

School of Accounting and Commercial Law

MMPA 502 MANAGEMENT ACCOUNTING

Trimester 3, 2011

COURSE OUTLINE

Names and Contact Details	Office	Telephone
<i>Course Coordinator & Lecturer</i> Philip Colquhoun Philip.Colquhoun@vuw.ac.nz Office Hours: TBA	RH 715	463 5776
<i>Lecturer</i> Pala Molisa Pala.Molisa@vuw.ac.nz	RH 616	463 6154
<i>Course Administrator</i> Pinky Shah Pinky.Shah@vuw.ac.nz Office hours: Monday-Friday, 8.30am-5pm	RH 728	463 6921

Trimester Dates

Teaching Period:
Monday 14 November 2011 to Friday 2 March 2012.

Examination Period:
None.

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before 25 November 2011.
2. The last date for withdrawal from this course is the three-quarter point of the teaching period, i.e. Friday 20 January 2012.

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 Learning Objectives

Students who are successful in this course will be able to:

- Explain the role of management accounting in organisations;
- Classify costs according to their basic classification and behavioural concepts;
- Apply and contrast the absorption costing and the marginal costing principles;
- Apply the method of activity-based-costing;
- Apply various costing methods to both service and manufacturing industries;
- Use planning, decision making, and control techniques such as (i) cost-volume-profit analysis, (ii) budgeting and (iii) management by exception.

Course Delivery

The course is delivered in one two-hour lecture a week, plus one student lead activity. The two hours will be lecturer lead, including lecturing, discussion and practice questions. Material will be assigned as pre or post lecture work.

The student lead activity hour includes presentations of student individual projects and group projects, both projects contribute to final grades for the course. The remaining weeks will be used to discuss more conceptual material and practice case study preparation.

Expected Workload

Total expected workload for an average student in this course is 150 hours.

It is expected that an average of 10 hours per week will be spent on this course during the 12 teaching weeks. This should consist of:

3 hours	Lecture attendance
2 hours	Preparation for student lead discussion (when not presenting)
1 hour	Group project (12 hours in total = undertaken in a block rather than weekly)
1-2 hours	Preparation for lectures (pre-reading)
2-3 hours	Post lecture revision (including revision questions and using MyAccountingLab)
½ hour	Individual project (6 hours in total = undertaken in a block rather than weekly)

Outside teaching weeks, a further 30 hours is expected on revision, study and course work.

Readings

Required Textbook:

Peter Atrill, & Eddie McLaney; 2009 *Management Accounting for Decision Making* (6th edition)
Financial Times Press, Essex.

Recommended:

Wendy Fleet, Jane Summers, & Brett Smith; 2004 *Communication Skills Handbook for Accounting*
John Wiley & Sons, Milton.

Additional readings will be provided in class and on Blackboard.

Materials and Equipment

Calculators should be brought to all lectures.

Students that are unfamiliar with management accounting should ensure they have access to the MyAccounting Lab resource associated with the textbook.

Assessment Requirements

Individual Project	15%	hand in by 19 January 2012, presentations on 24 January 2012
Group Project	15%	due on day of presentation, see course schedule
Mid Trimester Test	20%	20 December 2011 5.40 – 6.40 pm (place to be confirmed)
Final Test	50%	23 February 2012 (time and place to be confirmed)

Quality Assurance 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.

Individual Project (15%)

Provide a report based on a management accounting article.

Instructions:

- Select a peer reviewed article of at least 8 pages length on any aspect of management accounting. You may not chose any article already provided as part of the class readings.
- Write a 500-600 word report on the article for the chief executive of a company. The report should outline the content of the article, the implications for your firm and your proposed recommendations based on the article for changes in the company. You can chose the company type; i.e. industry, country, size, strategy, etc. Include with your project a one paragraph summary of your company. Projects should be placed in the MMPA 502 assignment box on the mezzanine floor in Rutherford House no later than 5.00 pm Thursday 19 January 2012. Projects over 600 words will be subject to a 20% penalty per 100 words over 600 words.
- In addition to handing the report by the due date, all projects will be presented to the class on Tuesday 24 January 2012. This will be in the form of 'speed presentation' where each presenter will have **no more than 3 minutes** to transmit the key ideas on their selected paper as if to the senior management of your company.

Mark allocation for individual project is:

Report	
Content	20%
Implications	20%
Recommendations	20%
Speed presentation	40%

Group Project (15%)

The class will be allocated into small groups. Each group will be responsible for the presentation to the class of one case study. The presentation will take about 45 minutes per group, including time for questions. For each case presentation the presenting group will be acting as a team of consultants (or an internal project work group) hired (or constituted) to address a particular problem and present their recommendations to the management. An oral presentation and a written, executive style, report will be required, each worth 50% of the overall marks. More detail is provided on the case presentation marking scheme, which will be circulated, and students will have the opportunity to participate in a practice case presentation and gain feedback on their performance.

The written report should be handed to the lecturer immediately BEFORE the oral presentation. The presenting group will need to outline the case problem, explain the relevant management accounting techniques they have used to address the problem and present the analysis undertaken and appropriate recommendations and conclusions, i.e. their proposed solution to the case. They will also be expected to answer questions from other groups, and justify their recommendations as necessary.

All other groups should have worked on the case and prepared their own answers and hence be in a position to “challenge” the presenting group if they have different interpretations or answers. The other groups will each be expected to ask at least one question of the presenting group who will gain marks for the quality of their answers.

We expect that students should spend on average 12 hours working on this project. A significant amount of this time, although not all, will be working as a group.

Mid Trimester Test (20%)

The test will be 1 hour long and will consist of multiple choice and/or short answer questions. The mid trimester test will occur 5.40 – 6.40 pm on Tuesday 20 December 2011. Rooms for test will be advised in lectures and via Blackboard.

Final Test (50%)

The test will be two hours long and will consist of long answer type questions. The final test will occur on Thursday 23 February 2012. Time and place for test will be advised in lectures and via Blackboard.

Penalty for late submission

Late individual projects will be subject to a 20% per day penalty.

Late group projects will not be accepted.

Mandatory Course Requirements

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

- Participate in the Group project, including both the preparation of the report and the presentation.

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 will be conveyed by Blackboard or by email to all class members. Once you have registered for this course you should be able to access Blackboard at <http://blackboard.vuw.ac.nz>.

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

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/>

Te Putahi Atawhai

Maori and Pacific Mentoring Programme

http://www.victoria.ac.nz/st_services/tpa/index.aspx