

School of Accounting and Commercial Law

MMPA 502 MANAGEMENT ACCOUNTING

Trimester One 2012

COURSE OUTLINE

Names and Contact Details	Office	Telephone
<i>Course Coordinator & Lecturer</i> Ken Bates Ken.Bates@vuw.ac.nz Office Hours: TBA	RH 716A	463 6474
<i>Lecturer</i> Rodney Dormer Rodney.Dormer@vuw.ac.nz Office Hours: TBA	RH 727	463 7009
<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 5 March – Friday 15 June

Study Period: Monday 18 June – Friday 22 June

Examination Period (for MPA courses): Saturday 23 June – Wednesday 4 July (inclusive)

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 16 March 2012.
2. The standard last date for withdrawal from this course is Friday 18 May 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.

Class Times and Room Numbers

There are 12 two hour lectures. Students are expected to attend all classes. Classes involve a mixture of lecture material, discussion, and group work.

Lecturer-led: Week 1 only: Wednesday 1.40 pm – 3.30 pm GBLT 3
 Week 2 onwards: Wednesday 2.40 pm – 4.30 pm GBLT 3

In addition to the lecturer led sessions, there will be one hour designated for student led activity, including group project case presentations. After week 1 the class will be split into two groups for the student led sessions.

Student-led: Week 1 only (whole class): Wednesday 3.40 pm – 4:30 pm GBLT3
 Week 2 onwards:
 Group A Wednesday 1.40 pm – 2.30 pm GBLT 3
 Group B Wednesday 12.40 pm – 1.30 pm RWW315

Course Content & Schedule (*subject to modification*)

Day	Lecturer	Topic	Textbook chapter	Student-led activities
March 7	RD	Role of management accounting in organisations.	One	Case/discussion of MA's role
March 14	RD	Budgeting.	Six	Readings
March 21	KB	Cost-volume-profit (CVP) analysis.	Three	<i>Practice budgeting case</i>
March 28	KB	Relevant costing and decision making.	Two	<i>Practice CVP case</i>
April 4	KB	Traditional costing techniques. Full cost analysis in both manufacturing and services.	Four	Group project 1
W/c April 9 and 16		Mid-trimester break		
April 25		Public Holiday		
April 26	<i>Mid Trimester Test – date subject to confirmation</i>			
May 2	KB	Activity based costing (ABC) and customer profitability analysis (CPA).	Five	Group project 2
May 9	KB	The pricing decision.	Five	Group project 3
May 11	<i>Hand in individual project due by 2pm</i>			
May 16	RD	Standard costing and variance analysis.	Six	Group project 4
May 23	RD	The behavioural aspects of control systems.	Seven	Individual project presentations.
May 30	RD	Management accounting in the public sector.		Group project 5
June 6	KB	Balanced performance measurement.	Ten	PM exercise
June 13	RD	Strategic Management Accounting Course conclusion and revision.	Nine	Revision exercises

KB = Ken Bates, RD = Rodney Dormer

Course Learning Objectives

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

- (a) Explain the role of management accounting in organisations;
- (b) Classify costs according to their basic classification and behavioural concepts;
- (c) Apply and contrast the absorption costing and the marginal costing principles;
- (d) Apply the method of activity-based-costing;
- (e) Apply various costing methods to both service and manufacturing industries;
- (f) 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 led activity. The two hours will be lecturer-led, including lecturing, discussion and practice questions. Material will be assigned as pre- or post-lecture work.

The hour for student-led activity includes presentations of student individual projects and group projects. These project presentations are assessed and hence contribute to the 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:

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|-----------|--|
| 3 hours | Lecture attendance |
| 2 hours | Preparation for student led 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 to be spent on private study, course work and on revision,

Readings

Required Textbook:

Peter Atrill, & Eddie McLaney; 2009 *Management Accounting for Decision Makers* (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/or 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 MyAccountingLab resource associated with the textbook.

Summary of Assessment Requirements

Individual Project	15%	Hand in report by 2.00 pm on Friday 11 May 2012 Presentations on Wednesday 23 May 2012 .
Group Project	15%	Report to be handed to lecturer immediately before presentation (see course schedule).
Mid-Trimester Test	20%	Thursday 26 April 2012 – To be confirmed.
Exam	50%	Date to be advised

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 review of an academic management accounting paper.

Instructions:

- Select a peer reviewed journal article, of at least 8 pages in length, on any aspect of management accounting. You may not chose any article already provided as part of the course 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 potential changes in the company.

You can chose the company type; i.e. industry, country, size, strategy, but make your choice clear by including within your project report a one paragraph summary of your company.

Project reports should be placed in the MMPA 502 assignment box on the mezzanine floor in Rutherford House no later than **2.00 pm on Friday 11 May 2012**.

State the word count of your report and note that ***project reports that exceed 600 words will be subject to a 20% penalty per 100 words over the 600 word limit.***

- In addition to handing in the project report by the due date, all projects will be presented to the class on **Wednesday 23 May 2012**. This will be in the form of 'speed presentation' where each presenter will have **a maximum of 5 minutes** to present a summary of the key ideas gleaned from their selected paper, as if to the senior management of your company, and **a further 3 minutes** to answer questions from the rest of the class.

Mark allocation for the 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. Also 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 themselves have worked on the case and prepared their own answers. They will therefore 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. It is expected that all members of the group make a significant contribution to the group project and it is up to the group themselves to ensure that this happens. Therefore, all group members will receive the same mark.

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 is scheduled for **Thursday 26 April 2012**. This date is yet to be confirmed. Time and location of the test will be advised in lectures and via Blackboard.

Exam (50%)

The exam is closed book and will be **two hours long**. It will consist of long answer type questions including mini cases. Date to be advised by Faculty.

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 Saturday 23 June – Wednesday 4 July (inclusive).

Penalties

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:

- Fully 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/avcademic/default.aspx

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

http://www.victoria.ac.nz/home/about_victoria/avcademic/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/tpa/>