



SCHOOL OF ACCOUNTING & COMMERCIAL LAW

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ACCY 223 MANAGEMENT ACCOUNTING

Trimester 1 2005

COURSE OUTLINE

| Contact Details | Office | Telephone |
|--|---------------|-------------------|
| Course Administrator: Ms Sandy Fackney Sandy.Fackney@vuw.ac.nz | RH 710 | 463-6680 |
| Administration Assistant: Ms Jan May Janet.May@vuw.ac.nz | RH 708 | 463-7465 |
| Course Coordinator: Mr John Bradshaw | RH 617 | 463-5779 |
| Lecturers: | | |
| Weeks 1 to 6 Mr John Bradshaw John.Bradshaw@vuw.ac.nz | RH 617 | 463-5779 |
| Weeks 7 to 12 Mr Ken Bates Ken.Bates@vuw.ac.nz | RH 623 | 463-6679 |
| Teaching Fellow: Ms Dimi Vounatsos Dimitria.Vounatsos@vuw.ac.nz | RH 614 | 463-5233 Ext 8948 |

Class Times and Room Numbers

Monday, Wednesday and Thursday 2.40 pm – 3.30 pm in RH LT 1

Test 1 is on Wednesday 23rd March 2005

Mid-Trimester break is from Friday 25th March through Sunday 10th April

University classes resume on Monday 11th April

Test 2 is on Wednesday 4th May 2005

Final examinations take place during the university study/examination period from Monday 30th May through Saturday 18th June 2005

Prerequisites

ACCY 111 Accountancy and ECON 130 Economic Principles and Issues

Corequisite

ACCY 001 Bookkeeping (unless previously passed)

Course Content

This course builds on some concepts and techniques of cost and management accounting that may have been introduced in ACCY 111 “Accountancy”. It covers the theory and practice of cost and management accounting, and includes detailed discussion of cost accounting systems, the philosophy and use of budgets and variance analysis, performance evaluation and quantitative methods pertinent to modern management.

Course Objectives

Upon successful completion of this course, you should be able to:

1. Explain the role of management accounting in organisations.
2. Understand basic cost concepts and apply costing methods such as job-order costing, variable costing and activity-based costing.
3. Understand and use planning and control techniques such as budgeting, variance analysis and segment reporting.
4. Understand and apply financial and non-financial performance measurement concepts.

The comprehensive course objectives are given in more detail in the course material book.

A detailed programme for weeks 1 through 12 is printed on page 8 of this document.

Readings

Prescribed Textbooks and Additional Readings

- Garrison/Noreen, 2002, Managerial Accounting, 10th Edition, Irwin/McGraw-Hill.
- All chapters and tutorial assignment problems listed in the “Detailed Programme for Weeks 1 through 12” of the Course Material Book are from this textbook.
- IMPORTANT: There are major differences between the questions in the 9th and 10th edition of the textbook. **Do not use the 9th edition.**
- Please read the appropriate sections of the prescribed textbook, as indicated in the “Detailed Programme for Weeks 1 through 12” prior to lectures.
- Additional readings will be used by your lecturers for some lecture topics. These will be provided to you or placed in the VUW Central Library on closed reserve.

Recommended and Additional Textbooks that you may wish to Consult

- Reeve, James M. 2000 Readings and Issues in Cost Management 2nd ed. South-Western College Publishing Thomson Learning: Cincinnati, Ohio.
- Horngren, C. T., Foster, G., and Datar, S. M. 2000 Cost Accounting: A Managerial Emphasis, 10th ed. Prentice Hall: Englewood Cliffs, NJ.
- Hansen, D. R. and Mowen, M. M. 1997 Management Accounting 4th ed. South-Western College Publishing: Cincinnati, Ohio.
- The VUW central library has many other managerial- / management- / cost- / accounting textbooks available.

Assessment Requirements

1. Test 1 is on Wednesday 23 March 2005 from 2.30 pm until 3.30 pm.

Weighting: 20% of final course mark

This test is on all material covered during the first four weeks of the trimester, up to and including Thursday 17 March 2004, and includes lectures, tutorial assignments and any extra work given by the lecturer(s).

2. Test 2 is on Wednesday 4 May 2005 from 2.30 pm until 3.30 pm

Weighting: 20% of final course mark

This test is on all material covered during the middle four weeks of the 12 week trimester, that is: Monday 21 March 2005 up to and including Monday 2 May 2004, and includes lectures, tutorial assignments and any extra work given by the lecturer(s).

3. Final 3-hour examination, held during the examination period.

Weighting: 60% of final course mark

The final examination is on all material covered during the 12-week trimester and includes:

- All material covered during the last four weeks of the trimester, that is: Thursday 5 May 2005 up to and including Thursday 26 May 2005, including lectures, tutorial assignments and any extra work given by the lecturer(s). (Weighting = 20% of final course mark).
- All material covered during the entire course/trimester. (Weighting = 40% of final course mark).

These assessments meet the course objectives by:

1. Covering all topics taught in the course.
2. Assessing the understanding and application of management accounting techniques and the evaluation of management accounting concepts.

Note:

- You have one week, from the day on which an assessment is returned, to query the assessment's allocated mark.
- It is a good idea to retain all test scripts and tutorial assignments in case it is necessary to seek an aegrotat or clarify a recording issue.

Materials permitted in tests and final examination

- Non-programmable silent calculators.
- Non-electronic foreign language dictionaries.

Penalties

Students who have not met the *mandatory course requirements* (see below) will not receive a graded result for this paper, and their records will show an ungraded fail.

Course Work

Tutorial Sessions

You have **eight tutorial sessions** held during the following weeks:

Tutorial Session 1: Week beginning Monday 7 March 2005 – Discussion P5-11

Tutorial Session 2: Week beginning Monday 14 March 2005 – Discussion P6-20

Tutorial Session 3: Week beginning Monday 21 March 2005 – Discussion P9-19

Tutorial Session 4: Week beginning Monday 18 April 2005 – Discussion P3-25

Tutorial Session 5: Week beginning Monday 25 April 2005 – Discussion P10-13

Tutorial Session 6: Week beginning Monday 2 May 2005 – Discussion P11-22

Tutorial Session 7: Week beginning Monday 16 May 2005 – Discussion P10-21

Tutorial Session 8: Week beginning Monday 23 May 2005 – Review Assignment 8

You will be given the opportunity to sign up for one tutorial group on a first-come-first-served basis. When and where will be announced during the first lecture.

The completed tutorial group lists will be posted on the “Accounting” notice board and on the web-based **Blackboard** by **9.00 a.m. on Wednesday 2 March 2004**. Subsequent changes to that list can only be made by the Course Administrator Ms Sandy Fackney.

Purpose of Tutorial Sessions and Tutorial Assignments

The purpose of tutorial sessions and tutorial assignments is to prepare you for the tests and final examination, and for your future career, by giving you the opportunity to develop your knowledge, skill, and application ability levels. Consequently, completion of the tutorial assignments and attendance at tutorial sessions is strongly advised.

Tutorial Assignments

You have **eight tutorial assignments due by 2.30 p.m.** on the following days:

Tutorial Assignment No 1: Wednesday 2 March 2005

Hand-in P2-11, P2-19 and P5-15.

Tutorial Assignment No 2: Wednesday 9 March 2005

Hand-in P6-18 and P6-17.

Tutorial Assignment No 3: Wednesday 16 March 2005

Hand in P9-16 and P9-17.

Tutorial Assignment No 4: Wednesday 13 April 2005

Hand-in P3-13 and P3-22.

Tutorial Assignment No 5: Wednesday 20 April 2005

Hand in P10-15 and P10-11.

Tutorial Assignment No 6: Wednesday 27 April 2005

Hand in P11-18 and P10-12.

Tutorial Assignment No 7: Wednesday 11 May 2005

Hand in P7-10 and P7-13.

Tutorial Assignment No 8: Wednesday 18 May 2005

Hand in Tijuana Bronze Machining Case Study 33.

- Please use the labels provided on page 9 of this course outline.
- For each tutorial assignment, complete, cut out and staple the correct label to your assignment.
- In the interest of trying to ensure the return to you of your submitted tutorial assignments, your **tutorial group number must** be noted on all tutorial assignments.
- Place your assignment in the **ACCY 223 box** on the Mezzanine floor of Rutherford House no later than 2.30 p.m. on the due date.

Your tutorial assignments must be recorded as submitted in order to comply with the mandatory course requirements. However, unexplainable recording errors and the loss of assignments do occur. For this reason, you may be required to re-submit some of your completed tutorial assignments. You should therefore retain a copy of each tutorial assignment you submit.

Tutorial assignments submitted by 2.30 p.m. on the due date, should be returned to you during the following tutorial session.

Suggested Solutions

These will be posted on the web-based **Blackboard**, at <http://blackboard.vuw.ac.nz>.

NOTE: Lecturers may assign other examples as extra “homework”. The answers to these will, where possible, be provided on Blackboard.

Mandatory Course Requirements

To pass this course, students must:

- a. Meet these *mandatory course requirements*; and
- b. Obtain a weighted mark of 50% or more over the two Tests and Final Examination.

To meet the *mandatory course requirements* students must:

- (i) Complete and submit **7 out of 8 tutorial assignments**; and
- (ii) Sit both Test 1 and Test 2; and
- (iii) Have ‘demonstrated competence in bookkeeping’.

So that you are able to meet the mandatory course requirements:

1. If you have not passed ACCY001 Bookkeeping, then you need to successfully complete ACCY001 as a co-requisite while enrolling in ACCY223.
2. We allow the late submission of completed tutorial assignments.

Tutorial assignments will be accepted as a **late submission**, if presented to the course administrator with a written reasonable explanation, in person, up to 2.30 p.m. on **Wednesday 1 June 2005**.

A list of those students who have not met the mandatory tutorial assignment requirements will be posted on the web-based **Blackboard** by 2.30 p.m. on **Thursday 2 June 2005**.

Communication of Additional Information

Additional information concerning this course will be provided in lectures and posted on the web-based **Blackboard** system at <http://blackboard.vuw.ac.nz>.

Lecturer Consultation

Students are welcome to come for consultation especially during the lecturers contact hours, which will be announced at the beginning of lectures. However, due to the large class size it is advisable to seek your tutorial session tutor’s or the duty tutor’s help prior to approaching your lecturers.

Duty Tutoring

Ms Dimi Vounatsos is the teaching fellow available for additional assistance outside of your assigned tutorial sessions. Please seek your tutor’s help (during tutorial sessions) before approaching the teaching fellow or your lecturers (during their contact hours).

The teaching fellow’s contact times will be announced in class and posted on the web-based **Blackboard**, at <http://blackboard.vuw.ac.nz>. The lecturers’ contact times will also be announced in class and posted on Blackboard.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures.

Student Conduct and Staff Conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps can be taken if there is a complaint. For queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor. This Statute is available in the Faculty Student Administration Office or on the website at:

www.vuw.ac.nz/policy/StudentConduct.

The policy on Staff Conduct can be found on the VUW website at:

www.vuw.ac.nz/policy/StaffConduct.

Academic Grievances

If you have any academic problems with your course you should talk to the tutor or lecturer concerned or, if you are not satisfied with the result of that meeting, see the Head of School or the Associate Dean (Students) of your Faculty. Class representatives are available to assist you with this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievances Policy which is published on the VUW website:

www.vuw.ac.nz/policy/AcademicGrievances.

Academic Integrity and Plagiarism

Academic integrity is about honesty – put simply it means **no cheating**. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. Plagiarism is **prohibited** at Victoria.

The University defines plagiarism as follows:

Plagiarism is presenting someone else's work as if it were your own, whether you mean to or not.

'Someone else's work' means anything that is not your own idea, even if it is presented in your own style. It includes material from books, journals or any other printed source, the work of other students or staff, information from the Internet, software programmes and other electronic material, designs and ideas. It also includes the organization or structuring of any such material.

Plagiarism is not worth the risk.

Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct (www.vuw.ac.nz/policy/studentconduct) and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- suspension from class or university
- cancellation of your mark for an assessment or a fail grade for the course.

Find out more about plagiarism and how to avoid it, on the University's website at: www.vuw.ac.nz/home/studying/plagiarism.html.

Students with Disabilities

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities an equal opportunity with all other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, then please contact the Course Coordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services to confidentially discuss your individual needs and the options and support that are available. Disability Support Services are located on Level 1, Robert Stout Building, or phoning 463-6070, email: disability@vuw.ac.nz. The name of your School's Disability Liaison Person can be obtained from the Administrative Assistant or the School Prospectus.

Student Support

Staff at Victoria want students' learning experiences at the University to be positive. If your academic progress is causing you concern, please contact the relevant Course Co-ordinator, or Associate Dean who will either help you directly or put you in contact with someone who can.

The Student Services Group is also available to provide a variety of support and services. Find out more at www.vuw.ac.nz/st_services/ or email student-services@vuw.ac.nz.

VUWSA employs two Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office is located on the ground floor, Student Union Building, phone 463 6983 or 463 6984, email education@vuwsa.org.nz.

Detailed Programme for Weeks 1 to 12

The Weekly Topic Timetable of this detailed programme is a guideline only and variations may occur.

| Week | Dates | | Weekly Topic Timetable | Text Chapter | Tutorial Group Sessions | Tutorial Assignment's are due by 2.30 pm on Wednesdays |
|---|------------|--------------------|---|------------------------------------|--|--|
| 1 | Feb | 21 23 24 | Cost Classifications and Behaviour (E2-4, P5-14, E5-3, 4) | Ch 2 Ch 5 | No tutorial sessions this week. | No tutorial assignment due this week |
| 2 | Feb Mar | 28 2 3 | Cost-Volume-Profit Relationships (E6-7, 2, P6-15, E6-1, 3, 4, 8, 5) | Ch 6 | No tutorial sessions this week. | Assignment No 1 Due 2 March Hand-in P2-11, P2-19 & P5-15 |
| 3 | Mar | 7 9 10 | Budgeting (E9-1, 2, 3, 7, P9-9, P9-12) | Ch 9 | Discuss P5-11 Review Assignment 1 | Assignment No 2 Due 9 March Hand-in P6-18 & P6-17 |
| 4 | Mar | 14 16 17 | Job Order Costing (E3-1, 4, 2, 5, 8, 7, 12) | Ch 3 | Discuss P6-20 Review Assignment 2 | Assignment No 3 Due 16 March Hand in P9-16 & P9-17 |
| 5 | Mar | 21 23 24 | Standard Costs (E10-1) <i>Test 1: Wednesday 23 March</i> | Ch 10 p422-445 | Discuss P9-19 Review Assignment 3 | Study for Test 1 No tutorial assignment this week |
| March 25 - April 10 (EASTER) MID-TRIMESTER BREAK | | | | | | |
| 6 | Apr | 11 13 14 | Variance Analysis (E10-2, 3, 4) | Ch 10 p422-445 & p458-460 | No tutorial sessions this week. | Assignment No 4 Due 13 April Hand-in P3-13 & P3-22. |
| 7 | Apr | 18 20 21 | Flexible Budgets (E11-1, 3) Variance Analysis (E11-6, 7) | Ch 11 | Discuss P3-25 Review Assignment 4 | Assignment No 5 Due 20 April Hand in P10-15 & P10-11 |
| 8 | April | 25 27 28 | ANZAC DAY Variable Costing (E7-5, 6, 7, 2, P7-12) | Ch 11 Ch 7 | Discuss P10-13 Review Assignment 5 | Assignment No 6 Due 27 April Hand in P11-18 & P10-12 |
| 9 | May | 2 4 5 | Variable Costing <i>Test 2: Wednesday 4 May</i> Activity Based Costing | Ch 7 Ch 8 | Discuss P11-22 Review Assignment 6 | Study for Test No 2 No tutorial assignment this week |
| 10 | May | 9 11 12 | Activity Based Costing (E8-1, 3, 4, 5, 6, 7, P8-13) | Ch 8 | No tutorial group sessions this week | Assignment No 7 Due 11 May Hand in P7-10 & P7-13 |
| 11 | May | 16 18 19 | Balanced Scorecard and Non-Financial Performance Measures (E10-8, P10-22 + extra questions) | Ch 10 p445-455 | Discuss P10-21 Review Assignment 7 | Assignment No 8 Due 18 May Hand in Tijuana Bronze Machining Case Study 33 (see Week 9/10 page 49-55) |
| 12 | May | 23 25 26 | Decentralisation and Segment Reporting (E12-1, 2, 4, 5, P12-14, P12-15) | Ch 12 | Review Assignment 8 | No tutorial assignment this week |

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|---|---|
| <p>For most efficient processing, use the labels provided on this page when submitting your tutorial assignments. The labels have been pre-numbered for tutorial assignments 1 to 8. For each tutorial assignment, cut-out and complete the correct tutorial assignment label before stapling it to your completed assignment. Place your stapled and labelled tutorial assignment in the box allocated for ACCY 223 on the Mezzanine floor of Rutherford House.</p> | <p>SURNAME:..... FIRST NAME:..... STUDENT ID:..... TUTORIAL GROUP NUMBER:.....</p> <p style="text-align: center;">ACCY 223 Tutorial Assignment No 5 Due on Wednesday 20 April 2005 by 2.30 pm</p> |
| <p>SURNAME:..... FIRST NAME:..... STUDENT ID:..... TUTORIAL GROUP NUMBER:.....</p> <p style="text-align: center;">ACCY 223 Tutorial Assignment No Due on Wednesday by 2.30 pm</p> | <p>SURNAME:..... FIRST NAME:..... STUDENT ID:..... TUTORIAL GROUP NUMBER:.....</p> <p style="text-align: center;">ACCY 223 Tutorial Assignment No 4 Due on Wednesday 13 April 2005 by 2.30 pm</p> |
| <p>SURNAME:..... FIRST NAME:..... STUDENT ID:..... TUTORIAL GROUP NUMBER:.....</p> <p style="text-align: center;">ACCY 223 Tutorial Assignment No 8 Due on Wednesday 18 May 2005 by 2.30 pm</p> | <p>SURNAME:..... FIRST NAME:..... STUDENT ID:..... TUTORIAL GROUP NUMBER:.....</p> <p style="text-align: center;">ACCY 223 Tutorial Assignment No 3 Due on Wednesday 16 March 2005 by 2.30 pm</p> |
| <p>SURNAME:..... FIRST NAME:..... STUDENT ID:..... TUTORIAL GROUP NUMBER:.....</p> <p style="text-align: center;">ACCY 223 Tutorial Assignment No 7 Due on Wednesday 11 May 2005 by 2.30 pm</p> | <p>SURNAME:..... FIRST NAME:..... STUDENT ID:..... TUTORIAL GROUP NUMBER:.....</p> <p style="text-align: center;">ACCY 223 Tutorial Assignment No 2 Due on Wednesday 9 March 2005 by 2.30 pm</p> |
| <p>SURNAME:..... FIRST NAME:..... STUDENT ID:..... TUTORIAL GROUP NUMBER:.....</p> <p style="text-align: center;">ACCY 223 Tutorial Assignment No 6 Due on Wednesday 27 April 2005 by 2.30 pm</p> | <p>SURNAME:..... FIRST NAME:..... STUDENT ID:..... TUTORIAL GROUP NUMBER:.....</p> <p style="text-align: center;">ACCY 223 Tutorial Assignment No 1 Due on Wednesday 2 March 2005 by 2.30 pm</p> |