

## SCHOOL OF ACCOUNTING & COMMERCIAL LAW

Telephone 463 7465, Facsimile 495 5076. E-mail: [sacl@vuw.ac.nz](mailto:sacl@vuw.ac.nz)

### ACCY 223 MANAGEMENT ACCOUNTING

First Trimester 2007

### COURSE OUTLINE

<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 Chloe Thompson <a href="mailto:Chloe.Thompson@vuw.ac.nz">Chloe.Thompson@vuw.ac.nz</a>	RH 708	463-5383
Course Coordinator: Dr Chris Hunt	RH 623	463-6921
Lecturers:		
Weeks 1 to 6 Dr Chris Hunt <a href="mailto:Chris.Hunt@vuw.ac.nz">Chris.Hunt@vuw.ac.nz</a>	RH 623	463-6921
Weeks 7 to 12 Mr Pala Molisa <a href="mailto:Pala.Molisa@vuw.ac.nz">Pala.Molisa@vuw.ac.nz</a>	RH 616	463-6154
Duty Teaching Fellow: Ms Dimitria Vounatsos <a href="mailto:Dimitria.Vounatsos@vuw.ac.nz">Dimitria.Vounatsos@vuw.ac.nz</a>	RH 614	463-8948

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

- Tuesday 4.40pm-5.30pm in RHLT1
- Wednesday 11.30 am – 1.20 pm in RHLT 1
- Test 1 is on Monday 26 March 2007
- Mid-Trimester break is from Friday 6 April 2007 through Sunday 22 April 2007
- Classes resume on Tuesday 24 April 2007
- Test 2 is on Monday 14 May 2007
- Final examinations take place during the university study/examination period from Monday 4 June through Sunday 1 July 2007

## 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 the 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) and CPA Australia (ASCPA).

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., 2003, *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 Monday 26 March 2007.

**Weighting: 20% of final course mark**

This test is on all material covered in Topics 1, 2, 3, and 4, and includes lectures, assignments and any extra work given by the lecturer(s).

### 2. Test 2 is on Monday 14 May 2007.

**Weighting: 20% of final course mark**

This test is on all material covered in Topics 5, 6, and 7, 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 11-week trimester and includes:

- All material covered in Topics 8, 9, and 10, 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 12 March 2007 –	Discussion P5-13
Tutorial Session 2: Week beginning Monday 19 March 2007 –	Discussion P6-28
Tutorial Session 3: Week beginning Monday 26 March 2007 –	Discussion P3-30
Tutorial Session 4: Week beginning Monday 2 April 2007 –	Discussion Tijuana Bronze Machining
Tutorial Session 5: Week beginning Monday 7 May 2007 –	Discussion P9-20
Tutorial Session 6: Week beginning Monday 14 May 2007 –	Discussion P10-19
Tutorial Session 7: Week beginning Monday 21 May 2007 –	Discussion P11-29
Tutorial Session 8: Week beginning Monday 28 May 2007 –	Discussion P12-32

You will be given the opportunity to electronically 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 Thursday 1 March 2007**. 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 1.30 p.m.** on the following days:

***Assignment No 1: Wednesday 7 March 2007***

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

***Assignment No 2: Wednesday 14 March 2007***

Hand-in P6-24 and P6-29.

***Assignment No 3: Wednesday 21 March 2007***

Hand in P3-19 and P3-29.

***Assignment No 4: Wednesday 4 April 2007***

Hand-in P7-13 and P7-17.

***Assignment No 5: Tuesday 24 April 2007***

Hand in Tijuana Bronze Machining Case Study 33.

***Assignment No 6: Wednesday 9 May 2007***

Hand in P9-17 and P9-16.

***Assignment No 7: Wednesday 16 May 2007***

Hand in E10-8 and P10-16.

***Assignment No 8: Wednesday 23 May 2007***

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 1.30 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 1.30 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:

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

To meet the *mandatory course requirements* students must:

- Complete and submit **7 out of 8 assignments**; and
- Sit both Test 1 and Test 2; and

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

- If you have not passed ACCY001 Bookkeeping, then you need to enrol in ACCY001 as a co-requisite while enrolling in ACCY223.
- 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 **Friday 26 May 2007**.

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 30 May 2007**.

### 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 Duty Tutor available for additional assistance outside of your assigned tutorial sessions. Please seek your tutor's help (during tutorial sessions) before approaching the Duty Tutor or your lecturers (during their contact hours).

The Duty Tutor'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.

### **Faculty of Commerce and Administration Offices**

#### Railway West Wing (RWW) - FCA Student and Academic Services Office

The Faculty's Student and Academic Services Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications. To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

#### Easterfield (EA) - FCA/Education/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce and Administration, Education and Law is situated in the Easterfield Building - it includes the ground floor reception desk (EA005) and offices 125a to 131 (Level 1). The office is available for the following:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- Forms for FCA Student and Academic Services (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

### **General University Policies and Statutes**

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar or go to [www.vuw.ac.nz/policy](http://www.vuw.ac.nz/policy).

For information on the following topics, go to the Faculty's website [www.vuw.ac.nz/fca](http://www.vuw.ac.nz/fca) under Important Information for Students:

- Academic Grievances
- Academic Integrity and Plagiarism
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support

### **Manaaki Pihipihinga Programme**

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce and Administration, and Humanities and Social Sciences. Sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade (back courtyard), Room 109D, and Room 210, Level 2, Railway West Wing. There is also a Pacific Support Coordinator who assists Pacific students by linking them to the services and support they need while studying at Victoria. Another feature of the programme

is a support network for Postgraduate students with links to Postgraduate workshops and activities around Campus.

For further information, or to register with the programme, email [manaaki-pihipihinga-programme@vuw.ac.nz](mailto:manaaki-pihipihinga-programme@vuw.ac.nz) or phone (04) 463 5233 ext. 8977. To contact the Pacific Support Coordinator, email [pacific-support-coord@vuw.ac.nz](mailto:pacific-support-coord@vuw.ac.nz) or phone (04) 463 5842.

## 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 of 1 hour lectures		Weekly Topic Timetable	11 <sup>th</sup> Ed Text Chapter	Tutorial Group Sessions	Assignment
1	Feb	27 28 28	<b>Topic 1: Cost Classifications and Behaviour</b>	Ch 2 Ch 5	No tutorial sessions this week.	No tutorial assignment due this week
2	Mar	6 7 7	<b>Topic 2: Cost-Volume-Profit Relationships</b>	Ch 6	No tutorial assignment due this week	<b>Assignment No 1 Due 7 March</b> Hand-in P2-14, P2-24 & P5-24
3	Mar	13 14 14	<b>Topic 3: Job Order Costing</b>	Ch 3	<b>Discuss P5-13 &amp; Discuss Assignment 1</b>	<b>Assignment No 2 Due 14 March</b> Hand-in P6-24 & P6-29
4	Mar	20 21 21	<b>Topic 4: Variable Costing</b>	Ch 7	<b>Discuss P6-28 Discuss Assignment 2</b>	<b>Assignment No 3 Due 21 March</b> Hand-in P3-19 & P3-29.
5	Mar	26 27 28 28	<i>Test 1 on Topics 01, 02, 03 &amp; 04</i> <b>Topic 5: Activity Based Costing</b>	Ch 8	<b>Discuss P3-30 &amp; Discuss Assignment 3</b>	No tutorial assignment due this week
6	Apr	3 4 4	<b>Topic 5: Continued</b>	Ch 8	<b>General Intro to Case Studies &amp; Discuss Tijuana Bronze Machining</b>	<b>Assignment No 4 Due 4 April</b> Hand in P7-13 & P7-17
<b>6 April 2007 – 22 April 2007 Mid-Trimester Break</b>						
7	Apr	24	<b>Topic 6: Budgeting</b>	Ch 9	No tutorial sessions this week.	<b>Assignment No 5 Due 24 April</b> Hand in Tijuana Bronze Machining Case Study 33
8	May	1 2 2	<b>Topic 6: Continued</b>  <b>Topic 7: Standard Costing and Variance Analysis</b>	Ch 9  Ch 10 p426-448 & P459-464	No tutorial sessions this week.	No tutorial assignment due this week
9	May	8 9 9	<b>Topic 7: Continued</b>	Ch 10 p426-448 & P459-464	<b>Discuss P9-20</b>	<b>Assignment No 6 Due 9 May</b> Hand in P9-17 & P9-16
10	May	14 15 16 16	<i>Test 2 on Topics 05, 06 &amp; 07</i> <b>Topic 8: Flexible Budgets and O/H Variance Analysis</b>	Ch 11	<b>Discuss P10-19</b>	<b>Assignment No 7 Due 16 May</b> Hand in E10-8 & P10-16
11	May	22 23 23	<b>Topic 9: Decentralisation, Segment Reporting, ROI and RI</b>	Ch 12	<b>Discuss P11-29</b>	<b>Assignment No 8 Due 23 May</b> Hand in P11-23 & P10-18
12	May	29 30 30	<b>Topic 10: Transfer Pricing</b>	Course materials Ch 12A	<b>Discuss P12-32</b>	No tutorial assignment due this week
<b>2 June 2007 to 10 June Study Period</b>						



## Detailed Tutorial Signup Instructions

1. Go to the signup website at: <https://signups.vuw.ac.nz>
2. Enter your SCS username and password to login the system.
3. The “Signup Home” page opens. It displays all courses you are enrolled for and that use the S-Cubed Tutorial & Workshop Signup system. Click on the course you wish to sign up for.
4. The selected course page opens. It will show the course contact and brief details of the signup instructions. A “key” is provided at the bottom that explains all buttons and what they do.
5. The schedule of tutorials includes the day/time, location, maximum group size, and spaces left in the tutorial sessions.
6. If there are spaces left in a particular session, you will see the “ENROL” button next to it. You can click this button to enrol yourself into that tutorial session.
7. If there are NO more spaces left in a particular session, you will see the “JOIN WAITLIST” button, if available. You can click this button to join the waitlist for that tutorial session. Please note that you will be removed from any other waitlist you may have joined earlier. If somebody withdraws from this session, you will automatically be moved up the waitlist or enrolled into the session. In this case you are enrolled in the session; an email will be sent to you if you are enrolled into the session from a waitlist.
8. You can only “JOIN WAITLIST” if you have already enrolled in one of the other available sessions. In other words, “ENROL” in one session and then you can choose to join the waitlist for another preferred session.
9. You can choose to “WITHDRAW” from a session you have already enrolled for. You can also choose to “CANCEL WAITLIST” to remove yourself from a particular waitlist.
10. A “FULL” button indicates all seats and waitlist are full for that tutorial session. You must choose another session.
11. More details on the various buttons are available in the “Key” section at the bottom of the signup page.
12. You should “ENROL” in only ONE tutorial session and may “JOIN WAITLIST” for only ONE other tutorial session.
13. You can login and signup (or change your signup) anytime before the **closing date of the tutorial signup. You will NOT be able to sign up or change your choice after the tutorial signups have closed.**
14. You can view/confirm details of the sessions you are enrolled and waitlisted for, such as day/time and location by clicking on “My Signups” on the left hand menu.
15. Click on “Support” on the left hand menu if you are having problems.

This online signup system is available around the clock over the internet. Any requests after this date will need to be manually handled by the course administrator. You will need to submit a written application stating the reason why you were not able to sign up on time using the online system, along with other relevant documentation such as medical certificate etc.

Finally, **you must always attend the tutorial sessions that you have signed up for.** If you attend a different session, your attendance may not be recorded.

<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><u>SURNAME:</u></b>.....  <b>FIRST NAME:</b>.....  <b>STUDENT ID:</b>.....  <b>TUTORIAL GROUP NUMBER:</b>.....    <b>ACCY 223 Assignment No 5</b>  <b>Due on Tuesday 24 April 2007 by 1.30 pm</b></p>
<p><b><u>SURNAME:</u></b>.....  <b>FIRST NAME:</b>.....  <b>STUDENT ID:</b>.....  <b>TUTORIAL GROUP NUMBER:</b>.....    <b>ACCY 223 Assignment No .....</b>  <b>Due on Wednesday .....2007 by 1.30 pm</b></p>	<p><b><u>SURNAME:</u></b>.....  <b>FIRST NAME:</b>.....  <b>STUDENT ID:</b>.....  <b>TUTORIAL GROUP NUMBER:</b>.....    <b>ACCY 223 Assignment No 4</b>  <b>Due on Wednesday 4 April 2007 by 1.30 pm</b></p>
<p><b><u>SURNAME:</u></b>.....  <b>FIRST NAME:</b>.....  <b>STUDENT ID:</b>.....  <b>TUTORIAL GROUP NUMBER:</b>.....    <b>ACCY 223 Assignment No 8</b>  <b>Due on Wednesday 23 May 2007 by 1.30 pm</b></p>	<p><b><u>SURNAME:</u></b>.....  <b>FIRST NAME:</b>.....  <b>STUDENT ID:</b>.....  <b>TUTORIAL GROUP NUMBER:</b>.....    <b>ACCY 223 Assignment No 3</b>  <b>Due on Wednesday 21 March 2007 by 1.30 pm</b></p>
<p><b><u>SURNAME:</u></b>.....  <b>FIRST NAME:</b>.....  <b>STUDENT ID:</b>.....  <b>TUTORIAL GROUP NUMBER:</b>.....    <b>ACCY 223 Assignment No 7</b>  <b>Due on Wednesday 16 May 2007 by 1.30 pm</b></p>	<p><b><u>SURNAME:</u></b>.....  <b>FIRST NAME:</b>.....  <b>STUDENT ID:</b>.....  <b>TUTORIAL GROUP NUMBER:</b>.....    <b>ACCY 223 Assignment No 2</b>  <b>Due on Wednesday 14 March 2007 by 1.30 pm</b></p>
<p><b><u>SURNAME:</u></b>.....  <b>FIRST NAME:</b>.....  <b>STUDENT ID:</b>.....  <b>TUTORIAL GROUP NUMBER:</b>.....    <b>ACCY 223 Assignment No 6</b>  <b>Due on Wednesday 9 May 2007 by 1.30 pm</b></p>	<p><b><u>SURNAME:</u></b>.....  <b>FIRST NAME:</b>.....  <b>STUDENT ID:</b>.....  <b>TUTORIAL GROUP NUMBER:</b>.....    <b>ACCY 223 Assignment No 1</b>  <b>Due on Wednesday 7 March 2007 by 1.30 pm</b></p>