

SCHOOL OF ACCOUNTING & COMMERCIAL LAW

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ACCY 223 MANAGEMENT ACCOUNTING

Trimester 3 2005

COURSE OUTLINE

Contact Details

<i>Course Coordinator</i>	Dr Bhagwan Khanna	RH 602	Phone: 463 5843
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<i>Lecturers</i>	<i>Weeks 1 to 6</i>	Dr Laurie McAulay	RH 623 Phone: 463 6679
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	<i>Weeks 7 to 12</i>	Dr Bhagwan Khanna	
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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, it is recommended that you seek your tutor's or the duty tutor's help prior to approaching your lecturers.

Class Times and Room Numbers

MONDAY	11.30 am – 13.20 pm	GB LT 1
THURSDAY	11.30 am – 12.20 pm	GB LT 1

Duty Tutors

Duty Tutors will be available for additional assistance. You are advised to seek their help before approaching a lecturer. Location and times will be indicated during lectures and will also be posted on Blackboard and on the Accounting notice board on the Mezzanine Floor of Rutherford House.

Course Objectives

An objective of this course is to provide a learning experience that will enable motivated successful students to:

1. Explain the role of management accounting in organisations.
2. Analyse cost concepts and methods such as job-order costing and activity-based costing.
3. Understand planning and control techniques including budgeting and variance analysis.
4. Evaluate organisational performance and
5. Apply selected decision aids to add value to an organisation

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

Course Content

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

Readings

The main readings for this course are the prescribed textbook and the course material book. It is highly recommended that you purchase the textbook and the course material book. Other reading material may be assigned.

The prescribed text for ACCY 223 is:

Garrison/Noreen, 2006, Managerial Accounting, 11th Edition, Irwin/McGraw-Hill.

Important: There are major differences between the questions in the 10th and 11th edition of the text book. **Do not use the 10th edition.**

No support is given for the use of other textbooks, and of earlier editions of the prescribed text. It is highly recommended that you read the appropriate sections of the prescribed textbook and course material book and other reading as assigned, prior to lectures and tutorials associated with that material.

Materials and Equipment for Assessment Events

- Only clear pencil boxes and the associated stationery items, pen, pencils, etc. are permitted in the mid trimester test and final examination.
- Silent, battery operated electronic calculators are permitted in the mid trimester test and final exam. Calculators with alphanumeric keyboards and programming functions will not be permitted.
- Non-electronic foreign language dictionaries are permitted in the mid trimester test and final test. There must not be any writing in the dictionary.
- Except for items allowed elsewhere in this list, no paper, books or any other materials except for the material given to you by the examiner expressly for the purpose of sitting the test or exam is permitted.
- Bring your student ID to the mid trimester test and final examination.

Assessment Requirements

Assessment items:

	<u>Weighting</u>
Mid Trimester Test (100 minutes)*	40%
Final Examination (3 hours)#	60%

* The date and time for the mid trimester test is 16th Dec., 2005 at TBA. Information about which room you need to go to for the test will be provided later.

Other than for reasons identified in the VUW University Statutes, all students are expected to sit the Mid Trimester test at the appointed time and place.

The mid trimester test will cover all material, unless specifically excluded, taught in the course up to and including Thursday, 15 December 2005. Please arrive at your appointed room for the Mid Trimester test 15 minutes prior to the start of the test. The mid trimester test is “closed book”.

The final exam is expected to be offered during the regular end-of-trimester examination period. Tentative dates for this period are 13 – 19 February 2006. The final examination will cover all material, unless specifically excluded, taught during the course. The final exam is “closed book”.

Any questions involving administrative matters relating to this exam should be taken to the Faculty of Commerce and Administration Student Administration Office which is located on the Ground Floor of the Railway Building.

To pass the course, you must achieve an overall weighted mark of at least 50% for the mid trimester test and final examination. You must bring your VUW student ID card to the mid trimester test and to the final examination.

Penalties

At the discretion of the academic coordinator, students who do not supply evidence of reasons acceptable under University Statutes for missing the mid trimester test may receive a zero mark for that test. The usual Faculty exam rules apply for the final exam.

Mandatory Course Requirements

To pass this course, you must achieve an overall weighted mark of at least 50% for the mid trimester test and final examination.

Communication of Additional Information

Important additional information concerning this course will be provided:

- (i) in lectures and posted on the Accounting Notice Board on the Mezzanine Floor (Level M) of Rutherford House, and
- (ii) on Blackboard. The login is at <http://blackboard.vuw.ac.nz>.

Tutorial Sessions

Tutorial times and rooms are still to be finalised. Full details of these matters will be provided as the information becomes available.

Attending tutorials is a valuable action that you can take to help yourself. However, you are not required to attend tutorials. Your learning and your test and exam marks will be enhanced if you attend and participate in all tutorials. Questions for discussion at tutorials are in the Course Material Book. No model answers for tutorial questions are available for distribution in any form.

Assignments and Tutorials

The Detailed Programme Section of the Course Materials Book for ACCY 223 - Third Trimester/2005 has information of the assignments for this course.

The assignments are voluntary. They do not count toward your final grade. It is to your benefit to do all the assignments, however, since that activity will enhance your learning and improve your scores on the test and exam. If your assignment is submitted on time and contains on its cover page the information as outlined in the following paragraph, we will attempt to mark your work to provide feedback on your learning progress.

For most efficient processing, please **use the labels provided at the end of this course outline** when you submit your assignments. The labels have been pre-numbered for assignments 1 through 8. **On each label, print legibly your name and tutorial group number (not the time)**. For each assignment, cut out and staple the correct label to your completed assignment. Hand in your labelled assignment in the appropriate assignment box on the Mezzanine Floor of Rutherford House on the due dates shown in the ACCY 223 Tentative Programme Section of this Outline. Late assignments will not be marked.

See page 5 of this Course Outline for assignment due dates. Assignments **must** be handed in by 2.30 pm on the due date.

Assignment answers, which do not contain on their cover page all the information shown above, are unlikely to be marked or returned to the student. Therefore, it is recommended that you obtain and retain a copy of your answers to assignments before you submit them.

If you have submitted your assignment in the manner prescribed above, our goal will be to return your assignment to you during the following tutorial session. If you cannot attend your regular tutorial session, your unclaimed assignment will remain with your tutor, and you can arrange with your tutor to collect it the next time you attend your tutorial. *No* model answers for assignment questions are available for distribution in any form.

Attending tutorials is a valuable action that you can take to help yourself. However, you are not required to attend tutorials. Your learning and your test and exam marks will be improved if you attend and participate in all tutorials. *No* model answers for tutorial questions are available for distribution in any form.

Note: Assignment questions and tutorials questions may be identical. That is, assignment questions may also serve as tutorial questions.

NOTE: Lecturers may assign other examples as extra “homework”.

Tentative Programme

Week	Dates		Weekly Topic Timetable	Text / Chapter	Tutorial Group Sessions	Tutorial Assignments are due by 2.30 pm on the specified date(s)
1	Nov	7 10	Introduction and Cost Classifications (E2-2, 5, 6)	Ch 1 p4-12; 20-26 Ch 2 p 36-51	No tutorial sessions this week.	No tutorial assignment due this week
2	Nov	14 17	Cost Behaviour & Cost-Volume-Profit Relationships (E5-2,4, P5-14,16, E6-1,2,5,9,13,15,17, P6-23)	Ch 5 & Ch 6	Discuss E2-3 & P2-24	No tutorial assignment due this week
3	Nov	21 24	Job Order Costing (E3-1, 9, 10, 12, 14, 16)	Ch 3	Discuss CASE 6-31	Assignment No 1 Due 23 November Hand-in E1-1, P1-5 & P2-16
4	Nov	28	Standard Costs (E10-1)	Ch 10 p428-435; p445-448	Discuss P3-30	Assignment No 2 Due 30 November Hand-in P5-13 & P6-29
4 & 5	Dec	1 5 & 8	Variance Analysis (E10-2, 3, 4, P10-16, 19) Variance Analysis	Ch 10 p435-445	Discuss E10-8 & P10-17	Assignment No 3 Due 7 December Hand in P3-19 & P3-23
6	Dec	12 15	Budgeting (E9-1, 2, 3, P9-9, 12) Test 1: Friday 16 December	Ch 9	No tutorial sessions this week.	Assignment No 4 Due 14 December Hand-in P10-22 & CASE10-36.
7	Dec	19 & 22	Overhead Variances, Introduction	Ch 11 p492-509	No tutorial sessions this week.	No tutorial assignment due this week

MID-TRIMESTER BREAK – VUW resumes 4 January, ACCY 223 resumes 5 January 06

8	Jan	5 9	Overhead Variance Analysis Revisited/Reviewed Variable & Absorption Costing	Ch 11 Ch 7	Discuss E11-6, 11-10, 11-12 & 11-16 Q11-12 & 11-15	Assignment No 5 Due 6 January Hand-in P11-18 & P11-22
9	Jan	12 16	Variable & Absorption Costing; Cont'd Activity Based Costing, Introduced	Ch 7 p276-290 Ch 8	Discuss E7-2, 7-3 & 7-8 Q7-9, 7-10 & 7-11	Assignment No 6 Due 13 January Hand-in P7-11, 7-13 & 7-16
10	Jan	19 26	Activity Based Costing; Cont'd Balanced Scorecard and Non-Financial Performance Measures	Ch 8 p315-337 Ch 10 p449-459	Discuss E8-2 & 8-4 Q8-2, 8-9 & 8-11	Assignment No 7 Due 20 January P8-22 & 8-26
11	Jan	30	Decentralisation and Segment Reporting	Ch 12	No tutorial sessions this week.	No tutorial assignment due this week
12	Feb	2 9	Relevant Costs for Decision Making Relevant Costs for Decision Making – Review	Ch 13 P601-625	Discuss E12-8 & 12-12 Q10-17, 10-18, 12-10 & 13-4 E13-3, 13-4 & 13-6	Assignment No 8 Due 3 February P12-20, P13-17 & P13-19

Final Exam during the Regular Exam period

BLACKBOARD TUTORIAL SIGN-UP

IMPORTANT NOTE: STUDENTS ENROLLED FOR ACCY 221 AND ACCY 223 MUST SELECT TUTORIAL GROUPS THAT DO NOT CLASH WITH LECTURES

To sign up for an ACCY 223 tutorial you need to follow the instructions below. Please note that the [Blackboard](#) login procedure has changed. To login to [Blackboard](#) you must use your Victoria University student domain (SCS) user name and password.

1. To sign up select the '**Discussion Board**' button on the left hand side of the screen.
2. Click on '**Tutorial Sign-up**', which will open a list of tutorial times. Click on the tutorial time of your choice. To register your name for this tutorial you must then click on the '**Reply**' button at the bottom of the page.
3. Place an 'x' in the **message** box which is below **subject** and click on '**submit**' at the bottom of the page. You have now registered for this tutorial. Your name should appear under the tutorial of your choice. **Please remember only 15 students per tutorial are accepted.** Count the number of names under the tutorial to ensure that there are no more than 15 names.
4. If you need to change your tutorial group, please **remove** your name from the first tutorial you signed up for. To do this, follow steps 1-3. Select '**Tutorial Sign-up**' and double click on the tutorial time beside your name. Click the '**remove**' button, followed by **OK**. You can now choose a different tutorial time by following steps 3 and 4.
5. If a student signs up to more than **one** tutorial group, the Course Administrator will select an available tutorial group at their discretion.
6. Any student who has signed up **after** a tutorial group has been filled will be placed into the next available tutorial group according to availability.

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.

Labels for your assignments:

- Please cut these out as required, provide all the required information and staple on to the outside of your assignment folded lengthways.
- Submit the assignment in the appropriate box on the Mezzanine Floor of Rutherford House by **2:30 pm.** on the required date.
- Late assignments will not be marked.
- Assignment marks help you assess your progress.

ACCY 223: Management Accounting, 3/3 2005 ASSIGNMENT 1 Name: Tutorial number: Assignment 1: Wednesday 23 November 05 by 2.30pm.	ACCY 223: Management Accounting, 3/3 2005 ASSIGNMENT 2 Name: Tutorial number: Assignment 2: Wednesday 30 November 05 by 2.30pm.
ACCY 223: Management Accounting, 3/3 2005 ASSIGNMENT 3 Name: Tutorial number: Assignment 3: Wednesday 7 December 06 by 2.30pm.	ACCY 223: Management Accounting, 3/3 2005 ASSIGNMENT 4 Name: Tutorial number: Assignment 4: Wednesday 14 December 05 by 2.30pm.
ACCY 223: Management Accounting, 3/3 2005 ASSIGNMENT 5 Name: Tutorial number: Assignment 5: Friday 6 January 06 by 2.30pm.	ACCY 223: Management Accounting, 3/3 2005 ASSIGNMENT 6 Name: Tutorial number: Assignment 6: Friday 13 January 06 by 2.30pm.
ACCY 223: Management Accounting, 3/3 2005 ASSIGNMENT 7 Name: Tutorial number: Assignment 7: Friday 20 January 06 by 2.30pm.	ACCY 223: Management Accounting, 3/3 2005 ASSIGNMENT 8 Name: Tutorial number: Assignment 8: Friday 3 February 06 by 2.30pm.