

## SCHOOL OF ACCOUNTING & COMMERCIAL LAW

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### ACCY 223 MANAGEMENT ACCOUNTING

Trimester 1, 2006

### COURSE OUTLINE Updated 14 02 06

<b>Contact Details</b>	<b>Office</b>	<b>Telephone</b>
Course Administrator: Ms Sandy Fackney <a href="mailto:Sandy.Fackney@vuw.ac.nz">Sandy.Fackney@vuw.ac.nz</a>	RH 710	463-6680
Administration Assistant: Ms Jan May <a href="mailto:Janet.May@vuw.ac.nz">Janet.May@vuw.ac.nz</a>	RH 708	463-7465
Course Coordinator: Mr John Bradshaw	RH 617	463-5779
Lecturers:		
Weeks 1 to 3, and Weeks 5 to 7	Mr John Bradshaw <a href="mailto:John.Bradshaw@vuw.ac.nz">John.Bradshaw@vuw.ac.nz</a>	RH 617 463-5779
Week 4, and Weeks 8 to 12	Mrs Jenny Alves <a href="mailto:Jenny.Alves@vuw.ac.nz">Jenny.Alves@vuw.ac.nz</a>	RH 723 463-5233 Ext 8538
Teaching Fellow: Ms Dimi Vounatsos <a href="mailto:Dimitria.Vounatsos@vuw.ac.nz">Dimitria.Vounatsos@vuw.ac.nz</a>	RH 614	463-5233 Ext 8948

#### **Class Times and Room Numbers**

Tuesday, Wednesday and Friday 5.40 pm – 6.30 pm in RH LT 1

Test 1 is on Wednesday 29 March 2006

Mid-Trimester break is from Saturday 8 April through Sunday 23 April

University classes resume on Monday 24 April

Test 2 is on Wednesday 10 May 2006

Final examinations take place during the university study/examination period from Tuesday 6 June through Saturday 24 June 2006

#### **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 “Accounting”. 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 above comprehensive course objectives are given in more detail in the topic sections of this course material book. This more detailed form of course objectives should be an invaluable guide to you when studying the topic material. The detailed course objectives are interwoven with references to appropriate self-help exercises, problems, and case studies, assignment problems, exhibits, review problems and readings to help you in your understanding and application of the course material.

In addition, the detailed course objectives assist in ensuring that you meet the compulsory management accounting coverage expectations of the New Zealand Institute of Chartered Accountants (NZICA).

Please note that your lecturers may use examples for explanation purposes in class, which are different to those in your textbook or in this course materials book thereby further enhancing your understanding of the course material.

## Readings

### Prescribed Textbooks and Additional Readings

- Garrison Noreen Brewer, 2006, Managerial Accounting, 11<sup>th</sup> Edition, McGraw-Hill/Irwin.
- All chapters and assignment problems listed in the Course Material Book are from this textbook.
- **IMPORTANT:** There are major differences between the questions in the 10<sup>th</sup> and 11<sup>th</sup> edition of the textbook. **Do not use the 10<sup>th</sup> 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 2<sup>nd</sup> ed. South-Western College Publishing Thomson Learning: Cincinnati, Ohio.
- Horngren, C. T., Foster, G., and Datar, S. M. 2000 Cost Accounting: A Managerial Emphasis, 10<sup>th</sup> ed. Prentice Hall: Englewood Cliffs, NJ.
- Hansen, D. R. and Mowen, M. M. 1997 Management Accounting 4<sup>th</sup> 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 29 March 2006 from 5.30 pm until 6.30 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 Friday 24 March 2006, and includes lectures, assignments and any extra work given by the lecturer(s).

### 2. Test 2 is on Wednesday 10 May 2006 from 5.30 pm until 6.30 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: Tuesday 28 March 2006 up to and including Tuesday 9 May 2006, and includes lectures, 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: Friday 12 May 2006 up to and including Friday 2 June 2006, including lectures, 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 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 course, 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 13 March 2006 – Discussion P5-13

Tutorial Session 2: Week beginning Monday 20 March 2006 – Discussion P6-28

Tutorial Session 3: Week beginning Monday 27 March 2006 – Discussion P3-30

Tutorial Session 4: Week beginning Monday 3 April 2006 – Discussion Tijuana Bronze Machining

Tutorial Session 5: Week beginning Monday 1 May 2006 – Discussion P9-20

Tutorial Session 6: Week beginning Monday 8 May 2006 – Discussion P10-19

Tutorial Session 7: Week beginning Monday 22 May 2006 – Discussion P11-29

Tutorial Session 8: Week beginning Monday 29 May 2006 – Discussion P10-29

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 8 March 2006**. Subsequent changes to that list can only be made by the Course Administrator Ms Sandy Fackney.

### **Purpose of Tutorial Group Sessions and Assignments**

The purpose of tutorial group sessions and 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 assignments and attendance at tutorial sessions is strongly advised.

### **Assignments**

You have **eight assignments due by 5.30 p.m.** on the following days:

#### ***Assignment No 1: Wednesday 8 March 2006***

Hand-in P2-14, P2-24 and P5-24.

#### ***Assignment No 2: Wednesday 15 March 2006***

Hand-in P6-24 and P6-29.

#### ***Assignment No 3: Wednesday 22 March 2006***

Hand in P3-19 and P3-29.

#### ***Assignment No 6: Wednesday 5 April 2006***

Hand in P9-17 and P9-16.

#### ***Assignment No 4: Wednesday 26 April 2006***

Hand-in P7-13 and P7-17.

#### ***Assignment No 5: Wednesday 3 May 2006***

Hand in Tijuana Bronze Machining Case Study 33.

#### ***Assignment No 7: Wednesday 17 May 2006***

Hand in P10-22 and P10-16.

#### ***Assignment No 8: Wednesday 24 May 2006***

Hand in P11-23 and P10-18.

- Please use the labels provided on page 9 of this course outline.
- For each 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 assignments, please note on all your assignments your **tutorial group number**.
- Place your assignment in the **ACCY 223 box** on the Mezzanine floor of Rutherford House no later than 5.30 p.m. on the due date.

Your 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 assignments. You should therefore retain a copy of each assignment you submit.

Assignments submitted by 5.30 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 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 assignments.

Assignments will be accepted as a **late submission**, if presented to the course administrator with a written reasonable explanation, in person, up to 4.30 p.m. on **Wednesday 31 May 2006**.

A list of those students who have not met the mandatory assignment requirements will be posted on the web-based **Blackboard** by 4.30 p.m. on **Wednesday 7 June 2006**.

### **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 in class and posted on Blackboard. 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](http://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](http://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](http://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](http://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](http://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](mailto: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/](http://www.vuw.ac.nz/st_services/) or email [student-services@vuw.ac.nz](mailto: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](mailto: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	11 <sup>th</sup> Ed Text Chapter	Tutorial Group Sessions	Tutorial Assignment's are due by 5.30 pm on Wednesdays
1	Feb Mar	28 1 3	<b>Topic 01: Cost Classifications and Behaviour</b>	Ch 2 Ch 5	No tutorial sessions this week.	No tutorial assignment due this week
2	Mar	7 8 10	<b>Topic 02: Cost-Volume-Profit Relationships</b>	Ch 6	No tutorial sessions this week.	<b>Assignment No 1 Due 8 March</b> Hand-in P2-14, P2-24 & P5-24
3	Mar	14 15 17	<b>Topic 03: Job Order Costing</b>	Ch 3	<b>Discuss P5-13</b>  Review Assignment 1	<b>Assignment No 2 Due 15 March</b> Hand-in P6-24 & P6-29
4	Mar	21 22 24	<b>Topic 06: Budgeting</b>	Ch 9	<b>Discuss P6-28</b>  Review Assignment 2	<b>Assignment No 3 Due 22 March</b> Hand-in P3-19 & P3-29.
5	Mar	28 29 31	<b>Topic 04: Variable Costing</b> <i>Test 1: Wednesday 29 March</i>	Ch 7	<b>Discuss P3-30</b>  Review Assignment 3	<b>Study for Test 1</b> <b>No tutorial assignment this week</b>
6	Apr	4 5 7	<b>Topic 05: Activity Based Costing</b>	Ch 8	<b>General Intro to Case Studies &amp; Discuss Tijuana Bronze Machining</b>	<b>Assignment No 6 Due 5 April</b> Hand in P9-17 & P9-16
<b>8 April – 23 April (EASTER) MID-TRIMESTER BREAK</b>						
7	Apr	25 26 28	<b>ANZAC DAY</b> <b>Topic 05:</b>	Ch 8	No tutorial sessions this week.	<b>Assignment No 4 Due 26 April</b> Hand in P7-13 & P7-17
8	May	2 3 5	<b>Topic 07: Standard Costing and Variance Analysis</b>	Ch 10 p426-448 & p459-464	<b>Discuss P9-20</b>  Review Assignments 6	<b>Assignment No 5 Due 3 May</b> Hand in Tijuana Bronze Machining Case Study 33
9	May	9 10 12	<b>Topic 07:</b> <i>Test 2: Wednesday 10 May</i>  <b>Topic 08: Flexible Budgets and O/H Variance Analysis</b>	Ch 10  Ch 11	<b>Discuss P10-19</b>  Review Assignment 4	<b>Study for Test 2</b> <b>No tutorial assignment this week</b>
10	May	16 17 19	<b>Topic 08:</b>	Ch 11	No tutorial group sessions this week	<b>Assignment No 7 Due 17 May</b> Hand in P10-22 & P10-16
11	May	23 24 26	<b>Topic 09: Decentralisation and Segment Reporting</b>	Ch 12	<b>Discuss P11-29</b>  Review Assignment 7	<b>Assignment No 8 Due 24 May</b> Hand in P11-23 & P10-18
12	May June	30 31 2	<b>Topic 10: Balanced Scorecard and Non-Financial Performance Measures</b>	Ch 10 p449-458	<b>Discuss P10-29</b>  Review Assignment 8	<b>No tutorial assignment this week</b>



<p>For most efficient processing, use the labels provided on this page when submitting your assignments. The labels have been pre-numbered for assignments 1 to 8. For each assignment, cut-out and complete the correct assignment label before stapling it to your completed assignment. Place your stapled and labelled assignment in the <b>box allocated for ACCY 223</b> on the Mezzanine floor of Rutherford House.</p>	<p><b>SURNAME:</b>.....  <b>FIRST NAME:</b>.....  <b>STUDENT ID:</b>.....  <b>TUTORIAL GROUP NUMBER:</b>.....</p> <p style="text-align: center;"><b>ACCY 223 Assignment No 4</b>  <b>Due on Wednesday 26 April 2006 by 5.30 pm</b></p>
<p><b>SURNAME:</b>.....  <b>FIRST NAME:</b>.....  <b>STUDENT ID:</b>.....  <b>TUTORIAL GROUP NUMBER:</b>.....</p> <p style="text-align: center;"><b>ACCY 223 Assignment No .....  Due on Wednesday .....2006 by 5.30 pm</b></p>	<p><b>SURNAME:</b>.....  <b>FIRST NAME:</b>.....  <b>STUDENT ID:</b>.....  <b>TUTORIAL GROUP NUMBER:</b>.....</p> <p style="text-align: center;"><b>ACCY 223 Assignment No 6</b>  <b>Due on Wednesday 5 April 2006 by 5.30 pm</b></p>
<p><b>SURNAME:</b>.....  <b>FIRST NAME:</b>.....  <b>STUDENT ID:</b>.....  <b>TUTORIAL GROUP NUMBER:</b>.....</p> <p style="text-align: center;"><b>ACCY 223 Assignment No 8</b>  <b>Due on Wednesday 24 May 2006 by 5.30 pm</b></p>	<p><b>SURNAME:</b>.....  <b>FIRST NAME:</b>.....  <b>STUDENT ID:</b>.....  <b>TUTORIAL GROUP NUMBER:</b>.....</p> <p style="text-align: center;"><b>ACCY 223 Assignment No 3</b>  <b>Due on Wednesday 22 March 2006 by 5.30 pm</b></p>
<p><b>SURNAME:</b>.....  <b>FIRST NAME:</b>.....  <b>STUDENT ID:</b>.....  <b>TUTORIAL GROUP NUMBER:</b>.....</p> <p style="text-align: center;"><b>ACCY 223 Assignment No 7</b>  <b>Due on Wednesday 17 May 2006 by 5.30 pm</b></p>	<p><b>SURNAME:</b>.....  <b>FIRST NAME:</b>.....  <b>STUDENT ID:</b>.....  <b>TUTORIAL GROUP NUMBER:</b>.....</p> <p style="text-align: center;"><b>ACCY 223 Assignment No 2</b>  <b>Due on Wednesday 15 March 2006 by 5.30 pm</b></p>
<p><b>SURNAME:</b>.....  <b>FIRST NAME:</b>.....  <b>STUDENT ID:</b>.....  <b>TUTORIAL GROUP NUMBER:</b>.....</p> <p style="text-align: center;"><b>ACCY 223 Assignment No 5</b>  <b>Due on Wednesday 3 May 2006 by 5.30 pm</b></p>	<p><b>SURNAME:</b>.....  <b>FIRST NAME:</b>.....  <b>STUDENT ID:</b>.....  <b>TUTORIAL GROUP NUMBER:</b>.....</p> <p style="text-align: center;"><b>ACCY 223 Assignment No 1</b>  <b>Due on Wednesday 8 March 2006 by 5.30 pm</b></p>