MACQUARIE UNIVERSITY

POSTGRADUATE DIPLOMA
IN ACCOUNTING
and
MASTER OF ACCOUNTING

UNIT OUTLINE

ACCG852 MANAGEMENT ACCOUNTING

Trimester 1, 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:
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:

Thursday 9-12noon	Dawn Cable/Melanie Seifert	C5A 304
Thursday 1-4pm	Dawn Cable/Melanie Seifert	C5A 304
Thursday 3-6pm	Craig Terry	C4A 318
Thursday 6-9pm	Craig Terry	C4A 318
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

Inclass written question	10%
Spreadsheet Assignments	10%
Mid Trimester Examination	35%
Final Examination	45%
	100%

To pass this unit it is necessary to:

- *satisfactorily attempt the inclass written question*
- *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*

INCLASS WRITTEN QUESTIONS

The ability to write reports, interpret numerical data, appreciate both sides of an argument, construct a logical argument and communicate these issues to others, are all important skills for a management accountant. During two classes through the trimester, 30 minutes will be allocated for students to write an answer to an unseen writing task. The first of these will be used as a feedback and learning exercise. The second will be collected and graded and comprise 10% of the unit assessment.

The tasks will take place in
Week 5, the question coming from Weeks 1-4;
Week 9, the question coming from Weeks 5-8.

If you are absent from class and miss the written exercise, there is no way to make up for this.

These questions will provide a rough guide to the level of difficulty and standard expected for examination purposes.

Support is available for students who would like to improve their writing skills. NCELTR conduct THREE different workshop streams specifically for MAcc students, see www.accg.mq.edu.au/postgraduate/quicklinks or www.accg.mq.edu.au/ss/macc/timetables for timetables of the three streams.

In the Academic Support workshops, topics include
  Essay writing and preparing theory questions
  Report writing
Another stream of workshops is entitled 'Refining Writing Skills' and includes topics such as
  Academic writing style
  Paragraph structure
  Improving written expression

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 <u>must</u> save the files as Excel 97-2003 files <u>without</u> 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
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
    b. Select Students from the tabs at the top of the home page
    c. Click on the link <u>Go to assignment Dropbox</u>
    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   . If you have not received this after 12 hours from the time sent by you, notify   by emailing   (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.

TWO different sessions will be conducted in the computer labs on Saturday, 2 February, in E4B 206. The first session from 9am to 11am will cover Excel Basics and is **strongly recommended** for students who have little or no experience with Excel. The second session, from 11.30am to 1.30pm will explore using Excel efficiently. Attendance is **strongly recommended** if you are not a regular user of Excel.

You may attend one or both sessions. Attendance is voluntary although highly recommended if you are not a regular user of Excel. You need to register for one or both these sessions by 5pm Wednesday 30 January. 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
Attending 9-11 OR 11.30-1.30 OR Both

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 1 March. 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 14-19 April. 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.

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/tecinf.html.

The unit Web site is only available to students enrolled in ACCG852. It will be available from Monday 21 January .

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 assignments and any other assessable material, when available

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://www.mq.edu.au/senate/MQUonly/Issues/Guidelines2003.doc or
http://www.mq.edu.au/senate/MQUonly/Issues/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.

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 the University defines in its rules: "Plagiarism involves using the work of another person and presenting it as one's own." Plagiarism is a serious breach of the University's rules and carries significant penalties. You must read the University's practices and procedures on plagiarism. These can be found in the 2005 Handbook of Postgraduate Studies noted above, or on the web at: http://www.student.mq.edu.au/plagiarism/

The policies and procedures explain what plagiarism is, how to avoid it, the procedures that will be taken in cases of suspected plagiarism, and the penalties if you are found guilty. Penalties may include a deduction of marks, failure in the unit, and/or referral to the University Discipline Committee.

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, NCELTR staff conduct THREE different workshop streams specifically for MAcc students, see www.accg.mq.edu.au/ss/macc/timetables for timetables of the three streams.

LECTURE OUTLINE

DATE *Week beginning*	TOPIC & CHAPTER REFERENCE	HOMEWORK *Due following week*	SPREADSHEET EXERCISE & INCLASS Q
Week 1 21 January	Introduction Costing Concepts Ch1; Ch2	1.5,1.14, 1.15, 1.28, 1.33 2.15, 2.17, 2.21, 2.26, 2.36, 2.37	
Week 2 28 January	Product Costing Systems Job Costing Ch4	4.3, 4.8, 4.9, 4.16, 4.23, 4.25, 4.32, 4.34, 4.35, 4.39	Assignment 1 Due 10pm Mon 11 Feb
Sat 2 Feb	EXCEL HELP SESSIONS, E4B 206	Basics Using Excel efficiently	9am-11am 11.30-1.30pm
Week 3 4 February	Process Costing Operation Costing Ch5 (omit 192-194)	4.12, 5.2, 5.6, 5.9, 5.11, 5.16, 5.17, 5.21, 5.32*, 5.35, 5.36*, 5.37, 5.42, 5.45, 5.52 * omit part 2.	Assignment 2 Due 10pm Wed 20 Feb
Week 4 11 February	Cost Behaviour & Estimation Overhead Costing Activity Based Costing Ch3; Ch7, 293-308;Ch8, 384-7	3.1, 3.6, 3.13, 3.17, 3.45, 3.50, 7.8, 7.9, 7.31, 7.41, 7.42, 8.38, 8.45	
Week 5 18 February	More on Overhead Costing and ABC Ch 7, 308-320; Ch 8, 347-379	7.16, 7.20, 7.45, 7.47, 7.48, 8.1, 8.3, 8.20, 8.42, 8.46, 8.50	*Inclass written question*
Week 6 25 February	Service Costing Absorption & Variable Costing Ch6; Ch7, 325-330	6.5, 6.10, 6.12, 6.27, 6.31, 6.32, 6.38, 6.39, 7.24, 7.49	
Saturday 1 March	*MID TRIMESTER EXAM*		
Week 7 3 March	Budgeting Systems Ch9	9.3, 9.5, 9.7, 9.24, 9.26, 9.30, 9.36, 9.42	Assignment 3 Due 10pm Tues 25 March
Week 8 10 March	Flexible Budgeting Standard Costing Ch10; Ch11	10.3, 10.24, 10.31 10.32, 10.36, 10.40, 10.49, 11.1,	
Week 9 **17 March****	Decentralisation ROI & Residual Income Ch12, 567-582; Ch13, 614-626	12.2, 12.10, 12.36, 12.43 13.3, 13.14, 13.35, 13.40 13.43	*Inclass written question*
Week 10 24 March	Performance Measurement Systems Reward Systems Ch 14; Ch 13, 627-633	14.2,14.10,14.17,14.23, 14.37,14.38,14.41,13.27 ,13.36, 13.37	
Week 11 31 March	CVP Relationships Costs for Decision Making	18.1, 18.7, 18.33, 18.34, 18.49, 18.52, 19.34,	Assignment 4 Due 10pm

	Ch 18; Ch 19	19.41, 19.42, 19.44	Wed 9 April
Week 12 7 April	Environmental & Social Considerations Ch17	17.1, 17.2, 17.5, 17.14, 17.24, 17.34, 17.42	

** Friday 21 March is a public holiday and NO classes will be conducted. Students registered in the Friday 3-6 class must attend another class that week, see page 3 for alternative times.