



ACCG200

Management Accounting

S1 Evening 2018

Dept of Accounting & Corporate Governance

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	6
<u>Unit Schedule</u>	8
<u>Policies and Procedures</u>	9
<u>Graduate Capabilities</u>	12
<u>Program Learning Outcomes</u>	14
<u>Research and Practice, Global and Sustainability</u>	14

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

Sophia Su

sophia.su@mq.edu.au

E4A 338

Thursday 4-6pm

Moderator

Kevin Baird

kevin.baird@mq.edu.au

Credit points

3

Prerequisites

(15cp at 100 level or above) including (ACCG100 or ACCG106)

Corequisites

Co-badged status

Unit description

This unit is the first of three units in cost and management accounting that are necessary for CPA Australia, the Chartered Accountants Australia and New Zealand (CA ANZ) 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: - using costs for decision making; - costing techniques (job/process costing and cost allocations); and - budget setting and evaluating performance against the budget. By the end of the unit students are able to discriminate 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. The unit develops graduate capabilities in critical and analytical thinking skills and the ability to solve problems. In addition, the unit is structured to develop effective communication skills and to demonstrate awareness of issues affecting the role of a management accountant.

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:

Distinguish between management and financial accounting and understand the various product costing, budgeting, and decision making techniques.

Conceptualise and analyse management accounting issues and information.

Develop teamwork and presentation skills.

Demonstrate competencies in the use of excel spreadsheets and essential formulas used in management accounting.

Apply appropriate management accounting concepts and techniques to solve business problems.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Case Study Presentation</u>	10%	No	Week 8
<u>Assignments</u>	16%	No	Ongoing
<u>In Class Test</u>	14%	No	Week 10
<u>Final Examination</u>	60%	No	University Examination Period

Case Study Presentation

Due: **Week 8**

Weighting: **10%**

The case study presentation accounts for 10% of the final grade. Students are required to analyse the case uploaded on iLearn and present their answers in a **group presentation in Week 8 tutorials**. The duration of the group presentation should be a maximum of 10 minutes. Further details are provided in the Assessment Guide on iLearn. The case study presentation will be graded based on both the students' ability to answer the questions and their presentation skills. Feedback on the case study presentation will be provided to students in the form of a feedback sheet upon the completion of marking. Students within the same group will be assessed individually based on the groups submitted slides and their individual presentation.

Extension

No extension will be granted.

Penalties

A mark of ZERO will be awarded for absence or non-presentation. There is no make-up or supplementary presentations in this unit. Any group member or group leaving the tutorial early

(after they have presented) will be awarded a mark of ZERO.

Feedback

A feedback sheet will be provided to each student in week 9 tutorials.

On successful completion you will be able to:

- Distinguish between management and financial accounting and understand the various product costing, budgeting, and decision making techniques.
- Conceptualise and analyse management accounting issues and information.
- Develop teamwork and presentation skills.
- Apply appropriate management accounting concepts and techniques to solve business problems.

Assignments

Due: **Ongoing**

Weighting: **16%**

An excel assignment (10%) must be submitted **via iLearn by 6pm Friday 13th April (Week 7)**. Further details are provided in the Assessment Guide on iLearn.

Tutorial assignments (6%) - During the session, the tutor will randomly collect 4 tutorial assignments, with each assignment worth 1.5%. More details about the tutorial assignments and marking rubrics are provided in the Assessment Guide on iLearn.

Extension

No extension will be granted.

Penalties

Excel assignment - A mark of ZERO will be given for non-submission. There will be a deduction of 10% of the total available marks made from the total awarded marks for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission - 20% penalty). This penalty does not apply for cases in which an application for Special Consideration is submitted within a reasonable time frame and approved.

Tutorial assignments - A mark of ZERO will be given for non-submission.

Feedback

Excel assignment - A feedback sheet will be provided to each student in week 8 via iLearn.

Tutorial assignments - Feedback will be provided in the next tutorial following the collection of each assignment.

On successful completion you will be able to:

- Distinguish between management and financial accounting and understand the various

product costing, budgeting, and decision making techniques.

- Conceptualise and analyse management accounting issues and information.
- Demonstrate competencies in the use of excel spreadsheets and essential formulas used in management accounting.
- Apply appropriate management accounting concepts and techniques to solve business problems.

In Class Test

Due: **Week 10**

Weighting: **14%**

The in-class test (14%) will be conducted during tutorials in Week 10 and accounts for 14% of the final grade. The test will be closed book and undertaken under examination conditions.

Submission

The in-class test will be held in Week 10 (14%). Students **MUST** attend their registered tutorial to take the test.

Extension

No extension will be granted

Penalties

Students who have not attended the test in their registered tutorial will be awarded a mark of 0 for the task, except for cases in which an application for Disruption to Studies is made and approved.

Feedback

Test papers with feedback will be returned to students in week 11 tutorials.

On successful completion you will be able to:

- Distinguish between management and financial accounting and understand the various product costing, budgeting, and decision making techniques.
- Conceptualise and analyse management accounting issues and information.
- Apply appropriate management accounting concepts and techniques to solve business problems.

Final Examination

Due: **University Examination Period**

Weighting: **60%**

A three (3) hour invigilated closed-book final examination will be held during the University Examination period.

Formal examination conditions apply e.g. Dictionaries are not permitted; Non-programmable calculators with no text retrieval capacity are allowed, etc.

Extension and penalties

Students who do not sit the final examination on the scheduled date and time specified in the University examination timetable will be awarded a mark of zero (0) for the final examination, except for cases in which a Special Consideration Notification is made and approved. If a Supplementary Examination is granted as a result of the Special Consideration process, the examination will be scheduled as per the [Supplementary Examination timetable of the Faculty](#). The Supplementary Examination will be of a similar format to the final examination. A student may withdraw their Special Consideration Notification up to the point where the determination of whether it is Serious and Unavoidable has been made. After this determination, the student may not withdraw the Special Consideration Notification and must submit themselves to partake in the Supplementary Examination.

Students are advised to familiarise themselves with the University's Special Consideration Policy available at <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/special-consideration>

On successful completion you will be able to:

- Distinguish between management and financial accounting and understand the various product costing, budgeting, and decision making techniques.
- Conceptualise and analyse management accounting issues and information.
- Apply appropriate management accounting concepts and techniques to solve business problems.

Delivery and Resources

Classes

Students should attend three hours of face-to-face teaching per topic consisting of a one-and-half hour lecture and a one-and-half hour tutorial. The lecture will also be available via iLecture on unit website by the end of each lecture. 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. The timetable for classes can be found on the University web site at: <http://www.timetables.mq.edu.au>

Students are also required to register a one-off three hour excel workshop during the mid-session break via [eStudent](#). Students must attend their registered workshop and any changes must be made online through [eStudent](#).

Prizes

Details of prizes for this unit are available at: 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 A. Smith, Paul Andon, Ronald W. Hilton and Helen Thorne, 8th Edition, 2018, McGraw-Hill.

Access to this text is essential for lecture references and for tutorial questions. This text can be purchased from the Macquarie University Co-op Bookshop and is available in the Macquarie Library.

Technology Used and Required

Students are required to use information technology in this unit. Students will need to use electronic access to unit web page for all information related to the unit including downloading unit guide and other materials required for class assignments. Students also need to use Microsoft Excel (where applicable) to complete their Excel assignments.

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 the website. Alternatively use the help feature provided. Make sure that when you have finished using the 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 the 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. You must bring copies of the relevant material to lectures and tutorials each teaching day. Any other announcement regarding the unit will also be available from the website.

Expectations and Workload

Students are expected to spend 150 hours working on this unit. As a guide a student should spend these approximate amounts of time on each of the following activities:

	Activities	Hours
1	Weekly lectures (1.5 hours*12 + 2 hours excel)	20
2	Weekly tutorials (1.5 hours*12)	18
3	Assessment Task 1 (Case study presentation)	15
4	Assessment Task 2 (Assignments)	30
5	Assessment Task 3 (In Class Test)	15
6	Assessment Task 4 (Final examination)	30
7	Readings/self-study	22
	TOTAL	150

Unit Schedule

Lecture Week	Week commencing:	Topic	Prescribed references
1	26 February	Introduction & Basic cost concepts and terms	Chapter 1 Chapter 2 Chapter 3
2	5 March	Product Costing Systems – Job Costing	Chapter 4 pp.132-144 and pp.147-159
3	12 March	Process Costing	Chapter 4 pp.145-146 and pp.160-163; Chapter 5 pp.185-197

4	19 March	Service costing	Chapter 6
5	26 March	A Closer Look at Overhead Costs	Chapter 7
6	2 April	Activity-based Costing	Chapter 8
		Excel lecture on Saturday 7 April 10-12pm	All excel videos and the excel assignment
7	9 April	No lecture Excel assignment due on Friday 13 April	-
MID-SESSION BREAK (From 16 April to 29 April)			
8	30 April	Cost Volume Profit Analysis	Chapter 18
9	7 May	Information for decisions	Chapter 19
10	14 May	Product mix decisions	Chapter 20 pp. 980-983; pp988-991
11	21 May	Budgeting	Chapter 9 pp. 417 -43, pp. 436-442 and pp. 447-451 Chapter 11 pp. 522 – 528
12	28 May	Standard Costing for Control	Chapter 10 Chapter 11 pp. 529-546
13	4 June	Final exam revision	

Policies and Procedures

Macquarie University policies and procedures are accessible from **Policy Central** (<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-centr>)

al). 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](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

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

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central](http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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/study/getting-started/student-conduct>

Results

Results shown in *iLearn*, 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.

Academic Honesty

The nature of scholarly endeavour, dependent as it is on the work of others, binds all members of the University community to abide by the principles of academic honesty. Its fundamental principle is that all staff and students act with integrity in the creation, development, application and use of ideas and information. This means that:

- all academic work claimed as original is the work of the author making the claim
- all academic collaborations are acknowledged
- academic work is not falsified in any way
- when the ideas of others are used, these ideas are acknowledged appropriately.

Further information on the academic honesty can be found in the Macquarie University Academic Honesty Policy at http://www.mq.edu.au/policy/docs/academic_honesty/policy.html

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>

Grading 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.businessandeconomics.mq.edu.au/new_and_current_students/undergraduate_current_students/how_do_i/grade_appeals/

Disruption to Studies 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/disruption_studies/policy.html

If a supplementary Examination is granted as a result of the Special Consideration process the examination will be scheduled after the conclusion of the official examination period. Please note that the supplementary examination will be of the same format as the final examination.

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) 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

IT Help

For help with University computer systems and technology, visit 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.

Graduate Capabilities

Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

Learning outcomes

- Distinguish between management and financial accounting and understand the various product costing, budgeting, and decision making techniques.
- Conceptualise and analyse management accounting issues and information.

Assessment tasks

- Assignments
- In Class Test
- Final Examination

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge,

scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

- Distinguish between management and financial accounting and understand the various product costing, budgeting, and decision making techniques.
- Conceptualise and analyse management accounting issues and information.
- Demonstrate competencies in the use of excel spreadsheets and essential formulas used in management accounting.
- Apply appropriate management accounting concepts and techniques to solve business problems.

Assessment tasks

- Case Study Presentation
- Assignments
- In Class Test
- Final Examination

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcomes

- Distinguish between management and financial accounting and understand the various product costing, budgeting, and decision making techniques.
- Conceptualise and analyse management accounting issues and information.
- Apply appropriate management accounting concepts and techniques to solve business problems.

Assessment tasks

- Case Study Presentation

- Assignments
- In Class Test
- Final Examination

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcomes

- Distinguish between management and financial accounting and understand the various product costing, budgeting, and decision making techniques.
- Conceptualise and analyse management accounting issues and information.
- Develop teamwork and presentation skills.

Assessment task

- Case Study Presentation

Program Learning Outcomes

This unit supports the development of program learning outcomes (PLO) for degree(s) delivered by the Faculty of Business and Economics. PLOs describe the educational outcomes of a degree and what you should be able to know, understand and do by the end of your degree.

Unit learning outcomes 3 & 5 and the Case Study Presentation and Final Exam assessments contribute to the following PLOs:

PLO3 Problem Solving

PLO4.1b Communication

PLO4.3 Teamwork

Research and Practice, Global and Sustainability

In addition to the course materials and textbook, students are encouraged to consult different sources and search for external reading materials and practical reports. This will enhance their understanding of the unit concepts and support their learning process. Listed below are some journals relevant to this unit. Access these journals via the databases web page within the university's library webpage.

- Accounting, Organizations and Society
- Management Accounting Research

- Journal of Management Accounting Research
- Journal of Applied Management Accounting Research

This unit addresses global issues as direct areas of study and as necessary implications arising from the materials, assessment and academic discussion and debate in classes. We aim to provide students with an opportunity to obtain skills which will benefit them throughout their career.

The unit materials have a reference list at the end of each chapter containing all references cited by the author. These provide some guidance to references that could be used to research particular issues.