

MACQUARIE UNIVERSITY



**POSTGRADUATE DIPLOMA
IN ACCOUNTING
and
MASTER OF ACCOUNTING**

UNIT OUTLINE

ACCG852 MANAGEMENT ACCOUNTING

Trimester 3, 2008

Students in this unit should read this Unit Outline carefully at the beginning of the trimester. It contains important information about the unit. If anything in the Outline is unclear, please consult one of the staff in the unit.

UNIT DESCRIPTION

This unit examines how cost information is generated and used within organizations. To this end, a number of different costing and budgeting techniques are explained and demonstrated. As well as understanding the mechanics of each technique, it is important that students can recognise which technique is most appropriate for particular situations.

The unit consists of four main components:

- (i) costing techniques, both traditional and "newer" approaches
- (ii) budgeting, both preparation and variance analysis
- (iii) performance measurement and evaluation, especially for decentralized organizations
- (iv) using costs for decision making purposes.

In addition, the unit aims to develop a range of generic skills, including communication and problem-solving skills throughout the course. Specific skills relevant to a management accountant and addressed in the unit include:

- (i) the development of computer literacy skills through the electronic submission of management accounting problems in Excel spreadsheets
- (ii) the development of problem solving ability and interpretation of numerical data
- (iii) the ability to appreciate different sides of an argument and construct a logical argument
- (iv) practice in both oral and written communication skills.

PREREQUISITES

ACCG852 has two prerequisites: ACCG862 Financial Accounting and ACCG860 Quantitative Methods. You must have passed both these units before enrolling in ACCG852.

TEACHING STAFF

Craig Terry

Location: E4A Level 2

Email:

Melanie Seifert

Location: E4A Level 2

Email:

David Silipo

Location: E4A Level 2

Email:

Dawn Cable (Lecturer in Charge)

Location: E4A Level 2

Telephone: 9850 8540

Email: dcable@efs.mq.edu.au

Fax: 9850 6196

Please Note: Because of virus problems, only emails sent from a Macquarie University account will be opened.

Any student experiencing difficulties with the unit should seek help at the earliest possible opportunity.

UNIT TIMETABLE

This unit offers the following classes:

Monday 9-12noon	Melanie Seifert	C5A 301
Tuesday 9-12noon	Dawn Cable/ David Silipo	C5A 304
Tuesday 12-3pm	Dawn Cable/ David Silipo	C5A 304
Thursday 6-9pm	Craig Terry	C5A 301
Friday 3-6pm	Craig Terry	C4A 315

You **MUST** attend only the class in which you are registered. In the event that you have to attend an alternative class for a particular week, please advise the lecturer.

TEACHING FORMAT

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

Lectures 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, as this is the most basic level of understanding which is expected.*** 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. Obviously, most benefit will be gained from these sessions if you have attempted the homework and identified any problems you wish to raise.

All homework questions will not be specifically covered in class. Rather, answers to homework questions will be available for students to go through themselves, at their own pace. You should be prepared to ask your lecturer specific questions about any aspect of the solutions you do not understand.

It is expected that students will come to class prepared to discuss **the homework discussion questions**.

Answers to homework questions will be available each week from the unit web site (see below).

Although not part of the unit assessment, it is recommended that students attend class every week. **You must attend the class you are registered in**, and only under special circumstances will changes be allowed.

Students are encouraged to read the prescribed chapter in the textbook **prior** to attending each class in order to gain maximum benefit from the course.

Each lecturer will make their slides available each week through the unit website. Please download these and bring them to class each week.

PRESCRIBED REFERENCE MATERIALS

Langfield-Smith, Kim; Thorne, Helen; Hilton, Ronald W., "Management Accounting, An Australian Perspective", 4th Edition, McGraw-Hill, 2006

Elgin Business Information Systems, "Management Accounting Excel Assignments"
You will receive this CD in the first week of classes.

ADDITIONAL REFERENCES

Current editions of:

Horngren, Foster, Datar, "Cost Accounting, A Managerial Emphasis", Pearson

Horngren, Sundem & Stratton, "An Introduction to Management Accounting", Pearson

Moriarty & Allen, "Cost Accounting", Wiley

Brewer, Garrison & Noreen, "Introduction to Managerial Accounting", McGraw-Hill

Hilton, "Managerial Accounting", McGraw-Hill

ASSESSMENT

Spreadsheet Assignments	10%
Mid Trimester Examination	40%
Final Examination	<u>50%</u>
	<u>100%</u>

To pass this unit it is necessary to:

- *satisfactorily attempt ALL FOUR Spreadsheet Assignments*
- *satisfactorily attempt the mid trimester examination*
- *satisfactorily attempt the final examination*
- *obtain a pass in the combined examination component*
- *obtain a pass overall*

SPREADSHEET ASSIGNMENTS

Spreadsheet skills are a necessary and useful attribute for a management accountant. In order to enhance these skills, it is compulsory to submit, electronically, four spreadsheets as answers to four assignment questions. The due dates for these spreadsheet exercises are noted on the Lecture Outline. Important procedural information about the Spreadsheet Exercises follows:

EXCEL ASSIGNMENTS - IMPORTANT NOTES

A computer program marks the Excel assignments. You must follow instructions in this outline and on the CD exactly.

CD Contents:

The CD should start automatically and contains –

1. A manual with details about the assignments and registration procedures
2. Short "videos" to help those without any Excel knowledge

You **MUST** go through the "manual" as it contains information that is very useful for each assignment.

Receiving Assignments:

1. The four assignments will be emailed to your university email account at the beginning of the trimester. If you do not know how to use your university email account, please talk to a computer laboratory assistant or to IT Help on Level 1 at the Library. Your files will also be available from the university server: To locate the files using Windows Explorer you:
 - a. Select “Courses_ugr on ‘Cluster_studsusr_server\Studusr’ (I:)
 - b. Open the folder called “Courses”
 - c. Open the folder called “Accg852”
 - d. Open the folder called “Questions”.
 - e. Your files will be in a folder that has your Student ID as its name.
2. Please note that you **MUST** use your university email account. Assignments and marked answers will only be sent to this email address.
3. You must **NOT** change the file names provided – they contain your student ID for the marking program. You may make a working copy of the file but you may **NOT** copy any part or sheet to a new file.
4. If you are using Excel 2007 you must save the files as Excel 97-2003 files without changing the content. The files contain macros and named ranges required by the marking program and these may be lost if you save the files as Excel 2007 files. If you remove macros and named ranges your answer will not be marked.

Emailing Assignments:

1. You must email the assignments with the Excel file as an attachment. Assignments without the correct file name will **NOT** be marked. The procedure is –
2. Use your university email facilities and attach your answer file to the email. The subject of the email **MUST** be the word **MARKING**.
3. Send the email to accg852@tpg.com.au
4. If your assignment is due and the university email system is not working, you may drop the file in to a dropbox provided at the website ebis.net.au. To do this:
 - a. In Internet Explorer, type in the web address as <http://ebis.net.au>
 - b. Select Students from the tabs at the top of the home page
 - c. Click on the link Go to assignment Dropbox
 - d. Select ACCG852 as the destination, Browse and attach the file and complete the remaining parts of the form.
 - e. Click the Upload Files button. You will receive an automatic receipt emailed to the email address you have entered on the form
5. Late assignments will not be accepted.
6. An assignment should be sent only once. You should receive an automatic response that the email has been received by the Internet service provided (TPG). You will also receive a response from Bill Neish. If you have not received this after 12 hours from the time sent by you, notify Bill Neish by emailing accg852@tpg.com.au (without any attachment) that you have not received a reply. Any email that does not include an assignment for marking should include the word ACCG852 in the subject line and should **include your student number in the message**.

Marked Assignments:

1. Marked assignments will be emailed to you **AFTER** the due date and after any late assignments (with permission) have been received.
2. Please read the manual and FAQs on the CD for information on the marking system.

Help Session for using Excel

From students' comments about their performance in the Computer Lab portion of the Final Exam, and staff observation of students during the exam, it is evident that many students could use Excel more efficiently, thus freeing more time in the Exam to work on the problem.

An Excel HELP session will be conducted in the computer labs on Saturday, 30 August, in E4B 118. This session will cover Excel Basics and is **strongly recommended** for students who have little or no experience with Excel. The session will also explore using Excel efficiently. Attendance is **strongly recommended** if you are not a regular user of Excel. The session will run 9am-12noon.

Attendance is voluntary although highly recommended if you are not a regular user of Excel. You need to register for the session by 5pm Thursday, 28 August. To register, you MUST email acct@efs.mq.edu.au with the Subject Heading 'ACCG852 Excel Help'. In the body of the email please provide the following details:

Name

Student ID

The number of computer terminals is limited, so ONLY students who have registered will be allowed a place in the HELP session.

MID TRIMESTER EXAMINATION

The Mid Trimester Examination will be held on Saturday, 27 September. The exam will be 2 hours long and cover Weeks 1 – 5. More details will be notified later.

FINAL EXAMINATION

The Final Examination will be held in the Examination period 10-15 November. The exam will be split into two parts. One of the exams will be conducted in the computer labs and will require spreadsheet skills. This exam will consist of 2 questions from Weeks 2-11. The four spreadsheet assignments provide practice in these skills. The other exam will be more conventional and cover Weeks 6 – 12. More details will be notified later.

WAYS TO ENHANCE YOUR CHANCE OF SUCCESS IN THIS UNIT

During 2007 the Master of Accounting program engaged in a significant research project that was designed to investigate and find ways to enhance student participation in the classroom.

Students who were interviewed during the research project stated that participating in classroom discussions, answering lecturer's questions and engaging in meaningful discussion with colleagues when directed by the lecturer:

1. assists them in retaining information and maintaining interest and concentration
2. allows them to clarify or check their understanding
3. provides opportunities to enhance and reinforce knowledge and learn from other students
4. improves their English proficiency

5. supports their development of communication skills
6. develops skills needed in professional practice

Lecturers expect students to participate in class as it:

1. provides opportunities for students to review or clarify lecture content and benefit from the experience of other students
2. assists students to think about concepts and test whether their understanding is correct
3. develops confidence in speaking
4. provides opportunities to think in a different way

The research concluded that the benefits of participation include:

- enhancing the learning process
- meeting lecturers' expectations of students
- helping to increase communication skills.

This unit expects ALL students to participate in the classroom and engage with this exciting management accounting content.

ONLINE RESOURCES: ACCG852 WORLD WIDE WEB SITE

The unit has a World Wide Web site accessed through Macquarie University Online Learning @MQ, using the following URL:

<http://learn.mq.edu.au> (**this must be entered exactly**). Further technical information on the use of BlackBoard can be found at <http://online.mq.edu.au/docs/teconf.html>.

The unit Web site is only available to students enrolled in ACCG852. It will be available from Monday 18 August .

The Website contains important unit materials, including:

- Course details—An outline of the unit
- Announcements—notices updating students on important matters regarding the unit
- Weekly lecture slides identified by lecturer name
- Solutions to homework questions
- Results—for Mid trimester exam

UNIVERSITY POLICY ON GRADING

Academic Senate has a set of guidelines on the distribution of grades across the range from fail to high distinction. Your final result will include one of these grades plus a standardised numerical grade (SNG).

On occasion, your raw mark for a unit (ie., the total of your marks for each assessment item) may not be the same as the SNG which you receive. The process of scaling does not change the order of marks among students. A student who receives a higher mark than another will also receive a higher final scaled mark.

The policy does not require that a minimum number of students are to be failed in any unit.

For an explanation of the policy see <http://senate.mq.edu.au/rules/Guidelines2003.doc> or <http://senate.mq.edu.au/rules/detailedguidelines.doc>

MACQUARIE UNIVERSITY RULES AND REGULATIONS

All assessment is subject to the University's rules and information to students set out in the Handbook of Postgraduate Studies. You are particularly referred to rules of the various postgraduate awards; and with the Student Information regarding Plagiarism and Assessment.

CHEATING AND PLAGIARISM

To cheat in the context of university assignments, tests and examinations is to attempt to gain an unfair advantage by violating the principles of intellectual and scholarly integrity. Cheating also encompasses plagiarism, which is the appropriation or imitation of another person's ideas and manner of expressing them.

WHAT IS CHEATING?

You will be guilty of cheating if you do any of the following:

1. Copy from another student during a test or examination. This is cheating whether or not there is collusion between the students involved. Collusion with another student who wishes to cheat from you exposes both parties to penalties under University Regulations.
2. Use or paraphrase the work of others, including any document, audio-visual or computer-based material, when preparing an assignment or writing an examination, and pretend it is your own work by not acknowledging where it came from.
3. Copy from another student's coursework whether that copying is with or without the knowledge of that student. This includes:
 - copying all or part of someone else's assignment
 - allowing someone else to copy all or part of your assignment
 - providing your assignment (or other materials for an assignment) to another student
 - having someone else do all or part of an assignment for you
 - doing all or part of someone else's assignment for them.
4. Make up data and fabricate results in research assignments.
5. Impersonate someone else in an examination or test, or arrange such impersonation.
6. Use forbidden material in a test or examination, whether in printed or electronic form. For example, attempting to use a non-standard calculator in a restricted calculator examination.

WHY IS IT WRONG?

If you take and use the work of another person without clearly stating or acknowledging your source, you are falsely claiming that material as your own work and committing an act of plagiarism. This is wrong because it:

- violates the principle of intellectual and scholarly integrity;
- devalues the grades and qualifications gained legitimately by other students; and
- fails to allow you demonstrate your own understanding of the material.

PREVENTING CHEATING

All students and staff have a responsibility to prevent, discourage and report cheating.

Typically students cheat because they are having difficulty with the unit content, the language of the unit, or both. Cheating and/or plagiarism can be a temptation when students are experiencing difficulty with a heavy workload in the unit and seek to save time by using others' work.

To avoid having students resort to cheating, the University provides many services to help students with their course or to make thoughtful decisions about whether to continue. Within the Division of Economic and Financial Studies, students should first seek assistance from their lecturer. Staff at the Centre for Macquarie English are also an excellent resource for plagiarism questions and language issues. The University also offers help through the Dean of Students or the University Health and Counseling Services. There is a difference between getting help and cheating. You are encouraged to get help if you need assistance to understand the material and any set work so that you are in a better position to create your own answers. You might also want to have group discussions with your colleagues to debate the different issues surrounding a form of assessment. However the work you submit for your assessment must be in your own words and must not be those of another person.

HOW TO PLAY SAFE

To maintain good academic practice, so that you may be given credit for your own efforts, and so that your own contribution can be properly appreciated and evaluated, you should acknowledge your sources and you should *ALWAYS*:

- (i) State clearly in the appropriate form where you found the material on which you have based your work, using the system of reference specified by the Division in which your assignment was set;
- (ii) Acknowledge the people whose concepts, experiments or results you have extracted, developed or summarised, even if you put these ideas into your own words;
- (iii) Avoid excessive copying of passages by another author, even where the source is acknowledged. Find another form of words to show that you have thought about the material and understood it, but remember to state clearly where you found the ideas.

There is nothing wrong with working with other students in a group; indeed sometimes you will be encouraged to do so. But after a certain point, each student must work on their own to produce their own written answers. If no specific guidelines for group-work have been given, a reasonable interpretation is that it is acceptable for two or more students to discuss a problem among themselves or with a staff member. The group may then agree that the answer should include certain points. But then each member of the group must independently write their own answer to the problem.

PENALTIES

Offences of plagiarism will attract penalties which at a minimum, will result in the deduction of marks for the test and/or assignment, to ultimately a failure in the unit and reference to the University Discipline Committee. The penalty will depend upon the extent of the plagiarism, whether it is a first or repeated offence, whether there is evidence of deliberate deceit and whether advantage has been taken of another student. In some cases this can result in the suspension of the student from enrolment in the university. In all cases however, a record of any offence and/or incident, along with correspondence, will be placed permanently on the students' individual record file held at the university.

STUDENT SUPPORT SERVICES

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

Further, CME (formerly NCELTR) staff conduct 4 weeks of workshops focussing on study skills and writing skills specifically for MAcc students, see www.accg.mq.edu.au/ss/macc/timetables for the timetable.

LECTURE OUTLINE

DATE <i>Week beginning</i>	TOPIC & CHAPTER REFERENCE (including Chapter Appendix)	HOMEWORK <i>Due following week</i>	SPREADSHEET EXERCISE & INCLASS Q
<i>Week 1</i> 18 Aug	Introduction Costing Concepts Ch1; Ch2	1.2, 1.7, 1.15, 1.16, 1.33, 1.36, 2.6, 2.10, 2.21, 2.34, 2.35	
<i>Week 2</i> 25 Aug	Product Costing Systems Job Costing Ch4	4.4, 4.8, 4.10, 4.22, 4.26, 4.29, 4.34, 4.35, 4.46	Assignment 1 Due 10pm Mon 8 Sept
Sat 30 Aug	EXCEL HELP SESSIONS, E4B 118	Basics & Using Excel Efficiently	9am-12noon
<i>Week 3</i> 1 Sept	Process Costing Operation Costing Ch5 (omit 192-194)	5.2, 5.3, 5.14, 5.16, 5.21, 5.35, 5.42, 5.43, 5.45, 5.46, 5.57	Assignment 2 Due 10pm Mon 15 Sept
<i>Week 4</i> 8 Sept	Cost Behaviour & Estimation Overhead Costing Activity Based Costing Ch3*;Ch7, 293-308;Ch8, 384-7	3.8, 3.12, 3.16, 3.44, 3.49, 7.10, 7.39, 7.43, 8.29, 8.33, 8.35, 8.51	
<i>Week 5</i> 15 Sept	More on Overhead Costing and ABC Ch 7, 308-320; Ch 8, 347-379	7.12, 7.18, 7.32, 7.47, 7.48, 7.52, 8.5, 8.18, 8.28, 8.38, 8.50	
<i>Week 6</i> 22 Sept	Service Costing Absorption & Variable Costing Ch6; Ch7, 325-330	6.6, 6.14, 6.27, 6.31, 6.32, 6.38, 6.53, 8.25, 7.23, 7.24, 7.49	Assignment 3 Due 10pm Mon 6 Oct
Saturday 27 Sept	MID TRIMESTER EXAM		
<i>Week 7</i> 29 Sept	Budgeting Systems Ch9	9.4, 9.5, 9.23, 9.32, 9.36, 9.38, 9.44	Assignment 4 Due 10pm Mon 20 Oct
<i>Week 8</i> 6 Oct#	Flexible Budgeting Standard Costing Ch10; Ch11*	10.1, 10.15, 10.23, 10.34, 10.39, 10.42, 11.2, 11.26, 11.36, 11.54	
<i>Week 9</i> 13 Oct	Decentralisation ROI & Residual Income Ch12, 567-582; Ch13, 614-626	12.1, 12.12, 12.33, 12.36, 13.1, 13.6, 13.38, 13.45	
<i>Week 10</i> 20 Oct	Performance Measurement Systems Reward Systems Ch 14; Ch 13, 627-633	14.5, 14.6, 14.16, 14.22, 14.25, 14.41, 14.42, 13.23, 13.37, 13.47	

<i>Week 11</i> 27 Oct	CVP Relationships Costs for Decision Making Ch 18; Ch 19*	18.1, 18.6, 18.29, 18.33, 18.43, 18.51, 19.1, 19.18 19.24, 19.41, 19.50	
<i>Week 12</i> 3 Nov	Environmental & Social Considerations Ch17	17.5,17.6, 17.21, 17.28, 17.35	

*** Omit Appendix**

Monday 6 Oct is a public holiday, NO classes will be conducted. All students registered in the Mon 9-12 class MUST attend another class for that week. See page 3 for alternative times.