



# ACCG2000

## Management Accounting

Session 1, In person-scheduled-weekday, North Ryde 2024

*Department of Accounting and Corporate Governance*

### Contents

---

<a href="#"><u>General Information</u></a>	2
<a href="#"><u>Learning Outcomes</u></a>	2
<a href="#"><u>General Assessment Information</u></a>	3
<a href="#"><u>Assessment Tasks</u></a>	4
<a href="#"><u>Delivery and Resources</u></a>	6
<a href="#"><u>Unit Schedule</u></a>	7
<a href="#"><u>Policies and Procedures</u></a>	8
<a href="#"><u>Changes since First Published</u></a>	10

---

#### **Disclaimer**

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

## General Information

Unit convenor and teaching staff

Unit Convenor

Dr Amy Tung

[manamy.tung@mq.edu.au](mailto:manamy.tung@mq.edu.au)

Level 3 Room 340, 4ER Building

TBA

Lecturer (Excel)

Nicky Bull

[nicole.bull@mq.edu.au](mailto:nicole.bull@mq.edu.au)

Credit points

10

Prerequisites

40cp at 1000 level or above including ACCG1000

Corequisites

Co-badged status

Unit description

This unit is the first of the two units in cost and management accounting that are required for accreditation with CPA Australia, the Chartered Accountants Australia and New Zealand (CAANZ) and the Institute of Public Accountants (IPA). The unit explains how cost information is generated and used in organisations for decision making purposes. There are three main parts to the unit: 1) using costs for decision making; 2) costing techniques (job/process costing and cost allocations); and 3) budget setting and evaluating performance against the budget. By the end of the unit, students are able to distinguish between the various product costing techniques available, solve problems by identifying and selecting appropriate courses of action, and demonstrate an understanding of budgeting techniques and the behavioural issues associated with budgeting practices.

## Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

## Learning Outcomes

On successful completion of this unit, you will be able to:

**ULO1:** Distinguish between management and financial accounting and assess business operations using various product costing, budgeting and decision-making techniques

**ULO2:** Discuss and analyse management accounting issues and information.

**ULO3:** Use Microsoft Excel for fundamental managerial accounting planning, control and evaluation tasks.

**ULO4:** Apply appropriate management accounting concepts and techniques to formulate informed solutions to business problems.

## **General Assessment Information**

### **1. Assessed Coursework (30%)**

Assessed coursework consists of two components: Weekly Assignment (15%) and Class Participation (15%).

#### ***Weekly Assignment***

The weekly assignments require students to complete the weekly homework questions provided on iLearn. Students are required to submit their weekly assignment via Turnitin on iLearn by 12 pm on Mondays. During the session, 5 weekly assignments will be randomly selected and assessed. A maximum of 3 marks will be awarded for each weekly assignment assessed.

#### ***Class Participation***

Students' participation during each tutorial will be marked out of 1.5 marks each week, accounting for 15% of the total grade (N.B. Tutorials will commence in week 2 and no participation will be assessed in week 8 and week 13).

### **2. Class Test (50%)**

Two online class tests will be conducted via iLearn in weeks 8 and 13 (PLEASE BRING YOUR LAPTOP TO CLASS). Further information will be provided via on iLearn.

No extension will be granted except for cases in which an application for special consideration is made and approved. A mark of zero will be awarded for non-submission.

### **3. Excel Assignment (20%)**

Students are required to listen to an online lecture and study twenty (20) videos provided on iLearn regarding Excel skills. Students are required to complete and submit the Excel assignment via iLearn by 6 pm. Friday 10th May (Week 10). More details about the Excel assignment will be available on iLearn in due course.

#### **Late Assessment Submission Penalty**

Unless a Special Consideration request has been submitted and approved, a 5% penalty (of the

total possible mark) will be applied each day a written assessment is not submitted, up until the 7th day (including weekends). After the 7th day, a grade of '0' will be awarded even if the assessment is submitted.

For any late submissions of time-sensitive tasks, such as scheduled tests/exams, performance assessments/presentations, and/or scheduled practical assessments/labs, students need to submit an application for [Special Consideration](#).

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Assessed Coursework</a>	30%	No	Ongoing
<a href="#">Class Test</a>	50%	No	Week 8 and Week 13
<a href="#">Excel Assignment</a>	20%	No	Week 10

### Assessed Coursework

Assessment Type <sup>1</sup>: Participatory task

Indicative Time on Task <sup>2</sup>: 25 hours

Due: **Ongoing**

Weighting: **30%**

During the session, students' coursework and class participation will be assessed. This includes: asking questions and engaging with other students and tutor and in-tutorial activities and discussions.

Students are expected to make a genuine attempt at completing the weekly assigned homework and tutorial questions which will be randomly collected and assessed by the tutor.

Further details will be in the unit website.

On successful completion you will be able to:

- Distinguish between management and financial accounting and assess business operations using various product costing, budgeting and decision-making techniques
- Discuss and analyse management accounting issues and information.
- Apply appropriate management accounting concepts and techniques to formulate informed solutions to business problems.

## Class Test

Assessment Type <sup>1</sup>: Quiz/Test

Indicative Time on Task <sup>2</sup>: 40 hours

Due: **Week 8 and Week 13**

Weighting: **50%**

Two class tests will be conducted during the session.

On successful completion you will be able to:

- Distinguish between management and financial accounting and assess business operations using various product costing, budgeting and decision-making techniques
- Discuss and analyse management accounting issues and information.
- Apply appropriate management accounting concepts and techniques to formulate informed solutions to business problems.

## Excel Assignment

Assessment Type <sup>1</sup>: Quantitative analysis task

Indicative Time on Task <sup>2</sup>: 15 hours

Due: **Week 10**

Weighting: **20%**

The excel assignment will allow students to demonstrate competences in the use of excel spreadsheets and their use in management accounting. Further details on the excel assignment will be made available via the unit website.

On successful completion you will be able to:

- Use Microsoft Excel for fundamental managerial accounting planning, control and evaluation tasks.
- Apply appropriate management accounting concepts and techniques to formulate informed solutions to business problems.

---

<sup>1</sup> If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this

type of assessment

- the [Writing Centre](#) for academic skills support.

<sup>2</sup> Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

## Delivery and Resources

### Classes

Students should attend three hours of face-to-face/online teaching per topic consisting of a one-and-half hour lecture and a one-and-half hour tutorial. Students are advised to note that any changes to tutorial classes must be made online through eStudent. Students wishing to change their tutorial time should login to eStudent and enrol in a class where there is a vacancy. Staff members WILL NOT deal with tutorial changes unless there are exceptional circumstances. It is each student's responsibility to know which tutorial group they have been allocated to. Students will not be awarded any tutorial marks unless they attend the class in which they are formally enrolled.

### Prizes

Details of prizes for this unit are available at: [http://www.businessandeconomics.mq.edu.au/undergraduate\\_degrees/prizes\\_scholarships](http://www.businessandeconomics.mq.edu.au/undergraduate_degrees/prizes_scholarships).

### Required and Recommended Texts and/or Materials

Management Accounting: Information for Creating and Managing Value By Kim Langfield-Smith, David Smith, Paul Andon, Ronald Hilton, and Helen Thorne, 9th edition 2021, McGraw-Hill.

Access to this text is essential for lecture references and revision questions. This text can be purchased online from Booktopia <https://www.booktopia.com.au/coop>

### Unit Web Page

The web page for this unit can be found at: <http://ilearn.mq.edu.au>

You should also contact the IT helpdesk if you need assistance with using this website. Alternatively, use the help feature provided. Make sure that when you have finished website that you Log Out. Failure to do so could allow unauthorised access to your account.

The following information will be available on the website: • Assessment guide • Important announcements • Lecture notes • Staff consultation hours • Staff contact details • Tutorial questions and solutions • Online practice quizzes • Other relevant material

You are encouraged to regularly check the website and use it as an information and resource centre to assist with your learning.

### Teaching and Learning Strategy

The course is structured around a 1.5 hour lecture and a 1.5 hour tutorial per topic. Lectures are intended to provide students with an overview of the main concepts and techniques. Lectures

may not cover all of the material and students are expected to read all of the prescribed references prior to the lecture. Tutorials will be run on a workshop basis with students being given the opportunity to apply the concepts to additional problems and exercises. The tutorials are designed to provide an interactive environment in which students will be able to discuss issues and problems with each other, and their tutor, in order to improve their understanding of material. Regular class attendance, reading of prescribed references and the completion of tutorial and revision questions are essential for satisfactory progress in this course.

Lecture slides and additional material for tutorials and lectures will be available to download via the unit website. Any other announcement regarding the unit will also be available from the website.

## Unit Schedule

### UNIT SCHEDULE

Lecture	Week		
Week	Commencing:	Topic	Prescribed references
1	19th February	<b>Introduction &amp; Basic cost concepts and terms</b>	Chapter 1 Chapter 2 Chapter 3
2	26th February	<b>Cost Volume Profit Analysis</b>	Chapter 18
3	4th March	<b>Product Costing Systems – Job Costing</b>	Chapter 4 pp.125-136 and pp.138-151
4	11th March	<b>Process Costing</b>	Chapter 4 pp.136-138 and pp.151-154; Chapter 5 pp.177-184
5	18th March	<b>A Closer Look at Overhead Costs</b>	Chapter 7
6	25th March	<b>Activity-Based Costing</b>	Chapter 8
7	1st April	<b>Excel Lecture</b>	All Excel videos and the Excel assignment
8	8th April	<b>Service Costing</b> <b>Absorption and Variable Costing</b> <i>(Class Test I)</i>	Chapter 6 Chapter 7 p.306- p.311
<b>Mid Session Break 15th April - 28th April</b>			
9	29th April	<b>Information for Decisions</b>	Chapter 19
10	6th May	<b>Product Mix Decisions</b> <i>(Excel Assignment Due Friday 10th May 6pm)</i>	Chapter 20 pp. 933-938; pp. 945-947; pp. 952-955

11	13th May	<b>Budgeting</b>	Chapter 9 Chapter 11 pp. 494 –498
12	20th May	<b>Standard Costing for Control</b>	Chapter 10 Chapter 11 pp. 498-511
13	27th May	<b>Class Test II</b>	

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Assessment Procedure](#)
- [Complaints Resolution Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#)

Students seeking more policy resources can visit [Student Policies \(https://students.mq.edu.au/support/study/policies\)](https://students.mq.edu.au/support/study/policies). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

To find other policies relating to Teaching and Learning, visit [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au) and use the [search tool](#).

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/admin/other-resources/student-conduct>

## Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [ask.mq.edu.au](https://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)



## Academic Integrity

At Macquarie, we believe [academic integrity](#) – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free [online writing and maths support](#), [academic skills development](#) and [wellbeing consultations](#).

## Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

### The Writing Centre

[The Writing Centre](#) provides resources to develop your English language proficiency, academic writing, and communication skills.

- [Workshops](#)
- [Chat with a WriteWISE peer writing leader](#)
- [Access StudyWISE](#)
- [Upload an assignment to Studiosity](#)
- [Complete the Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

## Student Services and Support

Macquarie University offers a range of [Student Support Services](#) including:

- [IT Support](#)
- [Accessibility and disability support](#) with study
- Mental health [support](#)
- [Safety support](#) to respond to bullying, harassment, sexual harassment and sexual assault
- [Social support including information about finances, tenancy and legal issues](#)
- [Student Advocacy](#) provides independent advice on MQ policies, procedures, and processes

## Student Enquiries

Got a question? Ask us via [AskMQ](#), or contact [Service Connect](#).

## IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.

## Changes since First Published

Date	Description
16/02/2024	During the session, the tutor will randomly select and assess 5 weekly assignments. A maximum of 3 marks will be awarded for each weekly assignment selected and assessed.

---

Unit information based on version 2024.05 of the [Handbook](#)