

School of Management

MMBA 509 ACCOUNTING FOR MANAGERS

Trimester 3, 2015

COURSE OUTLINE

Names and Contact Details

Lecturer and

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Course

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Trimester Dates

Teaching Period: Monday 16 November 2015 to Friday 12 February 2016.

Mid-Trimester (Christmas) Break: Tuesday 22 December 2015 to Monday 4 January 2016.

Study and Examination Period: Monday 15 February to Saturday 20 February 2016 (inclusive).

Withdrawal from Course

- 1 Your fees will be refunded if you withdraw from this course on or before **27 November 2015**.
- 2 The standard last date for withdrawal from this course is **26 January 2016**.

After the last date stated in #2, 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

Lectures Tuesdays 5.40pm – 8.10pm in **GBLT4**

Mid-term Test Thursday 14 January 2016, 5.30pm – 7.50pm. (**GBLT3**)

Final Exam During final exam week: 15 February – 20 February 2016 (inclusive)

Course Delivery

This course is delivered in ten 2½ hour classes over 10 weeks. The classes will be a combination of teacher-led lectures, student analysis of case studies or examples and class discussion.

Expected Workload

Workload expectations for this course are 10 hours per week for the 10 teaching weeks (2.5 hours of lectures, and 8 hours individual study).

Prescription

An introduction to the concepts of financial and management accounting, covering the content of financial statements; concepts of value and profit, cost behaviour and cost-volume-profit relationships; cost allocation principles.

Course Learning Objectives

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

1. demonstrate an understanding of key financial concepts;
2. demonstrate understanding of external and internal financial reports;
3. communicate effectively with financial, and other, colleagues in making strategic decisions.

The mid-term test, individual assignment and final examination will assess the extent to which these skills have been mastered.

Course Content

The Master of Business Administration Programme aims to produce professional managers capable of fulfilling strategic roles within international corporate and government enterprises. Managers make extensive use of accounting information in their day-to-day work and accounting information is fundamental to corporate governance in that it provides the means of making the organisation's management accountable to outsiders such as owners.

The course is taught at a level that assumes no prior knowledge of accounting, but participants whose first degree is in accounting will naturally have some advantage in dealing with the course material. Participants who do not have any accounting in their first university degree will benefit from careful study of the assigned readings.

An understanding of basic financial concepts is considered by most, if not all, senior managers to be of critical importance to their, and their organisations, success. Yet, for many, those concepts seem elusive and confused by jargon. This course is designed to overcome these difficulties and to enable students to understand the contribution to users' decision-making of externally and internally reported financial information.

The course content is set out in tabular form on pages 5 and 6 of this course outline.

Readings

Accounting and Finance for Non-Specialists, by Peter Atrill & Eddie McLaney, 8ed, Pearson Education Limited (2013). (This can be purchased from the VUW Bookshop on the ground floor of Rutherford House.)

Plus additional hand-outs from lecturers.

Assessment

Mid-term Test (90 minutes)	25% Thurs. 14 January, 2016 (5:30-7:50pm) in GBLT3
Individual assignment	25% To be submitted by 5pm on Friday 12 Feb. 2016
Final Examination (3 hours)	50% TBA

Mid-term test (25%) 90 minute open book test – In the mid-term test, students will be expected to demonstrate their knowledge and understanding of concepts introduced in the management accounting section of the course.

Individual Assignment (25%) – The assignment will be designed to help develop students' knowledge and understanding of external financial reporting concepts and basic analysis of financial statements. The precise topic of the assignment will be given to students in the week after the break in January 2015.

Final (open book) Examination (50%) – In the final three hour examination, students will be expected to demonstrate their knowledge of the fundamental concepts of external and internal financial reporting and an ability to apply these concepts to problem situations. Students may take into the examination any written material they please.

Penalties

In fairness to other students, individual assignments submitted after the deadline will be subject to a penalty of 5% of the total marks available per day of lateness. Assignments more than one week late will not be accepted. A “zero” mark will be applied. In the event of unusual, unforeseen circumstances (e.g., serious illness, family bereavement), students should discuss waiver of the penalty with the course co-ordinator **prior** to the deadline date.

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. 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:

Monday 15 February to Saturday 20 February 2016.

Mandatory Course Requirements

In addition to obtaining an overall course mark of 50 or better, students must submit the written assignment and gain a mark of at least 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

Communication will generally be by means of Backboard. This includes notices, lecture material, references and assignments.

Student Feedback

In previous years, management accounting was taught first, then financial accounting. This year, the course follows the chapters of the main text: first financial accounting, then management accounting.

Student feedback on University courses may be found at http://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.

Schedule of Lectures

Date	Topic
Pre-course reading	Chapter 1 of Atrill and McLaney (2013) <i>Introduction to accounting and finance.</i>
Lecture 1 Tuesday 17 Nov	Concepts of Financial Accounting – an introduction (ML) <ul style="list-style-type: none"> ▪ Accounting and user needs ▪ The roles of accounting ▪ Costs and benefits of accounting information ▪ Contrasting financial and management accounting ▪ (Chapter 1 of Atrill and McLaney)
Lecture 2 Tuesday 24 Nov	Measuring and Reporting Financial Position (ML) <ul style="list-style-type: none"> ▪ Building blocks of financial information ▪ Accounting equation and structure of external financial statements ▪ The statement of financial position ▪ Selected asset and liability issues ▪ (Chapter 2 of Atrill and McLaney)
Lecture 3 Tuesday 1 Dec	Measuring and Reporting Financial Performance (ML) <ul style="list-style-type: none"> ▪ The income statement ▪ Relationship between the income statement and balance sheet ▪ Selected revenue and expense issues, including depreciation, bad debts and other impairment ▪ (Chapter 3 of Atrill and McLaney)
Lecture 4 Tuesday 8 Dec	Measuring and Reporting Cash Flows (and other statements) (ML) <ul style="list-style-type: none"> ▪ The cash flow statement ▪ Distinguishing the messages from cash and accrual ▪ Statement of Movements in Equity ▪ (Chapter 5 of Atrill and McLaney)
Lecture 5 Tuesday 15 Dec	Analysing and Interpreting Financial Statements (ML) <ul style="list-style-type: none"> ▪ Financial ratios ▪ Profitability, efficiency, liquidity, gearing and investment ratios ▪ Limitations of ratio analysis ▪ (Chapter 6 of Atrill and McLaney)
22 Dec to 4 Jan	University Closed
Lecture 6 Tuesday 12 Jan	Understanding Internal Financial Information (RW) <ul style="list-style-type: none"> ▪ Comparison of management and financial accounting ▪ Cost behaviour ▪ Direct Costing ▪ Absorption Costing ▪ ABC ▪ Reading: Chapters 7 and 8

Thursday 14 January	Mid Term Test
Lecture 7 Tuesday 19 Jan	Relevant Costs for Decision Making (RW) <ul style="list-style-type: none"> ▪ Opportunity Costs ▪ Cost Volume Profit Analysis ▪ Short Term Decisions ▪ Reading: Chapter 7 + Reading to be distributed
Lecture 8 Tuesday 26 Jan	Budgeting (RW) <ul style="list-style-type: none"> ▪ Preparing cash budgets ▪ Preparing operational budgets ▪ Behavioural issues of budgeting ▪ Reading: Chapter 9 + Reading to be distributed
Lecture 9 Tuesday 2 Feb	Flexible Budgets & Variance Analysis (RW) <ul style="list-style-type: none"> ▪ Standard costing & flexible budgets ▪ Direct labour, materials and overhead variances ▪ Interpretation and use of variances ▪ Reading: Chapter 9 + Reading to be distributed
Lecture 10 Tuesday 9 Feb	Other management accounting tools and techniques (RW) <ul style="list-style-type: none"> ▪ Life Cycle Costing, Quality, JIT, Balanced Score Card, etc ▪ Divisional performance evaluation (if time allows) ▪ Reading to be distributed. ▪ Revision
Mon 15 Feb to Sat 20 Feb	Final Exam during Exam Week (TBA)