



# ACCG2000

## Management Accounting

Session 1, Special circumstances 2021

*Department of Accounting & Corporate Governance*

### Contents

---

<a href="#"><u>General Information</u></a>	2
<a href="#"><u>Learning Outcomes</u></a>	2
<a href="#"><u>Assessment Tasks</u></a>	3
<a href="#"><u>Delivery and Resources</u></a>	5
<a href="#"><u>Unit Schedule</u></a>	6
<a href="#"><u>Policies and Procedures</u></a>	7

#### **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.

#### **Notice**

As part of [Phase 3 of our return to campus plan](#), most units will now run tutorials, seminars and other small group activities on campus, and most will keep an online version available to those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face activities for your unit, please go to [timetable viewer](#). To check detailed information on unit assessments visit your unit's iLearn space or consult your unit convenor.

## General Information

Unit convenor and teaching staff

Unit Convenor

Dr Amy Tung

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

Contact via 9850 9282

Level 3 Room 340, 4ER Building

Lecturer (Excel)

Nicky Bull

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

Credit points

10

Prerequisites

50cp at 1000 level or above including ACCG100 or ACCG1000 or ACCG106

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.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Final Examination</a>	60%	No	Session 1 2021 Final Exam Period
<a href="#">Weekly Assignment</a>	10%	No	Weeks 2-13
<a href="#">Online In-class Test</a>	20%	No	Week 5 (27th March) and Week 10 (15th May) @10% each
<a href="#">Excel Assignment</a>	10%	No	Week 8 (6pm Friday 30th April)

### Final Examination

Assessment Type <sup>1</sup>: Examination

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

Due: **Session 1 2021 Final Exam Period**

Weighting: **60%**

A two hours online exam for this unit will be held during the University Examination period.

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.

## Weekly Assignment

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

Indicative Time on Task <sup>2</sup>: 10 hours

Due: **Weeks 2-13**

Weighting: **10%**

Students are expected to make a genuine attempt at completing the weekly assigned tutorial questions. During the session, five weekly assignments (2% each) will be randomly collected and assessed by the tutor. Further details on the weekly assignment will be made available via 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.

## Online In-class Test

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

Indicative Time on Task <sup>2</sup>: 20 hours

Due: **Week 5 (27th March) and Week 10 (15th May) @10% each**

Weighting: **20%**

Two online tests (10%) 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>: 10 hours

Due: **Week 8 (6pm Friday 30th April)**

Weighting: **10%**

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

During the session, students should attend weekly three hours classes per topic consisting of a one-and-half hour lecture and a one-and-half hour tutorial. The lecture will be online (recorded). The lecture will also be available via echo on the unit website. Tutorials are available either face to face on campus or online via zoom. 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>.

### 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 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 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 center 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	22nd Feb	<b>Introduction &amp; Basic cost concepts and terms</b>	Chapter 1 Chapter 2 Chapter 3
2	1st Mar	<b>Cost Volume Profit Analysis</b>	Chapter 18
3	8th Mar	<b>Product Costing Systems – Job Costing</b>	Chapter 4 pp.132-144 and pp.147-159
4	15th Mar	<b>Excel Lecture</b>	All excel videos and the excel assignment
5	22nd Mar	<b>Process Costing</b>  <i>Online test Saturday 27th March (time to be advised via ilearn)</i>	Chapter 4 pp.145-146 and pp.160-163; Chapter 5 pp.185-197
6	29th Mar	<b>A Closer Look at Overhead Costs</b>	Chapter 7
	5th Apr-16th Apr	<b>MID SESSION BREAK</b>	
7	19th Apr	<b>Activity-Based Costing</b>	Chapter 8
8	26th Apr	<b>Service Costing</b>  <i>Excel assignment due on Friday 30 Apr 6 pm</i>	Chapter 6
9	3rd May	<b>Information for Decisions</b>	Chapter 19
10	10th May	<b>Product Mix Decisions</b>  <i>Online test Saturday 15th May (time to be advised via ilearn)</i>	Chapter 20 pp. 967-975; pp. 980-983; pp. 988-991
11	17th May	<b>Budgeting</b>	Chapter 9 Chapter 11 pp. 522 –528
12	24th May	<b>Standard Costing for Control</b>	Chapter 10 Chapter 11 pp. 529-546
13	31st May	<b>Final Exam Revision</b>	

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://policycentral.mq.edu.au\)](https://policycentral.mq.edu.au)

[s.mq.edu.au](https://www.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](#)
- [Grade Appeal Policy](#)
- [Complaint Management 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)

## 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](https://mq.edu.au/learningskills)) provides academic writing resources and study strategies to help you improve your marks and take control of your study.

- [Getting help with your assignment](#)
- [Workshops](#)
- [StudyWise](#)
- [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

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)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@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/](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.