

Victoria Management School

MMBA 509 ACCOUNTING FOR MANAGERS

Trimester Three 2010

COURSE OUTLINE

Names and Contact Details

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Trimester Dates

Teaching Period: Monday 15 November 2010 to Friday 11 February 2011.

Mid Trimester (Christmas) Break: Saturday 20 December 2010 to Tuesday 4 January 2011.

Examination Period

Monday 14 February to Saturday 19 February 2011(inclusive)

Withdrawal from Course

Your fees will be refunded if you withdraw from this course on or before: **21 November 2011**

The last date for withdrawal from this course is the three-quarter point of the teaching period, **28 January 2011**.

After that date, students wishing to withdraw late must apply on an 'Application for Associate Dean's Permission to Withdraw Late' including supporting documentation

The application form is available from either of our Student Customer Service Desks.

Class Times and Room Numbers

<i>Lectures</i>	Tuesdays 5.40pm – 8.10pm GB LT3
<i>Mid-term Test</i>	Friday 17 December, 5.30pm – 7.30pm RH LT1
<i>Workshop</i>	Friday 14 January 2011 (5:30 to 7:30pm) RH LT2
<i>Final Exam</i>	During final exam week: 14 February – 19 February 2011

Course Content

The Master of Business and Administration Programme aims to produce professional managers capable of fulfilling strategic roles within international corporate and government enterprises. Managers make extensive use of accounting information in their day-to-day work and accounting information is fundamental to corporate governance in that it provides the means of making the organisation's management accountable to outsiders such as owners.

The course is taught at a level that assumes no prior knowledge of accounting, but participants whose first degree is in accounting will naturally have some advantage in dealing with the course material. Participants who do not have any accounting in their first university degree will benefit from careful study of the assigned readings.

An understanding of basic financial concepts is considered by most, if not all, senior managers to be of critical importance to their, and their organisation's, success. Yet, for many, those concepts seem illusive and confused by jargon. This course is designed to overcome these difficulties and to enable students to understand the contribution to users' decision-making of externally and internally reported financial information.

The course content is set out in tabular form on pages 5 and 6 of this course outline.

Course Learning Objectives

By the end of this course, students should be able to:

1. demonstrate an understanding of key financial concepts;
2. demonstrate understanding of external and internal financial reports;
3. communicate effectively with financial, and other, colleagues in making strategic decisions.

The mid-term test and final examination will assess the extent to which these skills have been mastered.

Expected Workload

Workload expectations for this course are 10 hours per week for the 10 teaching weeks (2.5 hours of lectures, and 8 hours individual study).

Readings

Accounting and Finance for Non-Specialists, by Peter Atrill & Eddie McLaney, 6e, Prentice Hall (2009). (This can be purchased from the VUW Bookshop on the ground floor of Rutherford House.)

Plus occasional hand-outs.

Assessment Requirements

Class Test (90 minutes)	25%	Friday 17th December, 2010, (5:30-7:30pm)
Individual assignment	25%	To be submitted by 5pm on Monday 7 February 2011
Final Examination (3 hours)	50%	TBA

Class test (25%) 2 hour open book test – In the class test, students will be expected to demonstrate their knowledge and understanding of concepts introduced in the management accounting section of the course.

Individual Assignment (25%) – The assignment will be designed to help develop students' knowledge and understanding of external financial reporting concepts and analysis of financial statements. The precise topic of the assignment will be given to students in the first week after the break in January 2011.

Final (open book) Examination (50%) – In the final examination, students will be expected to demonstrate their knowledge of the fundamental concepts of external and internal financial reporting and an ability to apply these concepts to problem situations. Students may take into the examination any written material they please.

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.

Examinations

Students who enrol in courses with examinations are obliged to attend an examination at the University at any time during the formal examination period.

The final examination for this course will be scheduled at some time during the period from **Monday 14 February to Saturday 19 February 2011.**

Penalties

In fairness to other students, individual assignments submitted after the deadline will be subject to a penalty of 5% of the total marks available per day of lateness. Assignments more than one week late will not be accepted. A “zero” mark will be applied. In the event of unusual, unforeseen circumstances (e.g., serious illness, family bereavement), students should discuss waiver of the penalty with the course controller prior to the deadline date.

Mandatory Course Requirements

In order to pass this course, students are required to submit the written assignment, gain a mark of at least 40% in the final examination, and obtain at least fifty percent of the overall course marks available.

Victoria MBA Grading Standards

Victoria MBA - **Excellent** Category

A (80 – 84%) to A+ (85% and above): The quality is performed to a very high level of proficiency, i.e. it is at a standard that makes it exceptional at Master’s level.

Victoria MBA - **Very Good** Category

B+ (70 – 74%) to A- (75 – 79%): The quality is performed at a high standard. Students have reached a level which clearly exceeds “competency”.

Victoria MBA - **Good** Category

B- (60 – 64%) to B (65 – 69%): The quality is clearly demonstrated without being exceptional in any way. Students can be thought of as competent in respect of this quality.

Victoria MBA - **Satisfactory** Category

C (50 – 54%) to C+ (55 – 59%): The quality is demonstrated to a minimally acceptable level. There may be flaws but these are not serious enough to “fail” the student on this quality.

Victoria MBA - **Unsatisfactory** Category

E (0 – 39%) to D (40 – 49%): The quality is absent or performed to a very low level, or the performance is seriously flawed in this respect.

Class Representative

A class representative will be elected in the first class, and that person’s name and contact details made available to VUWSA, the Course Coordinator and the class. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students.

Communication of Additional Information

Communication will generally be by means of Blackboard. This includes notices, lecture material, references and assignments.

Use of 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 compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin. 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/policy>

AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support

http://www.victoria.ac.nz/home/about_victoria/avcacademic/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/

Schedule of Lectures

Date	Topic
Lecture 1 Tue 16 Nov 2010	Understanding internal financial information <ul style="list-style-type: none"> ▪ Cost classification ▪ Cost-volume-profit analysis <p style="text-align: center;">(A few sections of Chapter 1 & 7)</p>
Lecture 2 Tue 23 Nov 2010	Costing problems <ul style="list-style-type: none"> ▪ Costing components ▪ Overhead allocation ▪ Marginal vs absorption costing ▪ Sheridan Carpets case study (suggested) <p style="text-align: center;">(A few sections of Chapter 8)</p>
Lecture 3 Tue 30 Nov 2010	Special Orders <ul style="list-style-type: none"> ▪ Pricing strategies and special orders ▪ Baldwin Bicycle Company case study (suggested) <p style="text-align: center;">(A few sections of Chapter 8)</p>
Lecture 4 Tue 7 Dec 2010	Managerial and Divisional Performance Evaluation <ul style="list-style-type: none"> ▪ Evaluating managerial performance <ul style="list-style-type: none"> ○ Budgets ○ Variance analysis ▪ Evaluating divisional performance ▪ Arnhem Group case study (suggested) <p style="text-align: center;">(A few sections of Chapter 9)</p>
Lecture 5 Tue 14 Dec 2010	Project appraisal and Behavioural underpinnings <ul style="list-style-type: none"> ▪ Rob Optics Case Study (suggested)
Fri 17 Dec 2010	Mid term test (RH LT 1)
Sat 19 Dec 2010 to Tues 4 Jan 2011	Mid Term Break

<p>Lecture 6 Tue 11 Jan 2011</p>	<p>Introduction to Accounting:</p> <ul style="list-style-type: none"> ▪ Accounting and User Needs ▪ The roles of accounting ▪ New Zealand Framework for the preparation and presentation of financial statements ▪ Costs and benefits of accounting information ▪ Contrasting financial and management accounting <p>(Chapter 1 of Atrill and McLaney)</p>
<p>Workshop Sat 15 Jan 2011 (2 hours – venue and time to be confirmed)</p>	<p>Accounting Basics</p> <ul style="list-style-type: none"> ▪ Building blocks of financial information ▪ Preparing financial statements ▪ Exploring the accounting equation
<p>Lecture 7 Tue 18 Jan 2011</p>	<p>Measuring and Reporting Financial Position</p> <ul style="list-style-type: none"> ▪ Building blocks of financial information ▪ Accounting equation and structure of external financial statements ▪ The balance sheet ▪ Selected asset and liability issues <p>(Chapter 2 of Atrill and McLaney)</p>
<p>Lecture 8 Tue 25 Jan 2011</p>	<p>Measuring and Reporting Financial Performance</p> <ul style="list-style-type: none"> ▪ The income statement ▪ Relationship between the income statement and balance sheet ▪ Selected revenue and expense issues, including depreciation and bad debts <p>(Chapter 3 of Atrill and McLaney)</p>
<p>Lecture 9 Tue 01 Feb 2011</p>	<p>Measuring and Reporting Cash Flows (and other statements)</p> <ul style="list-style-type: none"> ▪ The cash flow statement ▪ Distinguishing the messages from cash and accrual ▪ Statement of Movements in Equity ▪ Other Statements <p>(Chapter 5 of Atrill and McLaney)</p>
<p>Lecture 10 Tue 08 Feb 2011</p>	<p>Interpreting Financial statements</p> <ul style="list-style-type: none"> ▪ Financial ratios ▪ Profitability, efficiency, liquidity and Financial Structure ratios ▪ Limitations of ratio analysis <p>(Chapter 6 of Atrill and McLaney)</p> <p>Review of Financial Accounting Material</p>
<p>Mon 14 Feb 2011 to Sat 20 Feb 2011</p>	<p>Final Exam during Exam Week (TBA)</p>