

School of Accounting and Commercial Law

## **MMPA 502 MANAGEMENT ACCOUNTING**

Trimester 1, 2016

### **COURSE OUTLINE**

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#### **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 the last page of this course outline.

#### **Trimester Dates**

Teaching Period: Monday 29<sup>th</sup> February – Friday 3<sup>rd</sup> June

Study Period: Monday 6<sup>th</sup> June – Thursday 9<sup>th</sup> June

Examination Period: Friday 10<sup>th</sup> June – Wednesday 29<sup>th</sup> June (inclusive)

#### **Withdrawal from Course**

1. Your fees will be refunded if you withdraw from this course on or before Friday 11<sup>th</sup> March 2016.
2. The standard last date for withdrawal from this course is Friday 13<sup>th</sup> May 2016. 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](#).

#### **Names and Contact Details**

<i>Course Coordinator &amp; Lecturer</i>	A/Prof Dr. Martien Lubberink <a href="mailto:martien.lubberink@vuw.ac.nz">martien.lubberink@vuw.ac.nz</a> Office Hours: By appointment	RH 702	021 134 7500
<i>Lecturer</i>	Dr. Pala Molisa <a href="mailto:pala.molisa@vuw.ac.nz">pala.molisa@vuw.ac.nz</a> Office Hours: By appointment	RH 728	463 6921

Course Administrator      Rebekah Sage      RH 728      463 6921  
[rebekah.sage@vuw.ac.nz](mailto:rebekah.sage@vuw.ac.nz)  
Office hours: Monday-Friday, 8.30 am – 5.00 pm

### Class Times and Room Numbers

There are 12 two hour lectures and 12 one hour seminars. Students are expected to attend all lectures and all seminar sessions for their group.

#### Week 1:

Lecture/seminar (whole class)      Mondays 12.40 pm – 3.30pm      RH LT3

#### Weeks 2 to 12 (inclusive):

Seminar group      Mondays 12.40 pm – 1.30 pm\*      RH LT3

Lecture (whole class)      Mondays 1.40 pm – 3.30pm\*      RH LT3

RH LT3 (Rutherford House Lecture Theatre 3), Pipitea Campus

\*It is advised to use the Course Content and Schedule for actual class dates.

### Course Delivery

The course is delivered in one two-hour lecture per week (for 12 weeks), plus one hour of student-led activity. The lecturer-led two hours will include a mixture of lecture materials discussion and group work.

The hour for student-led activity includes presentations of individual projects and group case projects. These project presentations are assessed and will contribute to the final grades for the course. After week 1 the class will be split into two groups for the student-led sessions.

### Readings

**Required Textbook:** Atrill, P. & McLaney, E. (2015) *Management Accounting for Decision Makers* (8<sup>th</sup> ed.). Essex, UK: Financial Times Press.

Additional readings will be provided in class and/or on Blackboard.

### 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.
- Must attend the mid-term test.
- Obtain a minimum mark of 40% in the final test.

If you believe that exceptional circumstances may prevent you from meeting the mandatory course requirements, contact the Course Coordinator for advice as soon as possible.

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

[www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat](http://www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat)

## 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 an average weekly workload of: 3 hours lecture attendance; 2 hours preparation for student-led discussion (when not presenting); 1½ hours preparation for lectures (pre-reading); 2 hours post lecture revision (including revision questions).

Total workload for the individual project: 6 hours; for the group project 12 hours.

Outside teaching weeks, a further 30 hours is expected to be spent on private study, course work and on revision.

## Assessment

The Assessment Handbook will apply to all VUW courses: see

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

Item	%	Due Dates	Course Learning Objectives Assessed
Individual Project	15%	Report due by <b>2.00 pm on Friday 18 March 2016</b> Presentations are on <b>weeks 4, 5 and 6</b>	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%	<b>Week 7, date to be confirmed.</b> 1 hour, Closed book	(a), (b), (c) and (f)
Exam	50%	2 hours, Closed Book TBC (see 'Examinations')	All

### *Individual Project (15%)*

Provide a report based on a review of an academic management accounting paper.

You are expected to select one or more management accounting applications that you will introduce and recommend to your company. You can choose 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.

Write a 500-600 word report on the article for the chief executive officer (CEO) of a company. The report should outline the applications, the implications for your firm and your proposed recommendations, based on what you learned in the course, for potential changes in the company.

Project reports should be placed in the MMPA 502 assignment box on level 1 Railway West Wing **no later than 2.00 pm on Friday 18 March 2016**. 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. The word count includes all words, including appendices, references, notes, headers, footers, main text, quotes, etc.

You must **submit two copies**: one **hard copy** in the appropriate assignment box on the Mezzanine floor of Rutherford House; and, one **electronic copy via Blackboard** (see the Turnitin section on the MPA Student Information Site on Blackboard for electronic submission instructions).

In addition, all projects will be presented to the class during the weeks 4, 5, and 6. 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 all presentation sessions for their seminar group, as this will provide exposure to a broad selection of management accounting papers.

The mark allocation for the individual project is:

<b>Report:</b>	
Content	30%
Implications	20%
Recommendations	15%
Quality of writing, presentation, and referencing	15%
Speed presentation	20%

### ***Group Project (15%)***

The class will be allocated into small groups after week 2. Each group will be required to complete one case study and the group must present their findings and recommendations. The group project consists of two elements:

- 1) **A case write-up (8%):** word length: 1,200-2,000 words. To be handed to the lecturer immediately before the oral presentation starts.
- 2) **A group presentation (7%):** about 15-20 minutes each, followed by approximately 10 minutes of classroom discussion.

A peer evaluation among group members will be carried out after each presentation. Unless special circumstances warrants (such as unusually low peer-evaluations), all group members will receive the same mark. **Detailed instructions on the group projects will be provided by Dr. Molisa during the course.**

### ***Mid-Trimester Test (20%)***

The Mid-Trimester Test is closed book and will be **one hour long**. It will include multiple choice and/or short answer questions. The mid-trimester test will be scheduled in **week 7 (date to be confirmed)**.

### **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 10<sup>th</sup> June – Wednesday 29<sup>th</sup> June (inclusive)

### **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 the MPA Administrator, preferably before the assignment due date.

**Tests:** Unjustifiable absence from any 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 the MPA Administrator as early as possible, preferably before the test date.

**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.*

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

### **Group Work**

On this course a fair amount of the time will be devoted to group work. We expect all group members to make a significant contribution to the group work, and we also expect the group to discover and utilize the strengths of individual group members. Independently of individual group roles, all group members are responsible for outputs generated by the group.

### **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.

### **Materials and Equipment**

You will need to bring your calculators to all lectures. Regarding tests, only non-electronic foreign language to English dictionaries with no writing or indexing silent and non-programmable calculators or silent programmable calculators with their memories cleared are permitted.

### **Student feedback**

Student feedback on University courses may be found at [www.cad.vuw.ac.nz/feedback/feedback\\_display.php](http://www.cad.vuw.ac.nz/feedback/feedback_display.php).

### **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.

**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.

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**Course Content & Schedule (subject to modification)**

Week	Date	Lecturer	Topic	Textbook chapter	Student-led activities
1	29-Feb	ML	The role of management accounting in organisations.	One	Case/discussion of MA's role
2	7-Mar	ML	Costing for decision making	Two	Exercises
3	14-Mar	ML	Cost-volume-profit (CVP) analysis.	Three	Costs for decision-making exercises
	18-Mar		<b>Individual Project Report due by 2.00 pm Fri 18 March</b>		
4	21-Mar	ML	Traditional costing systems – full costing.	Four	Individual project presentations
6	4-Apr	ML	Advanced costing systems I - activity based costing (ABC).	Five	Individual project presentations
7	11-Apr	ML	TQM, misc. topics, revision.	Five	Individual project presentations
	TBC		<b>Mid Trimester Test TBC</b>		
8	18-Apr	PM	Budgeting 1: operational and master budgets	Six	Discussion of budgeting problems
<b>Mid Trimester Break</b>					
9	2-May	PM	Budgeting 2: Cash budgets	Six	Group project 1
10	9-May	PM	Standard costing and variance analysis.	Seven	Group project 2
11	16-May	PM	Capital investment decisions	Eight	Group project 3
12	23-May	PM	Divisional performance and Balanced Score Card	Ten	Group project 4
13	30-May	PM	Strategic Management Accounting	Nine	Group project 5
			Course conclusion and revision.		

**ML** = Martien Lubberink

**PM** = Pala Molisa