an AGSM Student Experience panel to which lecturers-in-charge provide their recommendations for each request.

If you attend the regular final exam, you are extremely unlikely to be granted a supplementary exam. Hence if you are too ill to perform up to your normal standard in the regular final exam, you are strongly advised not to attend. However, granting of a supplementary exam in such cases is not automatic. You would still need to satisfy the criteria stated above.
5 STUDENT RESOURCES AND SUPPORT

UNSW and the Business School provide a wide range of support services for students, including:

- **AGSM @ UNSW Business School Student Experience**
  Advice and direction on all aspects of enrolment, timetables and graduation.
  Ground Floor – Red Counter, AGSM Building (G27),
  Phone: (02) 9931 9400
  Email: studentexperience@agsm.edu.au

- **eLearning Support**: For online help using Moodle, follow the links from http://teaching.unsw.edu.au/moodle-students

**For login issues**
Contact the **UNSW IT Service Centre**:
- **Hours**: Monday – Friday, 8am – 8pm
  Saturday – Sunday, 11am – 2pm
- **Email**: ITServiceCentre@unsw.edu.au
- **Phone**: (02) 9385 1333 - International: +61 2 9385 1333

**For assistance in using Moodle, including how to upload assessments**
Contact the **AGSM @ UNSW Business School Elearning Coordinator**:
- **Hours**: Monday – Friday, 9am – 5pm
- **Email**: elearning@agsm.edu.au
- **Phone**: (02) 9931 9541 - International: +61 2 9931 9541

**For help with technical issues and problems**
Contact the **External TELT Service Centre**:
- **Hours**: Monday – Friday, 7.30am – 9.30pm
  Saturday – Sunday, 8.30am – 4.30pm
- **Email**: externalteltsupport@unsw.edu.au
- **Phone**: (02) 9385 3331 - International: +61 2 9385 3331

- **UNSW Business School Education Development Unit (EDU)**
  https://www.business.unsw.edu.au/
  Academic writing, study skills and maths support specifically for UNSW Business School students. Services include workshops, online and printed resources, and individual consultations. EDU Office: Room GO7, Ground Floor, UNSW Business School Building (opposite Student Centre); Phone: (02) 9385 5584;
  Email: edu@unsw.edu.au.
  Consultation online booking:
  https://booking.online.unsw.edu.au/booking/asb_consultation.login
  Visit us on Facebook: www.facebook.com/educationdevelopmentunit

- **UNSW Learning Centre** (www.lc.unsw.edu.au)
  Academic skills support services, including workshops and resources, for all UNSW students. See website for details.

- **Library training and search support services**:
  http://info.library.unsw.edu.au/web/services/services.html
• **IT Service Centre:** Technical support for problems logging in to websites, downloading documents etc. [https://www.it.unsw.edu.au/students/index.html](https://www.it.unsw.edu.au/students/index.html)
  UNSW Library Annexe (Ground floor)

• **UNSW Counselling and Psychological Services**
  ([http://www.counselling.unsw.edu.au](http://www.counselling.unsw.edu.au))
  Free, confidential service for problems of a personal or academic nature; and workshops on study issues such as ‘Coping With Stress’ and ‘Procrastination’.
  Office: Level 2, Quadrangle East Wing; Phone: (02) 9385 5418

• **Student Equity & Disabilities Unit** ([http://www.studentequity.unsw.edu.au](http://www.studentequity.unsw.edu.au))
  Advice regarding equity and diversity issues, and support for students who have a disability or disadvantage that interferes with their learning.
  Office: Ground Floor, John Goodsell Building; Phone: (02) 9385 4734.