

School of Accounting & Commercial Law

ACCY 223 MANAGEMENT ACCOUNTING

Trimester Three 2009

COURSE OUTLINE

Names and Contact Details	Office	Telephone
<i>Course Administrator & Tutorial/Assessment Enquires:</i>	Ms Marina DOBROVOLSKAYA Marina.Dobrovolskaya@vuw.ac.nz	RH 708 463-5775
<i>Course Coordinator & Lecturer Weeks 1-5:</i>	Mr John BRADSHAW John.Bradshaw@vuw.ac.nz	RH 617 463-5779
<i>Lecturer Weeks 6-10:</i>	Dr Bhagwan KHANNA Bhagwan.Khanna@vuw.ac.nz	RH 601 463-5843
<i>Duty Tutor:</i>	Mr Wai Loong Tham ACCY223@VUW.AC.NZ	
<i>Duty Tutor Hours:</i>	Friday 11.30am – 1.20pm	RH 111

Trimester Dates: Monday 16 November 2009 to Saturday 20 February 2010.

Teaching Period: Monday 16 November 2009 to Friday 18 December 2009, and Tuesday 5 January 2010 to Friday 12 February 2010.

Mid-Trimester Test worth a weighting of 20% of the final course mark is on Friday 18 December 2009 during regular lecture time.

Mid-Trimester Break: Saturday 19 December 2009 to Monday 4 January 2010

Final Examination worth a weighting of 60% of the final course mark will be scheduled at some time during the period from Monday 15 February to Saturday 20 February 2010.

Withdrawal from Courses

Information available via

Withdrawal dates: Late withdrawals with Associate Dean (Students) permission (See Section 8: Withdrawals - from the Personal Courses of Study Statute)

<http://policy.vuw.ac.nz/Amphora!~policy.vuw.ac.nz~POLICY~00000001743.pdf>

Withdrawal dates: refunds:

<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

Class Times and Room Numbers

- Monday 9.30am – 10.20pm in GBLT-1
- Thursday 9.30am – 10.20pm in GBLT-1
- Friday 9.30am – 11.20pm in GBLT-1

Attendance at Lectures

A significant part of this course is lecture based. Therefore, you are strongly recommended to attend *all* lectures and tutorial sessions. Much information, which is examinable, is conveyed by the *spoken word only* and is not posted on *Blackboard* or otherwise distributed!

Detailed Programme for Teaching Period

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

Week	Dates	Topic	Readings	Lecturer
1	16 Nov. 2009 19 Nov. 09 20 Nov. 09	What is management accounting? Cost classification Monthly management reports	Horngren, Learning Objectives 1.1, 1.2, 1.3, 1.5 2.1 – 2.9 9.1, 9.3	John Bradshaw
2	23 Nov. 09 26 Nov. 09 27 Nov. 09	Cost behaviour Job costing Process costing ONLINE ASSIGNMENT 1 DUE ATTEND TUTORIAL SESSION 1	Horngren, Learning Objectives 3.1, 3.2, 3.5 4.1 – 4.3 10.1 – 10.5	John Bradshaw
3	30 Nov. 09 3 Dec. 09 4 Dec. 09	Cost allocation Service department costs ONLINE ASSIGNMENT 2 DUE ATTEND TUTORIAL SESSION 2	Horngren, Learning Objectives 4.4, 4.6, 4.7 14.1, 14.2 15.1, 15.3	John Bradshaw
4	7 Dec. 09 10 Dec. 09 11 Dec. 09	Segment reporting Relevant costs for decision making ONLINE ASSIGNMENT 3 DUE ATTEND TUTORIAL SESSION 3	Horngren, Learning Objectives 11.2, 11.3, 11.5 14.3	John Bradshaw
5	14 Dec. 09 17 Dec. 09 18 Dec. 09	Joint and by product costs ONLINE ASSIGNMENT 4 DUE ATTEND TUTORIAL SESSION 4	Horngren, Learning Objectives 16.1 – 16.6	John Bradshaw
<p>MID-TRIMESTER TEST: Friday 18 December 2009 60 minutes during usual class time (actual venues to be advised) Covers all topics so far but NOT joint and by product costs</p>				
<p>Mid-Trimester (Christmas) Break: Saturday 19 December 2009 to Monday 4 January 2010</p>				

Detailed Programme for Teaching Period (Cont.)

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

Week	Dates	Topic	Readings	Lecturer
	4 Jan. 2010	UNIVERSITY CLOSED		
6	7 Jan. 10 8 Jan. 10	The Pricing Decision <hr/> ONLINE ASSIGNMENT 5 DUE	Horngren, Learning Objectives 12.1, 12.2, 12.3, 12.5	Bhagwan Khanna
7	11 Jan. 10 14 Jan. 10 15 Jan. 10	Activity Based Costing Preparing a budget <hr/> ONLINE ASSIGNMENT 6 DUE ATTEND TUTORIAL SESSION 5	Horngren, Learning Objectives 5.1 – 5.5, 5.7, 5.8 6.1 – 6.3	Bhagwan Khanna
8	18 Jan. 10 21 Jan. 10 22 Jan. 10	MA for Planning and Control Problems with fixed budgets Alternative budgeting Flexible budgets <hr/> ONLINE ASSIGNMENT 7 DUE ATTEND TUTORIAL SESSION 6	Horngren, Learning Objectives 6.5, 6.6, 6.7, 6.8 7.1, 7.2	Bhagwan Khanna
	25 Jan. 10	UNIVERSITY CLOSED		
9	28 Jan. 10 29 Jan. 10	Standard costing and variance analysis <hr/> ONLINE ASSIGNMENT 8 DUE ATTEND TUTORIAL SESSION 7	Horngren, Learning Objectives 7.3 – 7.5, 8.1, 8.2	Bhagwan Khanna
10	1 Feb. 10 4 Feb. 10 5 Feb. 10	Variance analysis Non-financial performance measures <hr/> ONLINE ASSIGNMENT 9 DUE ATTEND TUTORIAL SESSION 8	Horngren, Learning Objectives 8.3 – 8.6 19.1 – 19.5	Bhagwan Khanna
11	8 Feb. 10 11 Feb. 10 12 Feb. 10	No lectures this week But there will be tutorial sessions <hr/> ONLINE ASSIGNMENT 10 DUE ATTEND TUTORIAL SESSION 9		
FINAL EXAMINATION The final examination for this course will be scheduled at some time during the period from Monday 15 February to Saturday 20 February 2010. (actual date to be advised) <i>This is a general lecture outline only. Some topics may be addressed in a different week from that shown here.</i>				

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 for performance reporting and quantitative methods pertinent to modern management.

Course Learning 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 variable, absorption, and activity-based costing, including specific-order, operations, and joint- and by-product costing.
3. Understand and use planning and control techniques such as budgeting, including flexible and activity-based budgeting.
4. Understand and apply variance analysis for performance reporting and management, both financial and non-financial concepts.

The above comprehensive course learning objectives are given in more detail during the various topic/subject sections of the course's lecture programme. This more detailed form of course learning objectives should be an invaluable guide to you when studying the topic/subject material. The detailed course learning objectives are interwoven with references to appropriate assignment exercises/questions/problems, review problems and readings to help you in your understanding and application of the course material.

In addition, the detailed course learning 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 thereby further enhancing your understanding of the course material.

Course Delivery

Purpose of Online Assignments and Tutorial Group Sessions

The purpose of assignments and tutorial group sessions is to prepare you for:

- the mid-trimester test and the final examination, and
- your future career,

by giving you the opportunity to develop your knowledge, skill, and application ability levels by 'applying what you have learnt'. Consequently:

- completion and submission of all your assignments, and
- attendance and participation at all your tutorial group sessions

is strongly advised.

Your Tutorial Group Sessions

There are nine (9) tutorial sessions for each tutorial group of students, held during the following nine weeks:

Tutorial Session No 1: Week 2

Tutorial Session No 2: Week 3

Tutorial Session No 3: Week 4

Tutorial Session No 4: Week 5

Tutorial Session No 5: Week 7

Tutorial Session No 6: Week 8

Tutorial Session No 7: Week 9

Tutorial Session No 8: Week 10

Tutorial Session No 9: Week 11

You will be given the opportunity to electronically sign up to be a member of one tutorial group on a first-come-first-served basis. The instructions for signing up are attached (see page 10 of this Course Outline). The completed tutorial group lists with their *group identification number* will be posted on the web-based **Blackboard** by **6.00 p.m. on Wednesday 26 November 2009**. Subsequent changes to those tutorial group lists can only be made by the Course Administrator Ms Marina Dobrovolskaya.

Lecturer Consultation

Students are welcome to come for consultation especially during the lecturer's 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 group session tutor's, or the duty tutor's, help prior to approaching your lecturer.

Duty Tutoring

Mr Wai Loong Tham is the Duty Tutor available for additional assistance outside of your assigned tutorial group sessions. Please seek your tutor's help (during tutorial group sessions) before approaching the Duty Tutor or your lecturer (during their contact hours). The Duty Tutor's contact times (see page 1) 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.

Expected Workload

This is a 22 point course. As such it equates to 220 hours of work spread over its duration of 11 weeks and the final examination period. That is a total of **18.3 hours** (220 hours ÷ 12 weeks) **of work per week**. These 18.3 hours covers your time spent attending lectures and tutorial group sessions, reading, studying, reviewing and completing your assignments.

Group Work

Group work is limited to your participation in your Tutorial Group Sessions.

Pre-requisites

ACCY 111 Accountancy and ECON 130 Economic Principles and Issues

Co-requisite

ACCY 001 Book-keeping (unless previously passed)

Readings

Prescribed Textbook and Additional Readings

- Horngren et al, *Cost Accounting: A Managerial Emphasis* 13th Ed, including *MyAccountingLab* access package.
- All learning objectives (LOs) referred to in the detailed programme on pages 2 and 3 of this Course Outline are from the prescribed text book. Learning objectives are identified by chapter: so learning objective 1.3 is chapter 1, learning objective 3; learning objectives 2.1 – 2.9 are from chapter 2, learning objectives 1 through 9.
- Please read the appropriate sections of the prescribed textbook, as indicated in the detailed programme on pages 2 and 3 of this Course Outline.
- Additional material where required will be provided in lectures and on *Blackboard*.

Much of the course content follows the textbook. Most tutorial questions are taken from the textbook. You **must** read and understand the chapters of the textbook that are listed in the Lecture Outline. To help you accomplish this, you are able to complete on-line revision exercises for relevant chapters of the textbook and to complete online homework assignments (see below). Therefore, **you must purchase a copy of the textbook and register on MyAccountingLab** with Pearson so that your

performance in the online homework assignments can be electronically recorded. (See further details under *MyAccountingLab Online Homework Assignments* below.)

Recommended and Additional Textbooks that you may wish to Consult

- Garrison, RH, Noreen, EW, and Brewer, PC., *Managerial Accounting*, 11th ed. McGraw Hill, 2006
- The VUW Commerce library has many other managerial- / management- / cost- / accounting textbooks available.

Assessment Requirements

Note: Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and audit purposes. The findings may be used to inform changes aimed at improving the quality of FCA programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

These assessments requirements meet the course learning objectives by:

- covering all material/topics taught in the course, and
- assessing the understanding and application of management accounting techniques and the evaluation of management accounting concepts.

These assessment requirements cover the following three points below, namely:

1. Online Homework Assignments (20%), 2. Mid-Trimester Test (20%), and 3. Final Examination (60%).

1. Online Homework Assignments/Tests (20% of overall grade)

Online assignments/tests consist of ten (10) *MyAccountingLab* online homework assignments/tests.

MyAccountingLab assignments/tests are worth 2% each for a possible total of 20% of your total grade.

MyAccountingLab Online Assignments/Tests

When you purchase the textbook, you must enrol with the publisher's (Pearson's) online *MyAccountingLab*. Instructions on how to do this, and your access code, are at the beginning of your textbook. Further details will be provided on *Blackboard* and in class during Week 1.

The course includes 10 online homework assignments, which each have an equal weighting of 2% in the calculation of your final grade. The assignments take a maximum of 60 minutes each and take place during weeks 2 to 11. Topics to be covered for each assignment will be:

Week 2, Assignment 1: LOs 1.1, 1.2, 1.3, 1.5; 2.1 – 2.9; 9.1, 9.3

Week 3, Assignment 2: LOs 3.1, 3.2, 3.5; 4.1 – 4.3; 10.1 – 10.5

Week 4, Assignment 3: LOs 4.4, 4.6, 4.7; 14.1, 14.2; 15.1, 15.3

Week 5, Assignment 4: LOs 11.2, 11.3, 11.5; 14.3

Week 6, Assignment 5: LOs 16.1 – 16.6

Week 7, Assignment 6: LOs 12.1, 12.2, 12.3, 12.5

Week 8, Assignment 7: LOs 5.1 – 5.5, 5.7, 5.8; 6.1 – 6.3

Week 9, Assignment 8: LOs 6.5, 6.6, 6.7, 6.8; 7.1, 7.2

Week 10, Assignment 9: LOs 7.3 – 7.5; 8.1, 8.2

Week 11, Assignment 10: LOs 8.3 – 8.6; 19.1 – 19.5

Any changes to this schedule will be announced in lectures and posted on *Blackboard*.

Each weekly online homework assignment will be available for you to attempt starting the prior Thursday at 5pm. You may complete the assignment as many times as you like. The online homework assignments will close on Thursdays at 5pm each week.

If you cannot sit an online homework assignment because of illness or a bereavement, you must immediately contact the Course Administrator to provide evidence of your impairment (e.g. a medical certificate) if you want us to take your circumstances into account in determination of your final grade. As the online assignments are available for you to sit at any time during the week, you will NOT be granted an extension simply because you were impaired on the final due day of the assignment. You will need to demonstrate that you could not have done the assignment on ANY of the days that it was available (so you will need to show evidence of impairment for the ENTIRE week).

2. Mid-Trimester Test (20% of overall grade, duration 60 minutes)

This mid-trimester test is scheduled to take place on Friday 18 December 2009 beginning at 9.30a.m. and its duration will be 60 minutes. The test will cover, as indicated on the **Detailed Programme for Teaching Period** (see pages 2 and 3 of this Course Outline), all the material/topics covered during the first 4 weeks of lectures and includes lectures, online homework assignments no.1, no.2, no.3, and no.4 and any group discussion material covered during tutorial group sessions no.1, no.2, no.3, and no.4, as well as any extra work given by the lecturer(s).

We expect all students who enrol in this course to plan around the mid-trimester test and final examination dates. The only exceptional circumstances that are taken into account are where, at the time of the mid-trimester test or the final examination, a student suffers the death of a close relative or is ill (as evidenced by a proper medical certificate).

3. Final Examination (60% of overall grade, total duration is 180 minutes, i.e. 3 hours)

The final examination for this course will be scheduled at some time during the period from Monday 15 February to Saturday 20 February 2010.

Students who enrol in courses with final examinations are obliged to attend an examination at the University at any time during the formal examination period, which is Monday 16 February to Saturday 21 February 2009 (inclusive).

The final examination will cover all work as indicated on the **Detailed Programme for Teaching Period** (see pages 2 and 3) as follows:

- All material/topics covered, **which were not covered** during the first 5 weeks of the teaching period and includes lectures, online homework assignments no.6, no.7, no.8, no.9, and no.10, and any group discussion material covered during tutorial group sessions no.5, no.6, no.7, no.8, and no.9, will have a weighting of **40% of your overall grade** (i.e. a weighting = 66.7% of the final examination, which is approximately 120 minutes of the final examination's total duration of 180 minutes).
- All material/topics covered, **which were covered** during the first 5 weeks of the teaching period and includes lectures, online homework assignments no.1, no.2, no.3, no.4, and no.5, and any group discussion material covered during tutorial group sessions no.1, no.2, no.3, and no.4, will have a weighting of **20% of your overall grade** (i.e. a weighting = 33.3% of the final examination, which is approximately 60 minutes of the final examination's total duration of 180 minutes).

Materials permitted in mid-trimester test 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.

Mandatory Course Requirements

In order to pass this course, a student must meet the *mandatory course requirements* which are:

- Attend the Mid-Trimester Test on 18 December 2009 and submit their test script;
- Attend the Final Examination and submit their examination script; and
- Achieve a weighted average mark of 50% or more, utilising the indicated weightings, over (i) Assignments (weighting 20%), (ii) Mid-Trimester Test (weighting 20%), and (iii) Final Examination (weighting 60%).

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>.

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 on the ground floor (EA005). This counter is the first point of contact for :

- 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.

Use of Turnitin

The following words (modified as necessary for particular circumstances) should appear in course outlines, when work submitted by students is likely to be checked by *Turnitin*.

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <<http://www.turnitin.com>>. Turnitin is an on-line plagiarism prevention tool which identifies material that may have been copied from other sources including the Internet, books, journals, periodicals or the work of other students. Turnitin is used to assist academic staff in detecting misreferencing, misquotation, and the inclusion of unattributed material, which may be forms of cheating or plagiarism. *At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin.* You are strongly advised to check with your tutor or the course coordinator if you are uncertain about how to use and cite material from other sources.

Turnitin will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

For the following important information follow the links provided:

Academic Integrity and Plagiarism

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

General University Policies and Statutes

http://www.victoria.ac.nz/home/about_victoria/avcademic/Publications.aspx

Faculty of Commerce and Administration Offices

<http://www.victoria.ac.nz/fca/studenthelp/>

Manaaki Pihipihinga Programme

http://www.victoria.ac.nz/st_services/mentoring/

Detailed Tutorial Group Sessions' Signup Instructions

1. Go to the signup website at: <https://signups.victoria.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 group sessions' signup. You will NOT be able to sign up or change your choice after the tutorial group sessions' signup has 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 group sessions that you have signed up for.** If you attend a different session, your attendance may not be recorded.