

School of Accounting and Commercial Law

ACCY 302 ADVANCED MANAGEMENT ACCOUNTING

Trimester 1, 2015

COURSE OUTLINE

Names and Contact Details

| | | | |
|--|---|---------|----------|
| <i>Course Coordinator and Lecturer</i> | Carolyn Fowler carolyn.fowler@vuw.ac.nz Office Hours: TBA | RH 601 | 463 6506 |
| <i>Lecturer</i> | Ken Bates ken.bates@vuw.ac.nz Office Hours: TBA | RH 716A | 463 6474 |
| <i>Course Administrator</i> | Lee Vassiliadis lee.vassiliadis@vuw.ac.nz Office hours: Monday-Friday, 8.30am-5pm (Note: Office closed 10.30am-10.45am and 3.30pm-3.45pm) | RH 708 | 463 5383 |

Trimester Dates

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

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 13 March 2015.
2. The standard last date for withdrawal from this course is Friday 15 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

| Day | Time | Room |
|------------|---------------|-------------|
| Wednesday | 9.30 to 10.20 | RHLT2 |
| Thursday | 9.30 to 10.20 | RHLT2 |

Planned Course Content

| Week No | Wstart Date | Weekly Topic Timetable | Ch | Tutorials | Assignments (Due Wed. By 2.00 p.m.) |
|--|----------------|--|----------|--|-------------------------------------|
| 1 | 2 Mar CF | Introduction to the course Strategic Management Accounting (SMA) Strategic Cost Management (SCM) | 1 & 2 | | |
| 2 | 9 Mar CF | Target costing and life cycle reporting | 2 | | |
| 3 | 16 Mar CF | Activity-based costing (ABC) revision Activity-based management (ABM) | 3 | SCM & Value Chain Analysis <i>K2 Adventure Gear</i> | |
| 4 | 23 Mar CF | Supplier performance management | 8 | Lifecycle Reporting & Target Costing <i>Wellington Business Solutions</i> | 1 – <i>K2 Adventure Gear</i> |
| 5 | 30 Mar CF | Quality management and costing | 9 | | |
| 5 | 1 April | Test 1 (on work introduced in lectures during weeks 1 to 4) | | | |
| MID-TRIMESTER BREAK (Friday 3 April to Sunday 19 April) | | | | | |
| 6 | 20 Apr CF | Management accounting for the environment | 10 | Supplier Performance <i>Curry Express</i> | |
| 7 | 27 Apr KB | Divisional structure Transfer pricing systems | 6 | Quality and Environmental Costing <i>Blue Duck Bar and Restaurant</i> | 2 – <i>Curry Express</i> |
| 8 | 4 May KB | Financial performance measurement and firm value | 12 | Transfer Pricing <i>Wellington Trailers</i> | |
| 9 | 11 May KB | Decision making in a strategic context | 4 | | |
| 9 | 12 May | Test 2 (on work introduced in lectures during weeks 5 to 8) | | | |
| 10 | 18 May KB | Customer value and customer accounting | 7 | Strategic Decision Making <i>Solski</i> | |
| 11 | 25 May KB | Balanced performance measurement and management | 11 | CPA <i>Seatoun Sports Shirts</i> | 3 - <i>Solski</i> |
| 12 | 1 June KB | Performance measurement and incentives Revision | 5 | Performance Management <i>Case review</i> <i>Black Swan Hotel</i> | |

Please note: the weekly topic timetable of planned course content is a guide only and may change.

Lecturers: CF = Carolyn Fowler. KB = Ken Bates

Ch: Chapter (reference to relevant chapter in Hunt, Fowler and Drennan, 2013)
Details of any supplementary readings will be posted on Blackboard.

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 and download the lecture materials from Blackboard. Before each tutorial, make sure you read ***and work through*** the tutorial questions. The tutorial questions are a good guide to the type of questions and mini cases that will be used in course assessments. The two tests and final examination will be set assuming students have attended all lectures and tutorials.

Group Work

There is no assessed group work in this course.

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 are comprised of 32 hours of lectures and tutorials; background reading for lectures - 36 hrs; tutorial and case study preparation - 47 hrs; and review of material for the two tests and final examination - 35 hrs.

Prescription

An in-depth analysis of selected topics in cost and management accounting.

Course Learning Objectives

By the end of this course, students should be able to:

1. Evaluate an organisation's strategy and associated risks using a strategy-based value chain and examine the linkages to and between strategy, processes and activities.
2. Explain the importance of strategic decision-making and the resulting implications for an organisation at the strategic, process and activity level.
3. Evaluate divisionalisation options, alternative transfer pricing systems, and performance management systems.
4. Discuss supplier and customer value and the management accounting implications of supplier and customer linkages.
5. Examine the management accounting contribution to the management of quality and sustainability.

Readings

Set Text

Hunt, C., Fowler, C. and Drennan, L. (2013), *Management Accounting: Strategic Decision-Making, Performance and Risk*, 2nd Edn, Pearson Education, New Zealand.

As well as the set text, students are required to purchase a copy of the *Assignment and Tutorial Book* from the VUW bookshop (Pipitea Campus).

Additional books

The following books have been placed on closed reserve or 3-day loan in the Commerce Library.

- 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. and Ittner, C. (2009), *Cost Accounting: A Managerial Emphasis*, 13th Edn. Pearson Prentice Hall, Upper Saddle River, NJ.
- Hoque, Z. (2003), *Strategic Management Accounting*, 2nd Edn, Pearson Education, Australia.
- Langfield-Smith, K., Thorne, H. and Hilton, R.W. (2012), *Management Accounting: Information for Creating and Managing Value*, 6th Edn, McGraw Hill, Australia.

Supplementary Readings.

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

Materials and Equipment

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

- Non-programmable 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: Wednesday, 1 April at 6.00 pm

Pipitea Campus

Weighting: 20%

This test is 60 minutes long and can include any of the material introduced during lectures in the first four weeks of the trimester (weeks 1-4, covering course learning objectives 1, and 4), including material subsequently reinforced during tutorials, assignments, and/or by any extra work given by the lecturer(s).

2. Test 2: Tuesday, 12 May at 6.00 pm

Pipitea Campus

Weighting: 20%

This test is 60 minutes long and can include any of the material introduced during lectures in weeks 5 to 8 (covering course learning objectives 1, 3 and 5), 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 predominantly consist of questions relating to a case study provided to students in week 12. The examination can cover any of the material covered during the 12-week trimester (covering course learning objectives 1 to 5).

These assessments meet the course learning objectives by:

- Covering the majority of topics taught in the course.
- Integrating a case study, as completed in the mandatory assignments, into the examination.
- Assessing the understanding and application of management accounting tools and techniques and the evaluation of management accounting theories and concepts.

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 12 June – Wednesday 1 July (inclusive)

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 11 June 2015**. Students who have not met the mandatory course requirement will receive a K, D or E grade for the course.

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 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>

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.

Assignments

You have THREE assignments due to be handed in by 2 pm on the following days:

Assignment No 1: Wednesday 25 March 2015

Case – K2 Adventure Gear

Assignment No 2: Wednesday 29 April 2015

Case – Curry Express

Assignment No 3: Wednesday 27 May 2015

Case – Solski

The questions for the assignments are in the Assignment and Tutorial 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 **ACCY 302 Box** on the mezzanine floor of Rutherford House no later than 2 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. You should therefore retain a copy of each assignment you submit and also the returned, marked assignments.

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

Assignments must be handed in on the due date unless prior permission has been granted or unless proof of exceptional circumstances (e.g. a medical certificate in the event of illness) is produced. Any copying of assignment answers will be considered plagiarism and dealt with according to the policy outlined at <http://www.victoria.ac.nz/home/study/plagiarism.aspx>

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.

Tutorials

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

Tutorial Session 1: Week beginning Monday 16 March 2015

Strategic Cost Management and Value Chain Analysis – K2 Adventure Gear

Tutorial Session 2: Week beginning Monday 23 March 2015

Life Cycle Reporting and Target Costing – Wellington Business Solutions

Tutorial Session 3: Weeks beginning Monday 20 April 2015

Supplier Performance – Curry Express

Tutorial Session 4: Week beginning Monday 27 April 2015

Quality and Environmental Costing – Blue Duck Bar and Restaurant

Tutorial Session 5: Week beginning Monday 4 May 2015

Transfer Pricing – Wellington Trailers

Tutorial Session 6: Week beginning Monday 18 May 2015

Strategic Decision Making – Solski

Tutorial Session 7: Week beginning Monday 25 May 2015

Customer Profitability Analysis – Seatoun Sports Shirts

Tutorial Session 8: Week beginning Monday 1 June 2015

Performance Management – The Black Swan Hotel

Please ensure you have ***worked through*** the assigned tutorial question(s) ***prior to*** your tutorial. *The questions for the tutorials are in the Assignment and Tutorial Book.* Solutions will be provided on Blackboard after the last tutorial in the week or after the assignment hand in date if the tutorial question is also an assignment.

Tutorial Group Sign-up – “myAllocator”

You will be given the opportunity to sign up for one tutorial group by using the online system “myAllocator”. Detailed tutorial sign-up instructions are given below.

Any requests after the close-off 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.

You **must always attend the tutorial sessions for which you have signed up**. If you attend a different session, your attendance may not be recorded.

Changes can only be made if the course administrator agrees and you are not permitted to make temporary swaps of tutorials without the prior consent of the course organiser.

Your tutorial group number should be noted on all assignments.

Tutorial Signup Instructions

myAllocator

What is it?

myAllocator allows you to electronically select a tutorial that fits with your timetable. It knows which tutorials clash with your other courses and prevents you from picking them.

How do I use it?

1. Log into <https://student-sa.victoria.ac.nz/> with your standard student log-in
2. You will see the courses that you are enrolled in, plus tutorial options that are open for selection.

The screenshot shows the 'Scientia Student Allocator' interface. At the top, there are navigation links: 'Log Out', 'Change Student', 'Save', 'Abandon', 'Refresh', 'Complete Choices', and 'Help'. Below this, a message states: 'You are editing the allocations for [redacted]'. A warning message reads: 'The student has not yet submitted their choices. No choices have been approved (the first approval will also submit)'. A link 'View choices requiring approval' is provided. The main content area shows two modules: 'HRIR201-9007 Managing Human Resrc & Ind Rel' and 'HRIR201-Tut-T1 Managing Human Resrc & Ind Rel'. Below these, a section titled 'You must allocate to only one of the following Parent Activities' contains a list of 10 tutorial options. Each option includes a radio button, the activity name, time slot, and seat availability. The second option, 'HRIR201-Tut-T1/4 (Tue 08:30 - 09:20)', is selected.

You will also be shown the timetables for all courses you are enrolled in, no matter if they have tutorials or not.

| Trimester 1 | |
|---------------------------------|---|
| Monday 14:40-15:30 | HRIR201-9007/1 Weeks: Week 10-Week 16, Week 19-Week 23 Location:GBLT1 Zone:Pipitea |
| Tuesday 08:30-09:20 | HRIR201-Tut-T1/4 Weeks: Week 11-Week 16, Week 19-Week 23 Location:RWW127 Zone:Pipitea |
| Wednesday 14:40-15:30 | HRIR201-9007/1 Weeks: Week 10-Week 16, Week 19-Week 23 Location:GBLT1 Zone:Pipitea |
| Thursday | |
| Friday | |

You can check out the timetable, under your tutorial options, before you make your tutorial requests.

3. If you click *Show Requirements* against a tutorial you will see the weeks and the room/campus.

4. From the list of tutorials simply click on the button beside the tutorial you wish to sign up to.
5. If you happen to select a tutorial that clashes with another of your classes, you will get a warning on the right-hand side and you will need to choose again. (The green tick indicates a non-clashing choice.)
6. Once you're happy with your choices, hit the *Save* button up in the grey menu line.

After you have saved/Changing your tutorial selection

You *can* change your tutorial selection. If you have already clicked *Save* then when you make further changes and *Save* again, a new window will pop up stating that your choices have been saved.

In the window you will have the option to either log off myAllocator or make further changes (clicking on the latter link will take you back to the allocation screen).

You won't see the pop up page until you've hit the *Save* button for the first time.

Questions and Answers

Q: What are the two messages about submitting and approving choices?

A: Ignore them. We don't have a submission/approval process and are having this removed. *Save* is all you need in order to submit your choice of tutorials.

Q: What are the notes (in the menu)?

A: Ignore this we are removing this option until myAllocator can actually link notes to emails.

Q: What if there are no tutorials viewable or available?

A: If you have been told the course has tutorials that are ready to register into and you do not see them or they are all full, you will need to contact your course administrator. They are able to look after waitlists and they will also let the timetabling team know if a new tutorial needs to be created or made available for selection.