

School of Accounting and Commercial Law

MMPA 502 MANAGEMENT ACCOUNTING

Trimester 1, 2014

COURSE OUTLINE

Names and Contact Details	Office	Telephone
<i>Course Coordinator & Lecturer</i> Rodney Dormer rodney.dormer@vuw.ac.nz Office Hours: TBA	RH 727	463 5233 x7009
<i>Lecturer</i> Martien Lubberink martien.lubberink@vuw.ac.nz Office Hours: TBA	RH 702	463 5968
<i>Course Administrator</i> Pinky Shah pinky.shah@vuw.ac.nz Office hours: Monday-Friday, 9am-5.30pm	RH 728	463 6921

Trimester Dates

Teaching Period: Monday 3 March – Friday 6 June

Study Period: Monday 9 June – Thursday 12 June

Examination Period: Friday 13 June – Wednesday 2 July (inclusive)

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 14 March 2014.
2. The standard last date for withdrawal from this course is Friday 16 May 2014. 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

Wednesdays: 12.40-4.30pm

Venue: RHLT3 (Rutherford House Lecture Theatre 3), Pipitea Campus

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 12.40pm – 2.30pm	RH LT 3
Week 2 onwards:	Wednesday 1.40pm – 3.30pm	RH LT 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 2.40pm – 3.30pm	RH LT 3
Week 2 onwards:		
Group A	Wednesday 12.40pm – 1.30pm	RH LT 3
Group B	Wednesday 3.40pm – 4.30pm	RWW 314

Course Delivery

The course is delivered in one two-hour lecture a week, plus one hour of student-led activity. The lecturer-led two hours will include 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.

Group Work

Group presentations and reports must be a culmination of the combined efforts of all group members, with roughly equal effort put in by each student. Students should therefore establish a good working relationship with the group. Each group member will receive the same mark.

Collaboration on individual assignments is not allowed beyond general discussion as to the nature of the assignment question and general approach to answering it. On individual assignments students should not work together to produce any written work and should not loan out draft or completed assignments to other students.

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 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.

Prescription

Cost and management accounting in the contemporary business environment.

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 Content

The lecture schedule (subject to modification) is provided on page 8.

Readings

Required Textbook:

Atrill, P. & McLaney, E. (2009) *Management Accounting for Decision Makers* (7th ed.). Essex, UK: Financial Times Press.

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

Please bring your calculators to all lectures.

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

Assessment

From Trimester 1, 2014, a revised Assessment Handbook will apply to all Victoria courses: see <http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>.

In particular, there will be a new grade scheme, in which the A+ range will be 90-100% and 50-54% will be a C-.

Assessment Item	%	Due Dates	Course Learning Objectives Assessed
Individual Project	15%	Hand in report by 2pm on Fri 21 March 2014 Presentations on 26 March, 2 April and 9 April 2014	Depending on the academic paper chosen by the student
Group Project	15%	Group Report to be handed to lecturer immediately before presentation (see course schedule)	Depending on the topic of the case assigned
Mid-Trimester Test	20%	Monday 14 April 2014 at 6pm in GBLT1	(a), (b), (c) and (f)
Exam	50%	Date to be advised – see ‘Examinations’ below	All

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 (CEO) 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 **2pm on Friday 21 March 2014**. 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 26 March, 2 April or 9 April 2014**. This will be in the form of ‘speed presentation’ where each presenter will have **a maximum of 3 minutes** to present a summary of the key ideas gleaned from their selected paper, as if to the CEO of your company, and **a further 1 minute** to answer questions from the CEO (i.e. the lecturer).
Note: Students should attend both presentation sessions for their seminar group, as this will provide exposure to a broad selection of management accounting papers.

Mark allocation for the individual project is:

Report:

Content	30%
Implications	30%
Recommendations	20%

Speed presentation: 20%

Group Project (15%)

The class will be allocated into small groups after week 2. 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 be assessed on 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 mid-trimester test is closed book and will be one hour long. It will consist of multiple choice and/or short answer questions. The mid-trimester test is scheduled during the week commencing **14 April 2013**. 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. See ‘Examinations’ on the next page for more information.

Penalties

- ***Assignments***

Assignments (i.e. individual and group projects) must be handed in on or before the due date and time. In fairness to other students, any individual project submitted after the deadline will be subject to a penalty of 5% of the total marks available for every day or part of a day (including Saturdays and Sundays) that the assignment is submitted late. Late group projects **will not** be marked.

An extension or waiver (with no penalty) will be considered on the grounds of exceptional personal circumstances. Students must complete the ‘Assignment Extension/Waiver Application Form’ available on Blackboard and submit the form (with the relevant supporting documentation) to Pinky Shah, preferably before the assignment due date.

Note: The submission of an application does not mean that the extension has been approved. Penalties, as detailed above, will apply if the extension is not granted.

- **Tests**

Unjustifiable absence from the mid-trimester test will result in a mark of ‘zero’ for that test and may result in a student not meeting mandatory course requirements.

Students unable to take scheduled tests due to exceptional circumstances, must complete the ‘Consideration of Exceptional Personal Circumstances for Tests Application Form’ available on Blackboard. Submit this form to Pinky Shah as early as possible, preferably before the test date.

Note: The submission of an application does not mean that the test requirement has been changed or waived. Penalties, as detailed above, will apply if it is not successful.

Exceptional Personal Circumstances include an impairment assessed by Disability Services, illness, bereavement, circumstances involving the health or wellbeing of a relative or close friend, compulsory attendance at court, national or international representative commitments, significant cultural commitments, or activities in which the student is representing the University.

*Note: Not being organised or failing to plan ahead are **not** exceptional circumstances.*

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 submitted to Turnitin. A copy of submitted materials will be retained 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.

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 following period:

Friday 13 June – Wednesday 2 July (inclusive)

Mandatory Course Requirements

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

- Fully participate in the Group project, including both the preparation of the report and the presentation.
- Obtain a minimum mark of 40% in the final examination

If you cannot complete an assignment or sit a test or examination, refer to

www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat

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 and posted on Blackboard: <http://blackboard.vuw.ac.nz>. Urgent notices will be circulated by email.

Student feedback

Any feedback is considered and followed up on.

Student feedback on University courses may be found at
www.cad.vuw.ac.nz/feedback/feedback_display.php

Link to general information

For general information about course-related matters, go to
<http://www.victoria.ac.nz/vbs/studenthelp/general-course-information>

Note to Students

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 academic audit. The findings may be used to inform changes aimed at improving the quality of VBS programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

Course Content & Schedule (*subject to modification*)

Date	Lecturer	Topic	Textbook chapter	Student-led activities
5 March	ML	The role of management accounting in organisations.	One	Case/discussion of MA's role
12 March	ML	Costing for decision making	Two	Exercises
19 March	ML	Cost-volume-profit (CVP) analysis.	Three	Costs for decision-making case
26 March	ML	Traditional costing systems – full costing.	Four	Individual project presentations
2 April	ML	Advanced costing systems I - activity based costing (ABC) and customer profitability analysis (CPA).	Five	Individual project presentations
9 April	ML	Advanced costing systems II - the pricing decision.	Five	Individual project presentations
16 Apr	<i>Mid Trimester Test – date subject to confirmation</i>			
	RD	Budgeting	Six	Discussion of budgeting papers
MID-TRIMESTER BREAK (Friday 18 April – Sunday 4 May)				
7 May	RD	Standard costing and variance analysis.	Seven	Group project 1
14 May	RD	The behavioural aspects of control systems.	Seven & readings	Group project 2
21 May	RD	Management accounting in the public sector.	Readings	Group project 3
28 May	RD	Balanced performance measurement.	Ten	Group project 4
4 Jun	RD	Strategic Management Accounting Course conclusion and revision.	Nine	Group project 5

RD = Rodney Dormer

ML = Martien Lubberink,