



# ACCG921

## Managerial Accounting

MQC S1 Day 2014

*Dept of Accounting & Corporate Governance*

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### Disclaimer

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## General Information

Unit convenor and teaching staff

Moderator

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Unit Convenor

Lisa Jackson

[lisa.jackson@mq.edu.au](mailto:lisa.jackson@mq.edu.au)

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Credit points

4

Prerequisites

(ACCG611 or ACCG861) and (admission to MAcc(Prof) or MAcc(CPA) or MAcc(Prof)MCom)

Corequisites

Co-badged status

Co-badged with ACCG613

Unit description

This unit focuses on the generation of information for internal decision making and examines how cost information is developed and used within organisations. To this end, a number of different costing and budgeting techniques are explained and demonstrated in seminars and students are required to apply those techniques to case study scenarios and develop a sophisticated level of understanding of which technique is most appropriate in a particular situation. Research findings will be used to underpin theories in management accounting.

## 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:

Critically analyse data, determining relevant information and costing techniques for the purposes of making decisions.

Critique the assumptions, constraints and limitations of management accounting

concepts and demonstrate their understanding of such concepts in respect to real-world examples.

Demonstrate effective written and oral communication.

Demonstrate an understanding of Excel spreadsheet tools to solve managerial problems.

Clearly summarise and present current issues on management accounting, and articulate them in a group setting.

## Assessment Tasks

Name	Weighting	Due
<u>1. Assessed Coursework</u>	20%	On-going
<u>2. Class Participation</u>	10%	On-going
<u>3. Assignments</u>	20%	Week 4, 6, 9 and 11
<u>4. Final Examination</u>	50%	Examination period

### 1. Assessed Coursework

Due: **On-going**

Weighting: **20%**

Submission

The assessment requires students to answer one (1) question during their registered seminar each week. During the session, the answers to four (4) questions will be collected randomly. Each question will be worth **5%**.

Extension

No extension will be granted. Students who have not submitted the task prior to the deadline will be awarded a mark of 0 for the task, except for cases in which an application for special consideration is made and approved.

Penalties

A mark of zero will be assigned for non-submission in your designated class.

On successful completion you will be able to:

- Critically analyse data, determining relevant information and costing techniques for the purposes of making decisions.
- Critique the assumptions, constraints and limitations of management accounting concepts and demonstrate their understanding of such concepts in respect to real-world examples.

- Demonstrate effective written and oral communication.

## 2. Class Participation

Due: **On-going**

Weighting: **10%**

Submission

In designated class

Extension

No extensions will be granted. Students who have not participated during the session will be awarded a mark of 0 for the task, except for cases in which an application for special consideration is made and approved.

Penalties

Zero marks awarded for non submission

On successful completion you will be able to:

- Critically analyse data, determining relevant information and costing techniques for the purposes of making decisions.
- Critique the assumptions, constraints and limitations of management accounting concepts and demonstrate their understanding of such concepts in respect to real-world examples.
- Demonstrate effective written and oral communication.
- Clearly summarise and present current issues on management accounting, and articulate them in a group setting.

## 3. Assignments

Due: **Week 4, 6, 9 and 11**

Weighting: **20%**

Submission

There will be four excel assignments with each worth 5%. Four excel assignment questions will

be distributed to your student email in week 2 of the session, and you are required to submit the four excel assignments via iLearn.

#### Extension

No extension will be granted. Students who have not submitted the task prior to the deadline will be awarded a mark of 0 for the task, except for cases in which an application for special consideration is made and approved.

#### Penalties

A mark of zero will be assigned for non-submission by the due date.

On successful completion you will be able to:

- Critically analyse data, determining relevant information and costing techniques for the purposes of making decisions.
- Critique the assumptions, constraints and limitations of management accounting concepts and demonstrate their understanding of such concepts in respect to real-world examples.
- Demonstrate an understanding of Excel spreadsheet tools to solve managerial problems.

## 4. Final Examination

Due: **Examination period**

Weighting: **50%**

#### Submission

A time-limited ( 3 hours) invigilated closed book final exam in the formal exam period.

#### Extension

A supplementary examination will be granted only if special consideration has been submitted and approved. Please note that the supplementary examination will be of the same format as the final examination and that the supplementary examination will be scheduled as per the supplementary examination timetable of the Faculty.

#### Penalties

Zero marks for non-attendance.

There is a requirement to pass the final examination to be awarded a final grade of a Pass (P) or a higher grade.

On successful completion you will be able to:

- Critically analyse data, determining relevant information and costing techniques for the purposes of making decisions.
- Critique the assumptions, constraints and limitations of management accounting concepts and demonstrate their understanding of such concepts in respect to real-world examples.
- Demonstrate effective written and oral communication.

## **Delivery and Resources**

### **Classes**

This unit is structured around attendance at one 3 hour seminar per week.

### **Required and Recommended Texts and/or Materials**

Prescribed Text:

Langfield-Smith, Kim; Thorne, Helen; Hilton, Ronald W., "Management Accounting, Information for Creating and Managing Value", 6th Edition, McGraw-Hill Australia, 2011. This textbook is available from the Co-op Bookshop on campus. The library will have copies of the textbook available.

Access to this text is essential for seminar references and for homework questions. There have been substantial changes to the 6th edition of this text, especially in the end of chapter questions. DO NOT RELY ON PREVIOUS EDITIONS.

### **Unit Web Page**

The unit will have a World Wide Web site accessed through Macquarie University OnlineLearning @MQ, using the URL <https://ilearn.mq.edu.au/login/MQ/> (this must be entered exactly). Further technical information on the use of iLearn can be found at the above url's, students will be required to log into this application using their Macquarie OneID.

The unit Web site is only available to students enrolled in ACCG921. It will be Students will be able to access the unit web page by the use of their normal university user/password details. Please contact the IT Help Desk in the Library if you have any difficulties accessing the unit web page:

Phone: (02) 9850 HELP (4357) or Freecall: 1800 063 191 Face to Face: IT Help Desk, Level 1, University Library Email: Just Ask. Form <http://www.lib.mq.edu.au/justask/> 24/7 Email: [ithelp@mq.edu.au](mailto:ithelp@mq.edu.au)

The Website will contain important unit materials, including: Course details (Unit Outline); announcements; lecture notes; solutions to homework questions and online quizzes.

### **Teaching and Learning Activities**

The unit is structured around a 3 hour session. Most weeks this will consist of a seminar combined with some interactive/ group/ student initiated work.

Seminars will provide students with the main concepts and techniques and homework provides the opportunity to apply the concepts to problems and exercises. It is recommended students have a thorough understanding of the homework. To this end, some time will be set aside each week to handle any queries, problems etc arising from the homework material related to the previous week's lecture. Most benefit will be gained from these sessions if you have attempted the homework and identified any problems you wish to raise.

Not all homework questions will be specifically covered in class. Rather, answers to homework questions will be available for students to go through themselves, at their own pace. Students should be prepared to ask their lecturer specific questions about any aspect of the solutions they do not understand. Answers to homework questions will be available at the end of each week from the unit web site.

Students are encouraged to read the prescribed chapter in the textbook prior to attending each seminar in order to gain maximum benefit from the course. Lecture notes/slides will be made available each week prior to a seminar through the unit website. Please download these and bring them to class each week.

Active participation in class is encouraged and expected of every student. This helps clarify your ideas and understanding, as well as enhancing your communication skills.

## Technology Used and Required

Students will be required to complete a number of Excel based assignments. To complete these assignments, students will need access to a computer, running Microsoft Excel. These resources are available in the university's computer rooms or, alternatively, student's can complete the assignments at home. In addition, students will need access to email in order to receive, and then submit these assignments.

## Unit Schedule

Week	Seminar week commencing:	Topic	Prescribed references
1	3 March	<b>Introduction and Course Overview</b>	Chapter 1 Chapter 2 Chapter 3
2	10 March	<b>Cost Volume Profit Analysis</b>	Chapter 18
3	17 March	<b>Decision Making I</b>	Chapter 19

4	24 March	<b>Decision Making II</b>	Chapter 19 Appendix (pp.928-931) Chapter 20 pp. 967-978
5	31 March	<b>Product Costing Systems</b>	Chapter 4
6	7 April	<b>Service costing</b> <b>Absorption and variable costing</b>	Chapter 6 Chapter 7 Appendix (pp. 316- 321)
	<b>MID-SESSION BREAK (From 12 April to 27 April)</b>		
7	28 April	<b>A Closer Look at Overhead Costs</b>	Chapter 7
8	5 May	<b>Activity-Based Costing</b>	Chapter 8
9	12 May	<b>Budgeting</b>	Chapter 9 (including Appendix) Chapter 11 pp. 514 – 519 and pp.532 – 535
10	19 May	<b>Standard Costing for Control</b>	Chapter 10 Chapter 11 pp. 519-531
11	26 May	<b>Decentralisation</b> <b>ROI and RI</b>	Chapter 12 pp. 558-571 Chapter 13 pp. 606-615
12	2 June	<b>Reward systems</b> <b>Performance Measurement Systems</b>	Chapter 13 pp. 618-623 Chapter 14
13	10 June	<b>Final exam review</b>	

## Policies and Procedures

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

Academic Honesty Policy [http://mq.edu.au/policy/docs/academic\\_honesty/policy.ht](http://mq.edu.au/policy/docs/academic_honesty/policy.ht)

[ml](#)

Assessment Policy <http://mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy <http://mq.edu.au/policy/docs/grading/policy.html>

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Grievance Management Policy [http://mq.edu.au/policy/docs/grievance\\_management/policy.html](http://mq.edu.au/policy/docs/grievance_management/policy.html)

Disruption to Studies Policy [http://www.mq.edu.au/policy/docs/disruption\\_studies/policy.html](http://www.mq.edu.au/policy/docs/disruption_studies/policy.html) *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

## **Student Code of Conduct**

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: [https://students.mq.edu.au/support/student\\_conduct/](https://students.mq.edu.au/support/student_conduct/)

### **Grades**

Macquarie University uses the following grades in coursework units of study:

- HD - High Distinction
- D - Distinction
- CR - Credit
- P - Pass
- F – Fail

Grade descriptors and other information concerning grading are contained in the Macquarie University Grading Policy which is available at:

<http://www.mq.edu.au/policy/docs/grading/policy.html>

For further information, please refer to page 71 of the 2013 Calendar of Governance, Legislation and Rules- Postgraduate Rules at

[http://universitycouncil.mq.edu.au/pdfs/2013-Postgraduate\\_rules.pdf](http://universitycouncil.mq.edu.au/pdfs/2013-Postgraduate_rules.pdf)

## Grade Appeals and Final Examination Script Viewing

If, at the conclusion of the unit, you have performed below expectations, and are considering lodging an appeal of grade and/or viewing your final exam script please refer to the following website which provides information about these processes and the cut off dates in the first instance. Please read the instructions provided concerning what constitutes a valid grounds for appeal before appealing your grade.

<http://www.city.mq.edu.au/reviews-appeals.html>

## Special Consideration Policy

The University is committed to equity and fairness in all aspects of its learning and teaching. In stating this commitment, the University recognises that there may be circumstances where a student is prevented by unavoidable disruption from performing in accordance with their ability. A special consideration policy exists to support students who experience serious and unavoidable disruption such that they do not reach their usual demonstrated performance level. The policy is available at: [http://www.mq.edu.au/policy/docs/special\\_consideration/policy.html](http://www.mq.edu.au/policy/docs/special_consideration/policy.html)

The University defines serious and unavoidable disruption to studies as resulting from an event or set of circumstances that:

- could not have reasonably been anticipated, avoided or guarded against by the student; **and**
- was beyond the student's control; **and**
- caused substantial disruption to the student's capacity for effective study and/or the completion of required work; **and**
- substantially interfered with the otherwise satisfactory fulfilment of unit or course requirements; **and**
- was of at least three (3) consecutive days duration within a study period and/or prevented completion of the final examination.

A Special Consideration application is deemed to be valid if all the following criteria have been satisfied:

- The Special Consideration application is completed by the student and submitted online through [www.ask.mq.edu.au](http://www.ask.mq.edu.au) within five (5) working days after the due date of the associated assessment task / final examination.

- The application contains supporting evidence to demonstrate the severity of the circumstance(s) and that substantial disruption has been caused to the student's capacity for effective study. (The University will not follow up on outstanding evidence, nor contact any person or body on behalf of the student. The application will be considered as submitted.)
- The original supporting documentation has been sighted by MQC reception staff within five (5) working days after the due date of the associated assessment task.
- Where the particular circumstances are medical in nature, a *Professional Authority Form* including the health professional's Medicare Provider Number is included. (If a *Professional Authority Form* cannot be obtained, an original medical certificate indicating the severity (serious / not serious) and impact of the circumstances must be included with the application.)
- Where the particular circumstances are non-medical in nature, appropriate supporting evidence indicating the severity (serious / not serious) and impact of the circumstances is included with the application.
- The student was performing satisfactorily in the unit up to the date of the unavoidable disruption. (If a student's work in the unit was previously unsatisfactory, subsequent unavoidable disruption will not overcome the fact that the earlier work was unsatisfactory).

### **Unacceptable grounds for Special Consideration**

The University has determined that some circumstances are not acceptable grounds for claiming Special Consideration. These grounds include, but are not limited, to:

- routine demands of employment
- routine family problems such as tension with or between parents, spouses, and other people closely involved with the student
- difficulties adjusting to university life, to the self-discipline needed to study effectively, and the demands of academic work
- stress or anxiety associated with examinations, required assignments or any aspect of academic work
- routine need for financial support
- routine demands of sport, clubs and social or extra-curricular activities.

### **Acute Problems**

The University defines acute problems as those involving fewer than three (3) consecutive days within a study period. In these cases, students should not apply for special consideration via [ask.mq.edu.au](https://ask.mq.edu.au), but contact their Unit Convenor within 5 working days of the assessment due date so that a local solution may be discussed, except where the disruption affects completion of a final examination. (If a final examination is affected, the student should submit a special consideration application via [ask.mq.edu.au](https://ask.mq.edu.au).)

**Prior Conditions** Conditions existing prior to commencing a unit of study are not grounds for Special Consideration, except in the event of unavoidable deterioration of the condition. The student is responsible for managing their workload in light of any known or anticipated problems. Students with a pre-existing disability/ chronic health condition may contact the [Disability Service](#) for information on available support.

In submitting a request for Special Consideration, the student is acknowledging that they may be required to undertake additional work and agreeing to hold themselves available so that they can complete any extra work as required. The time and date, deadline or format of any required extra assessable work as a result of an application for Special Consideration is not negotiable.

## Attendance

All Students are required to attend at least 80% of the scheduled course contact hours each Session. Additionally MQC monitors the course progress of international students to ensure that the student complies with the conditions of their visa relating to attendance.

This minimum level of attendance includes all lectures and tutorials. Tutorial attendance will be recorded weekly. If any scheduled class falls on a public holiday this will be rescheduled as advised by your Lecturer. Attendance at any mid-Session or in-class test is compulsory unless otherwise stated.

Unavoidable non-attendance due to illness or circumstances beyond your control must be supported by appropriate documentation to be considered for a supplementary test. Other non-attendance will obtain zero for the test. You should refer to the section below on Special Consideration for more details about this.

## Student Support

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

## Learning Skills

Learning Skills ([mq.edu.au/learningskills](http://mq.edu.au/learningskills)) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

## Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide

appropriate help with any issues that arise during their studies.

## Student Enquiries

For all student enquiries, visit Student Connect at [ask.mq.edu.au](http://ask.mq.edu.au)

### Student Support

Students who require assistance are encouraged to contact the Student Services Manager at Macquarie City Campus. Please see reception to book an appointment.

Macquarie University provides a range of Academic Student Support Services. Details of these services can be accessed at <http://students.mq.edu.au/support/>

At any time students (or groups of students) can book our Student Advising rooms on Level 6 by emailing [info@city.mq.edu.au](mailto:info@city.mq.edu.au) with a day and time and nominated contact person. There are additional student study spaces available on Level 1.

Macquarie University Campus Wellbeing also has a presence on the City Campus each week. If you would like to make an appointment, please email [info@city.mq.edu.au](mailto:info@city.mq.edu.au) or visit their website at: <http://www.campuslife.mq.edu.au/campuswellbeing>

StudyWISE provides:

- Online learning resources and academic skills workshops [http://www.mq.edu.au/learning\\_skills](http://www.mq.edu.au/learning_skills)
- Personal assistance with your learning & study related questions

## IT Help

For help with University computer systems and technology, visit <http://informatics.mq.edu.au/help/>.

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

### IT Help

If you wish to receive IT help, we would be glad to assist you at <http://informatics.mq.edu.au/help/> or call 02 9850-4357.

When using the university's IT, you must adhere to the Acceptable Use Policy. The policy applies to all who connect to the MQ network including students and it outlines what can be done.

Students must use their Macquarie University email addresses to communicate with staff as it is

University policy that the University issued email account is used for official University communication.

Students are expected to act responsibly when utilising Macquarie City Campus IT facilities. The following regulations apply to the use of computing facilities and online services:

- Accessing inappropriate web sites or downloading inappropriate material is not permitted.
- Material that is not related to coursework for approved unit is deemed inappropriate.
- Downloading copyright material without permission from the copyright owner is illegal, and strictly prohibited. Students detected undertaking such activities will face disciplinary action, which may result in criminal proceedings.

Non-compliance with these conditions may result in disciplinary action without further notice.

If you would like to borrow headphones for use in the Macquarie City Campus computer labs (210, 307, 311, 608) at any point, please ask at Level 2 Reception. You will be required to provide your MQC Student ID card. This will be held as a deposit while using the equipment.

For assistance in the computer labs, please see a Lab Demonstrator (usually they can be found in Lab 311, otherwise ask at Level 2 Reception).

## **Graduate Capabilities**

### **PG - Discipline Knowledge and Skills**

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen fields.

This graduate capability is supported by:

### **Learning outcomes**

- Critically analyse data, determining relevant information and costing techniques for the purposes of making decisions.
- Critique the assumptions, constraints and limitations of management accounting concepts and demonstrate their understanding of such concepts in respect to real-world

examples.

- Demonstrate effective written and oral communication.
- Demonstrate an understanding of Excel spreadsheet tools to solve managerial problems.
- Clearly summarise and present current issues on management accounting, and articulate them in a group setting.

## **Assessment tasks**

- 1. Assessed Coursework
- 2. Class Participation
- 3. Assignments
- 4. Final Examination

## **PG - Research and Problem Solving Capability**

Our postgraduates will be capable of systematic enquiry; able to use research skills to create new knowledge that can be applied to real world issues, or contribute to a field of study or practice to enhance society. They will be capable of creative questioning, problem finding and problem solving.

This graduate capability is supported by:

## **Learning outcomes**

- Critically analyse data, determining relevant information and costing techniques for the purposes of making decisions.
- Critique the assumptions, constraints and limitations of management accounting concepts and demonstrate their understanding of such concepts in respect to real-world examples.
- Demonstrate effective written and oral communication.
- Demonstrate an understanding of Excel spreadsheet tools to solve managerial problems.
- Clearly summarise and present current issues on management accounting, and articulate them in a group setting.

## **Assessment tasks**

- 1. Assessed Coursework
- 2. Class Participation
- 3. Assignments
- 4. Final Examination

## **PG - Capable of Professional and Personal Judgment and Initiative**

Our postgraduates will demonstrate a high standard of discernment and common sense in their

professional and personal judgment. They will have the ability to make informed choices and decisions that reflect both the nature of their professional work and their personal perspectives.

This graduate capability is supported by:

## **Learning outcomes**

- Critically analyse data, determining relevant information and costing techniques for the purposes of making decisions.
- Critique the assumptions, constraints and limitations of management accounting concepts and demonstrate their understanding of such concepts in respect to real-world examples.
- Demonstrate effective written and oral communication.

## **Assessment tasks**

- 1. Assessed Coursework
- 2. Class Participation
- 3. Assignments
- 4. Final Examination

## **Research and Practice**

The findings of research studies in relation to some topics will be discussed briefly during the session. Students are encouraged to use library resources to go beyond the prescribed text in understanding the concepts taught in this unit and to complete their assessment tasks.