

School of Accounting and Commercial Law

ACCY 223 - MANAGEMENT ACCOUNTING

Trimester 1, 2015

COURSE OUTLINE

Names and Contact Details

		Office	Telephone
Course Coordinator and Lecturer:	Ken Bates ken.bates@vuw.ac.nz	RH 716a	463-6474
Lecturer:	Ainul Islam ainul.islam@vuw.ac.nz	RH 604	463-6107
Lecturer:	Clare Markham clare.markham@vuw.ac.nz	RH 612	463-5233 Ext 8093
Administrator:	Ms Lucy May lucy.may@vuw.ac.nz Office hours: Monday-Friday, 8.30am-5pm (Note: Office closed 10.30 am-10.45 am and 3.30 pm-3.45 pm)	RH 708	463-5775

Trimester Dates

Teaching Period: Monday 2nd March – Friday 5th June
Study Period: Monday 8th June – Thursday 11th June
Examination Period: Friday 12th June – Wednesday 1st July (inclusive)

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 13th March 2015.
2. The standard last date for withdrawal from this course is Friday 15th May 2015. 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 or [online](#).

Class Times and Room Numbers

Tuesday	2.40 pm – 3.30 pm	RHLT1, Pipitea Campus
Thursday	2.40 pm – 3.30 pm	RHLT1, Pipitea Campus

ACCY223 - Planned Course Content

Wk No.	Week commencing:	Weekly Topic Timetable	Text	Tutorial s	Assignments due by 2 pm on Tuesdays
1	2 nd March KB	Introduction to Management Accounting – Different costs for different purposes.	Ch1	.	
2	9 th March KB	Marginal and absorption costing approaches to profit measurement.	Topic focus 3	Cam Ltd. Break-even¹ Case	<i>Assignment 1 – Report on Cam Ltd, - by 2 pm Tuesday 17th March.</i>
3	16 th March AI	Job and batch costing in manufacturing and services.	Ch4 (units 4.3 & 4.4)	Hataitai Hinges. MC v AC Problem	
4	23 rd March AI	Marginal costing for decision making – 1.	Ch8	Pipitea Legal Services. Job Costing Case	
5	30th March	Test 1 - On work in lecture weeks 1 to 3			
5	30 th March AI	Marginal costing for decision making – 2.	Ch8		
Mid Trimester Break (Friday 3rd April to Sunday 19th April)					
6	20 th April CM	Planning and budgeting (incl. behavioural implications)	Ch5	GNK Ltd. Decision Making Case	<i>Assignment 2 – Report on GNK Ltd - by 2 pm Tuesday 28th April</i>
7	27 th April CM	Flexible budgets and performance analysis.	Ch6 (unit 6.1)		
8	4 th May KB	Standard costing and variance analysis.	Ch5 (unit 5.2) & Ch6 (units 6.2 to 6.4)	The Rotorua Hospital Laundry. Budgeting Case	
9	11th May	Test 2 - On work in lectures weeks 4 to 7			
9	11 th May KB	Absorption costing: multiple bases and service departments.	Supplied Reading		
10	18 th May KB	Activity-based costing	Ch7 & Topic focus 5	Grazie Nonna. Full Variance Analysis Case	<i>Assignment 3 – Report on Grazie Nonna - by 2 pm Tuesday 26th May.</i>
11	25 th May KB	The pricing decision.	Ch3 (unit 3.4)	KitTab Ltd. ABC Case	
12	1 st June KB	Evaluating performance. Revision.	Ch11	The Vend-a-Bar Supply Company. Pricing Case	

Ch = chapter (in course text).

KB = Ken Bates.

AI = Ainul Islam

CM =Clare Markham

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

¹ See Ch2 (unit 3.1 & 3.2) for revision of break-even analysis.

Course prescription

The theory and practice of cost and management accounting.

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 Delivery

The formal instruction consists of 24 lectures (50 minutes each) and 8 tutorials (50 minutes each). Before attending the lectures, you should download any lecture handouts from Blackboard and read the assigned chapter from the text plus any other required readings. 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. After the benefit of guidance in the tutorial, you are required to prepare comprehensive answers to these assignments (in report format) and hand them in by the set deadline (the following Tuesday). Tutors will mark them and provide feedback. Completion of course assignments and a review of learning in the light of feedback received is essential preparation for the two course tests and the final examination.

Expected Workload

It is expected that an average of 10 hours per week will be spent on this course during the 12 teaching weeks, and the total expected workload for this course is 150 hours which should roughly consist of the following:

- 31 hours Lectures and tutorial attendance;
- 40 hours Pre- and post-lecture reading and question practice;
- 40 hours Tutorial question and mini case study preparation (including assignments); and
- 39 hours Revision of material for the two tests and the final examination.

Group Work

There is no assessed group work in this course. However you may be expected to work in groups during tutorials and you are encouraged to work in groups outside tutorials from time to time to discuss topics and issues raised in lectures. This may include initial preparation of draft answers to tutorial questions and mini cases, but please note that the submitted final answers to the three assignments *should be your own individual effort*.

Readings

The set text is: **C.E. Davis & E. Davis (2014), *Managerial Accounting*, (2nd Ed), Wiley.**

The relevant readings in the set textbook for each lecture topic are indicated in the Planned Course Content (page 2). You are also advised to work through relevant practice exercises in the course text.

As well as the set text, students are required to purchase a copy of the *Course Materials Book* from the VUW bookshop (Pipitea Campus). The Course Materials Book contains all tutorial questions and mini cases, including the three mandatory assignments. It also contains a description of how tutorials will be used to support and reinforce the material delivered in lectures. There is also guidance on answering case studies and there are extra exam/test style questions to help you practice the application of management accounting, and prepare thoroughly for the two tests and the final examination. Answers to these extra questions will be provided via blackboard.

Additional/alternative books

The following books have been placed on closed reserve or 3-day loan in the Commerce Library as they are useful alternative or backup reading.

- Garrison, R., Noreen, E. and Brewer, P. (2012), *Managerial Accounting*, 14th Edn. McGraw-Hill, Australia.
- Horngren, C.T., Datar, S.M., Foster, G., Rajan, M., Ittner, C., Wynder, M., Maguire, W. and Tan, R. (2011), *Cost Accounting: A Managerial Emphasis*. Pearson Australia, French Forest NSW.

Additional useful readings may be recommended in lectures and/or indicated via Blackboard.

Course Pre-requisites

The prerequisites for this course are ACCY001 Bookkeeping, ACCY111 Accounting and ECON130 Microeconomic Principles (formerly Economic Principles and Issues).

Materials and Equipment

The two course tests and the final examination are **closed book**. The materials permitted in the two tests and the final examination are as follows:

- Non-programmable silent electronic calculators and programmable ones with the memory cleared.
- Non-electronic foreign language/English translation dictionaries.

Assessment

The Assessment Handbook will apply to all VUW courses: see

<http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>.

1. Test 1 – Week 5 – Monday 30th March, commencing at 6 pm at the Kelburn campus.

Weighting: 20%

This test is 45 minutes long (plus reading time) and can include any of the material introduced during lectures in the first three weeks of the trimester, including material subsequently reinforced during tutorials, assignments, and/or by any extra work given by the lecturer(s).

2. Test 2 – Week 9 – Monday 11th May, commencing at 6 pm at the Pipitea campus.

Weighting: 20%

This test is 45 minutes long (plus reading time) and can include any of the material introduced during lectures in weeks 4 to 7, including material subsequently reinforced during tutorials, assignments, and/or by any extra work given by the lecturer(s).

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 the two tests, in particular the material covered in the last five weeks. However, the integrative nature of management accounting requires that all course material should be thoroughly revised and drawn on as appropriate to answer examination questions.

Mandatory Course Requirements

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

- Complete and submit on time a bona fide attempt (see definition on blackboard) at all THREE assignments.
- Attend at least **6 out of 8** tutorials.

An attendance register will be kept for tutorials. If you find it necessary to miss a tutorial please notify the tutor or Course Administrator *in advance*, so arrangements can be made for you to attend an alternative tutorial stream if possible. As emergencies and unexpected occurrences can occur, you are only required to attend 6 of the 8 tutorials as a mandatory course requirement, but you are strongly recommended to attend all 8 as the work covered in tutorials is highly relevant to course assessments.

You do not need to produce a medical certificate or other documentation if you only miss 1 or 2 of the 8 tutorials. *However if you attend less than 6 of the tutorials, you will fail the mandatory course requirements unless you are able to produce medical certificates, or equivalent documentation, for all tutorials missed.*

A list of those students who have not met the mandatory course requirement will be posted on Blackboard by 12 noon on **Thursday 11th June**. Students who have not met the mandatory course requirement will receive a K, D or E grade for the course.

Assignments

You have THREE assignments due to be handed in by 2.00 pm on the following days:

- *No 1: Tuesday 17th March = Cam Ltd. – Revision of Break-even Analysis*
- *No 2: Tuesday 28th April = GNK Ltd. – Decision Making*
- *No 3: Tuesday 26th May = Grazie Nonna – Full Variance Analysis*

The mini case studies for the assignments are provided in the Course Materials Book.

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 the assignment cover sheet (available on blackboard) and staple it to your assignment. Place your assignment in the ACCY223 Box on the mezzanine floor of Rutherford House no later than 2.00 pm 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. However, recording errors and the loss of assignments do occur. For this reason, you may be required to re-submit some of your completed assignments, hence you should retain a copy of each assignment you submit and also retain the returned, marked assignments.

If you are unable to complete an assignment or sit a test or examination, please discuss with the Course Coordinator and refer to www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat

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.

Penalties

Answers to assignments must be handed in by the due date unless a prior extension has been granted by the Course Coordinator or unless proof of exceptional circumstances (e.g. a medical certificate) can be produced subsequently. Unless there are exceptional circumstances, late submission of any assignment, or submission of an inadequate attempt at an assignment (see Blackboard), will be treated as non-submission and will lead to failure of the mandatory 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 requirements, 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>

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 12th June – Wednesday 1st July (inclusive)

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

Student feedback

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>

Tutorials

Tutorials start in week 2 and there will be eight tutorial sessions.
Details as follows:

Tutorial Session 1: Week 2

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

Tutorial Session 2: Week 3

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

Tutorial Session 3: Week 4

Case Study: Pipitea Legal Services – Job costing.

Tutorial Session 4: Week 6

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

Tutorial Session 5: Week 8

Case Study: The Rotorua Hospital Laundry – Budgetary control.

Tutorial Session 6: Week 10

Case Study: Grazie Nonna – Full variance analysis.

Tutorial Session 7: Week 11

Case Study: KitTab Ltd – Activity-based costing.

Tutorial Session 8: Week 12

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 provided in the Course Materials Book. Please ensure you have worked through the assigned tutorial question or mini case study **prior to** your tutorial. Suggested solutions will be provided on Blackboard after the tutorials, or after the hand in date where the tutorial case is also an assignment.

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 may sign up for tutorials between **9.00 am on Tuesday 3rd March and midnight Wednesday 4th March.**

The completed tutorial group lists will be available by **Friday 6th March.** 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) any time 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.

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.
