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## General Information

**Unit convenor and teaching staff**  
Sophia Su  
sophia.su@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](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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Examination</td>
<td>60%</td>
<td>No</td>
<td>University exam period</td>
</tr>
<tr>
<td>Class Test</td>
<td>20%</td>
<td>No</td>
<td>Week 7 and week 11 tutorial</td>
</tr>
<tr>
<td>Excel Assignment</td>
<td>10%</td>
<td>No</td>
<td>28th August- 2023</td>
</tr>
<tr>
<td>Weekly Assignment</td>
<td>10%</td>
<td>No</td>
<td>Ongoing on a weekly basis</td>
</tr>
</tbody>
</table>

**Final Examination**

Assessment Type: Examination
Indicative Time on Task: 40 hours
Due: University exam period
Weighting: 60%

A two-hour examination 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.

**Class Test**

Assessment Type: Quiz/Test
Indicative Time on Task: 20 hours
Due: Week 7 and week 11 tutorial
Weighting: 20%

Two 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 1: Quantitative analysis task
Indicative Time on Task 2: 10 hours
Due: 28th August-2023
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.

Weekly Assignment
Assessment Type 1: Participatory task
Indicative Time on Task 2: 10 hours
Due: Ongoing on a weekly basis
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.

1 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.

2 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

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Week commencing:</th>
<th>Topic</th>
<th>Prescribed references</th>
</tr>
</thead>
</table>
| 1       | 24th July       | Introduction & Basic cost concepts and terms | Chapter 1
|         |                 |       | Chapter 2             |
|         |                 |       | Chapter 3             |
| 2       | 31st July       | Cost Volume Profit Analysis | Chapter 18 |
| 4       | 14th August     | Excel Lecture | All excel videos and the excel assignment |
| 5       | 21st August     | Process Costing | Chapter 4 pp.136-138 and pp.151-154; Chapter 5 pp.177-184 |
| 6       | 28th August     | A Closer Look at Overhead Costs | Chapter 7 |

*Excel Assignment due on Monday 28th August at 11:55pm*
### Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](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**
Students seeking more policy resources can visit Student 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) 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 or if you are a Global MBA student contact 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
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](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/), or contact [Service Connect](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

**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.