

School of Accounting and Commercial Law

ACCY 223 MANAGEMENT ACCOUNTING

Trimester One 2011

COURSE OUTLINE

Names and Contact Details

Course Coordinator & Lecturer:	Mr Ken Bates Ken.Bates@vuw.ac.nz Lecturing during weeks 4-7 and 11-12	RH 716a	463-6474
Lecturer & Duty Tutor:	Ms Binh Bui Binh.Bui@vuw.ac.nz Lecturing during weeks 1-3 and 8-10	RH 619	463-6679
Administrator:	Ms Pinky Shah Pinky.Shah@vuw.ac.nz Office hours: Monday-Friday 8.30am-5pm Office is closed: 10.30-10.45am and 3.30-3.45pm	RH 708	463-5775
Duty Tutor Hours:	Thursdays 2.40 to 4.30	RH 619	

Trimester Dates

- Teaching Period: Monday 28 February – Friday 3rd June
- Study Period: Monday 6 June – Thursday 9 June
- Examination Period: Friday 10 June – Saturday 2 July (inclusive)

Class Times and Room Numbers

Day	Time	Room
Tuesday	14.40 - 15.30	RHLT1
Thursday	13.40 - 14.30	RHLT1

There are also thirteen tutorials sessions scheduled. Please refer to pages 8 and 9 for details on dates and tutorial sign-up and notification procedures.

Course Learning Objectives

Upon successful completion of this course, you should be able to:

1. Explain the role of management accounting in organisations;
2. Demonstrate the use of alternative costing techniques;
3. Understand the principles and use of standard costing and variance analysis and their behavioural implications; and
4. Use management accounting techniques for short term decision making.

Course Pre-requisites

The prerequisites for this course are ACCY111 Accounting and ECON130 - Economics. You will therefore be expected to be conversant with the following topics: CVP analysis; Budgeting (master budget including the cash forecast; fixed budget and overall variances; behavioural aspects of budgeting); Investment appraisal; Theory of the firm; Alternative market structures (Monopoly, etc.) and competitive behaviour.

If you have not passed **both** of these courses, please see the Course Coordinator.

Course co-requisite

ACCY001 Book-keeping. You are expected to have mastered bookkeeping procedures.

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before 11 March 2011.
2. The standard last date for withdrawal from this course is *14 May*. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an '*Application for Associate Dean's Permission to Withdraw Late*' including supporting documentation.

The application form is available from either of the Faculty's Student Customer Service Desks.

Course Delivery

The formal instruction in this course consists of 24 lectures of 50 minutes each, plus eight tutorials of 50 minutes each. Before attending the lectures, you should read the assigned chapter from the text, and any other required readings, and print off any lecture notes from Blackboard. Before each tutorial, you should read and work through the prescribed tutorial question or mini case. Three of the tutorial mini cases will be set as assignments. You are required to prepare comprehensive answers to these assignments and hand them in by the set deadline. Tutors will mark them and provide appropriate feedback. Completion of course assignment and review of learning in the light of feedback is essential preparation for the Tests and Final Exam.

Note that the Tests and Final Exam will be set assuming students have attended all lectures and tutorials and also that it is a **mandatory course requirement** to attend at least 6 of the 8 tutorials.

Planned Course Content

Wk No.	Week commencing:	Weekly Topic Timetable	Chap	Tutorials	Assignments due by 2 pm on Tuesday	
1	28 February BB	Introduction to Management Accounting – Different costs for different purposes.	1&2			
2	7 March BB	Marginal and absorption costing approaches to profit measurement.	2&7	Cam Ltd. Break-even Case.	<i>Assignment 1 – Report on Cam Ltd by 2 pm Tuesday 15th March.</i>	
3	14 March BB	Job and batch costing in manufacturing and services.	3	Hataitai Hinges Ltd. MC v AC problem		
4	21 March KB	Absorption costing: multiple bases and service departments.	Appx 4B p180	Pipitea Legal Services Job Costing Case		
Test 1 is on Monday 28 March @ 5.30 pm (on work in weeks 1 - 3)						
5	28 March KB	Decision making: special pricing, make or buy, limiting factor.	13			
6	4 April KB	Decision making (continued). Drop a product/sector decisions. Activity-based costing (ABC)	13 8	GNK Ltd. Outsourcing Case	<i>Assignment 2 – Report on GNK Ltd by 2 pm Tuesday 12th April</i>	
7	11 April KB	ABC cost hierarchy and drivers. ABC in services and manuf.	8			
Mid Trimester Break						
8	2 May BB	Strategy and budgeting. The need for flexible budgets.	10	KitTab Ltd. ABC Case.		
Test 2 is on Monday 9 May @ 5.30 pm (on work in weeks 4 - 7)						
9	9 May BB	Activity-based budgeting. Standard marginal costing.	11			
10	16 May BB	Full variance analysis.	11	The Rotorua Hospital Laundry. Budgeting Case	<i>Assignment 3 – The Rotorua Hospital Laundry by 2 pm Tue 24th May</i>	
11	23 May KB	The pricing decision.	Appx A P 762	Dodo Doors. Full variance analysis case		
12	30 May KB	Segmental reporting and balanced performance measurement.	12	The Vend-a-Bar Supply Company. Pricing Case.		
13	6 June	Study Week				
Final examination is in the period 10 June to 2 July, on work throughout the whole course.						

Chap = chapter (in course text).

Appx = Appendix.

KB = Ken Bates.

BB = Binh Bui

Please note: this outline of course content is a guideline only and variations may occur.

Expected Workload

It is expected that a students' workload in this course will be, on average, 10 hours a week making a total of 150 hours. These 150 hours is comprised of 32 hours of lectures and tutorials; background reading for lectures, and post lecture question practice - 40 hrs; tutorial question and mini case study preparation (including assignments) - 40 hrs; and review of material for the two tests and the examination - 38 hrs.

Readings

The set textbook is Garrison, R.H., Noreen, E.W. & Brewer, P.C. (2010), *Managerial Accounting*, (13th Ed). McGraw Hill/Irwin, New York. Addition readings may be used and will be advised via Blackboard. Much of the course content follows the textbook and hence you will benefit greatly if you read and understand the chapters of the textbook that are listed in the Lecture Outline. Completing problems in the text book is an essential element of your study, as the application of management accounting is only learned through such question practice. Note that when purchasing a new textbook, it comes with an 'access code key' which enables you to register to use the publisher's online resources, including online tests. You are recommended to use these online tests to assess and improve your understanding of material in the text. Note, however, that these are generally easier than tutorial questions and mini cases and hence you should use the latter as a guide to the type of questions and mini cases that will be on your tests and on the final exam.

The Assignment and Tutorial Book (available at Vicbooks for \$6.60) contains full details of the format of tutorials and explains how tutorial work supports and reinforces the material delivered in lectures. All tutorial questions and mini cases, including the three mandatory assignments, are included in the book. There is also guidance on answering case studies and there are extra exam/test style questions to help you practice the application of management account and prepare for the tests and exam. Answers to these extra questions will be provided via blackboard.

Group Work

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

Materials and Equipment

Materials permitted in the two tests and the final examination are as follows:

- Non-programmable silent electronic calculators.
- Non-electronic foreign language/English translation dictionaries.

Assessment Requirements

1. Test 1 – Week 5 Monday 28 March at 5.30 p.m.

(Pipitea Campus)

Weighting: 20%

This test is 45 minutes long and will assess material studied during the first three weeks of the trimester (weeks 1-3) including lectures, tutorials, assignments and any extra work given by the lecturers.

2. Test 2 – Week 9 Monday 9 May at 5.30 p.m.

(Pipitea Campus)

Weighting: 20%

This test is 45 minutes long and will assess material studied during the next four weeks of the trimester (weeks 4-7), including lectures, assignments, tutorials and any extra work given by the lecturers.

3. Final Examination, held during the examination period

Weighting: 60%

The final examination is two hours long and will assess material studied during the whole 12 week trimester. An emphasis will be placed on material not previously assessed in tests, in particular the material covered in the last five weeks (weeks 8-12). However, the integrative nature of management accounting requires that all course material should be thoroughly revised and drawn on as appropriate in exam question answers. This is particularly important in regard to mini Case Study questions.

These assessments meet the course objectives by:

- Covering the majority of topics taught in the course relating to the four course objectives.
- Integrating mini case studies, as completed in the mandatory assignments, into the exam, and hence testing problem analysis and decision making skills.
- Assessing the understanding and application of management accounting tools and techniques and the evaluation of management accounting theories and concepts.

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. Please note that the final examination for this course will be scheduled at some time during the period **from Friday 10 June – Saturday 2 July 2011.**

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

Additional information concerning this course will be provided in lectures or posted on Blackboard.

Mandatory Course Requirements

In addition to obtaining an overall course mark of 50% or more, students must:

- Complete and submit a comprehensive (bona fide) answer to **ALL THREE** assignments
- Attend **6 out of 8** tutorials.

An attendance register will be kept for tutorials. If it becomes likely that you may miss a tutorial due to unavoidable circumstances please notify the tutor and Course Administrator in advance so that arrangements can be made for you to attend another tutorial stream. Note that changes to tutorial streams are only allowed by prior arrangement and for a genuine reason. There are 8 tutorials in total. As emergencies and unexpected occurrences can occur, it is only mandatory to attend 6 of the tutorials as a course requirement. Accordingly, you will need to produce a medical certificate or other documentation if you miss more than 2 of the 8 tutorials.

A list of those students who have not met the mandatory course requirement will be posted on Blackboard by 12 noon on **Thursday 9 June 2011**. Students who have not met the mandatory course requirement and cannot supply appropriate explanations and/or doctor's notes will receive a K, D or E grade for the course.

Assignments

The **THREE mandatory course assignments** must be handed in **by 2 pm** on the following days:

- *Assignment No 1: Tuesday 15th March* = Cam Ltd. – Revision of break-even
- *Assignment No 2: Tuesday 12th April* = GNK Ltd. – Decision making
- *Assignment No 3: Tuesday 24th May* = The Rotorua Hospital Laundry – Flexible budgeting

*The mini case studies for the assignments, as well as the labels required for submission, are in the **Assignment and Tutorial Book** which can be purchased from the University Bookshop.*

The assignments are regarded as formative assessment and so your answers will be marked to give you appropriate feedback on your progress throughout the course, but the actual marks awarded will not count towards your overall course assessment mark.

For each assignment, complete, cut out and staple the correct label to your assignment. Place your assignment in the relevant **ACCY 223 Box** on the mezzanine floor of Rutherford House no later than 2 p.m. on the due date. Assignments should be returned to you during the following tutorial session. The *suggested solutions* will be posted on Blackboard.

Your assignments must be recorded as submitted in order to comply with the mandatory course requirements. As unexplainable recording errors and the loss of assignments do occur you may be required to re-submit some of your completed assignments. **You should therefore retain a copy of each assignment you submit and keep returned, marked assignments in a safe place** so that they can be provided as proof of submission.

Note: Lecturers may assign other examples as extra “homework”. Solutions to these, where available in electronic form, will be provided on Blackboard.

Late Assignment Penalties

Answers to assignments must be handed in on the due date unless a prior extension has been granted by the Course Coordinator or unless proof of exceptional circumstances can be produced subsequently. Unless there are exceptional circumstances, late submission of any assignment, or submission of an inadequate attempt at an assignment, will be treated as non-submission and will lead to failure of the minimum course requirements (and hence the overall course) **unless the course coordinator agrees that the circumstances warrant the substitution of an alternative assignment**. If you have not handed in a course assignment, or have handed one in late, and hence are in breach of mandatory course requirement **please contact the Course Coordinator at the earliest opportunity**. Please note that any copying of assignments answers will be considered plagiarism and dealt with according to the policy outlined at <http://www.victoria.ac.nz/home/study/plagiarism.aspx>

Tutorials

You have **eight** tutorial sessions that are held during the following weeks:

Tutorial Session 1: Week 2 - week beginning Monday 7 March 2011

Case Study: Cam Ltd - Revision of break-even and practice case analysis.

Tutorial Session 2: Week 3 - week beginning Monday 14 March 2011

Problem: Hataitai Hinges Ltd - Comparison of marginal costing and absorption costing.

Tutorial Session 3: Week 4 - week beginning Monday 21 March 2011

Case Study: Pipitea Legal Services – Job costing.

Tutorial Session 4: Week 6 - week beginning Monday 4 April 2011

Case Study: GNK Ltd. – Decision Making, the outsourcing (make or buy) decision.

Tutorial Session 5: Week 8 -week beginning Monday 2 May 2011

Case study: KitTab Ltd – Activity-based costing.

Tutorial Session 6: Week 10- week beginning Monday 16 May 2011

Case study: The Rotorua Hospital Laundry – Budgetary control.

Tutorial Session 7: Week 11 – week beginning Monday 23 May 2011

Case study: Dodo Doors - Variance Analysis.

Tutorial Session 8: Week 12 – week beginning Monday 30 May 2011

Case Study: The Vend-a-Bar Supply Company – Pricing.

There are no tutorials in weeks 1, 5, 7 and 9.

The questions for the tutorials are in the Assignment and Tutorial Book. Please ensure you have worked through the assigned tutorial question or mini case study **prior to** your tutorial. Valuable tutorial time is wasted if students do not come to tutorials having read and attempted the question or mini case. Tutors are instructed to respond to queries from students who have already worked on the problems set and not ‘waste time’ on students who are ill prepared for the tutorial.

Solutions will be provided on Blackboard immediately after the tutorials, or after the hand in date where they relate to the assignments.

Tutorial Group Sign-up

Please note that tutorials start in week 2, hence it is essential that you sign up for a tutorial group promptly in week 1.

You will be given the opportunity to sign up for one tutorial group, on a first-come-first-served basis, **between Tuesday 1st March at 4 pm and Thursday 3rd March at 10 am.** Detailed tutorial sign-up instructions are given below and on Blackboard.

The completed tutorial group lists will be available on or by **Friday 4 March 2011.** Subsequent changes can only be made if the course administrator agrees. Your tutorial group number should be noted on all assignments.

Detailed Tutorial 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 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 over the internet **between Tuesday 1st March at 4 pm and Thursday 3rd March at 10 am**. 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 a medical certificate.

Finally, unless there are special circumstances and you have made alternative arrangement through the course coordinator, **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 and you may therefore fail the mandatory course requirements.

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

Find key dates, explanations of grades and other useful information at www.victoria.ac.nz/home/study

Find out about academic progress and restricted enrolment at

<http://www.victoria.ac.nz/home/study/academic-progress.aspx>

The University’s statutes and policies are available at www.victoria.ac.nz/home/about/policy, except qualification statutes, which are available via the Calendar webpage at

<http://www.victoria.ac.nz/home/study/calendar.aspx> (See Section C).

Further information about the University’s academic processes can be found on the website of the Assistant Vice-Chancellor (Academic) at

www.victoria.ac.nz/home/about_victoria/avcacademic/default.aspx

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/