



Accg200 – Fundamentals of Management Accounting

UNIT OUTLINE
SEMESTER ONE, 2010

Department of Accounting and Finance

Faculty of Business and Economics

Year and Semester: Semester 1, 2010

Unit convenor: Bill Blair

Prerequisites: ACCG105(P) or ACCG101(P) or ACCG100(P) and ACCG101
or ACCG105 and BBA103 and 30cp.

Students in this unit should read this unit outline carefully at the start of semester. It contains important information about the unit. If anything in it is unclear, please consult one of the teaching staff in the unit.

ABOUT THIS UNIT

The Fundamentals of Management Accounting is the first of three undergraduate courses in cost and management accounting (the first two of which are necessary for ICAA/NIA/CPA Australia membership). The subject is worth 3 credit points.

This unit focuses on the fundamental objectives of management accounting, being to provide accounting information for *planning and control* as well as for a variety of decision making purposes. As such, it deals with various costing, budgeting and decision making techniques.

The course is split into three main components:

- i. The first component is concerned with using costs for decisions making purposes. Different costs are relevant for different decisions and it is important to be able to discriminate between relevant and irrelevant costs for any given decision.
- ii. The second component covers costing techniques.
- iii. The third component concentrates on budgeting, both the preparation of budgets and the evaluation of performance against the budget.

The course will be taught from a conceptual perspective rather than a merely technical one. While a number of techniques need to be mastered, most organisations tailor a technique to suit their own circumstances. Consequently students must understand when a particular technique is appropriate and also how to adapt and apply it to a given situation.

TEACHING STAFF

Mr Bill Blair	Room E4A339 Phone 98506873 Email: wblair@efs.mq.edu.au
Ms Aleks Pop-Vasileva (Unit Administrator)	Room E4A253B Phone 9850 4854 Email: apopvasi@efs.mq.edu.au
Dr Nazmi Jarrar	Room E4A 214 Phone 9850 4412 Email: njarrar@efs.mq.edu.au

The most efficient way to contact staff is via email **using your student email account**. Please use this form of contact in the first instance for general course enquiries.

All general queries regarding the course should be directed to Mr Bill Blair, as well as any information regarding your inability to fulfil any course requirements, which should be made known at the earliest possible opportunity.

STAFF CONSULTATION:

All the staff listed above will be available at designated times to answer student queries concerning tutorial material, revision questions and any other aspects of the course. Details regarding staff consultation hours will be provided on the unit webpage (see page 4 for access details). In order to gain access to staff during their consultation hours please ring the staff member from the phones available in the lobby area on levels 2 and 3 of building E4A.

Any students experiencing significant difficulties with any topic in the course should seek help prior to their tutorial.

CLASSES

Students should attend three hours of face-to-face teaching per week consisting of a two hour lecture and a one hour tutorial.

Please note that any changes to tutorial classes must be made online through e-student. Students wishing to change their tutorial time should log on to e-student 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.**

If on a rare occasion students are unable to attend the tutorial in which they are enrolled they may attend an alternative tutorial during the week. If this occurs they should get the tutor to sign and date their work at the end of the class and then pass this signed work on to their regular tutor. This should not occur frequently as the failure to attend the tutorial in which you are formally enrolled will impact on the participation mark awarded. The timetable for classes can be found on the University web site at: <http://www.timetables.mq.edu.au/>

REQUIRED AND RECOMMENDED TEXTS AND/OR MATERIALS

Management Accounting, Information for managing and creating value, by Kim Langfield-Smith, Helen Thorne and Ronald W. Hilton, 5th Edition, 2009, McGraw-Hill.

Access to this text is essential for lecture references and for tutorial questions. There have been substantial changes to the 5th edition of this text, especially in the end of chapter questions. **DO NOT RELY ON PREVIOUS EDITIONS.**

UNIT WEB PAGE

The web page for this unit can be found at: <http://learn.mq.edu.au>

Username and Password

The username and password for the website is the same username and password for your Macquarie University e-mail account. **If you don't know what your username and password** are then contact the IT helpdesk located on Level 1 of the Library. The phone number for the helpdesk is 9850 6500. If you have contacted the helpdesk in regard to your username and password and you

are still unable to login **then** you should contact Ms Aleks Pop-Vasileva at the earliest possible instance.

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:

- **Important announcements**
- **Lecture notes and additional tutorial material**
- **Staff consultation hours**
- **Staff contact details**
- **Tutorial and revision question solutions**
- **Additional tutorial question solutions**
- **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.

LEARNING OBJECTIVES AND OUTCOMES

Learning objectives

The learning objectives of this unit are:

- 1) To enable students to distinguish between management and financial accounting and to introduce them to the various product costing, budgeting, and decision making techniques.
- 2) To improve the ability of students to analyse and conceptualise management accounting issues.
- 3) To improve the problem solving skills of students.
- 4) To improve the ability of students to work within groups on set tasks.
- 5) To develop the written and verbal communication skills of students.

Learning outcomes

Students who have completed this unit should be able to:

- 1) Critically analyse data and determine relevant information for the purposes of making decisions.
- 2) Discriminate between the various costing techniques available and critically appraise them.
- 3) Demonstrate an understanding of budgeting techniques and the behavioural issues associated with budgeting practices.
- 4) Critique the assumptions, constraints and limitations of management accounting concepts and demonstrate their understanding of such concepts in respect to real-world examples.
- 5) Solve problems by identifying and selecting appropriate courses of action.

- 6) Demonstrate effective written and oral communication.
- 7) Clearly summarise and present current issues on management accounting.
- 8) Express and justify viewpoints, and articulate them in a group setting.
- 9) Demonstrate an awareness and understanding of ethical issues affecting the role of a management accountant.

TEACHING AND LEARNING STRATEGY

The course is structured around a 2 hour lecture and a 1 hour tutorial per week. 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 (see pages 16 - 18) 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 outlines and additional tutorial material will be available to download via the website. You **must bring** copies of the relevant material to lectures and tutorials each week. Any other information regarding the course will also be available from the website. **Please check the website regularly.**

RELATIONSHIP BETWEEN ASSESSMENT AND LEARNING OUTCOMES

The requirement for students to complete weekly assignments, two on-line quizzes, and the final examination are aimed towards improving the ability of students to understand, analyse and conceptualise management accounting issues. The ability of students to identify, to evaluate, and manage information and to interpret data with a view to making decisions will also be enhanced. In addition, students are required to complete four Excel assignments, submit five random collections of homework and participate in tutorial group work. These tasks are aimed at facilitating the improvement of basic writing, problem-solving, interpersonal, and communication skills.

ASSESSMENT

On-line quizzes:	10%
Random Weekly assignments:	10%
Tutorial Participation:	10%
4 Excel assignments	20%
End of semester examination:	50%

The final grade will be determined after consideration of performance in all aspects of the course.

It is essential for students to pass their final examination in order to achieve a passing grade.

ON-LINE QUIZZES (10%)

Two on-line multiple-choice quizzes will be conducted during the semester. Each of these quizzes is worth 5% of the total assessment. The quizzes will be held on the following dates and will cover all lecture material, readings, and tutorial work from the weeks indicated.

To access the tests: Go to the ACCG200 homepage and click on the 'Quiz 1' or 'Quiz 2' icon.

Quiz 1 – Will be available from Tuesday 9 am 30th March to Friday 9pm 9th April. This quiz will cover the first five weeks lectures ie Chapters 1, 2, 3, 18 (pp. 911-940) and 19. The test will consist of 25 multiple choice questions.

Quiz 2 – Will be available from Tuesday 9am 11th May to 9pm on Friday 21st May. This quiz will cover Weeks 6-9 ie Chapters 20, 4, 6, 7 (pp. 305-337) and 8. The test will consist of 25 multiple choice questions.

Each student will get a different question set for the two quizzes.

Completing the test: Each quiz will be displayed in the following way:

- Click on "begin" to start the quiz. If a new window does not appear, it is possible that you have a pop-up window blocking software installed in your computer. Disable pop-up window blocking software while attempting the quiz. If you are unsure of how to disable the pop-up window blocking software then contact the IT Helpdesk on 02 9850 4357.
- Students will only be able to complete one question at a time.
- You must click on 'Save answer' to register each answer.
- Once a question has been saved or skipped, you cannot return to that question.
- At the end of the quiz, you must click on 'Finish'

We recommend you use Internet Explorer, do not use Netscape.

It is each student's responsibility to ensure that the quizzes are completed during the timeslots available. Hence, there will be no consideration given to students who leave it until the end of the periods in which the quizzes are available and then experience computer mishaps. You are expected to allow for such problems and have a backup computer source available (eg use the University computers). Also no allowance, will be made for line dropouts. If you have an unreliable online connection, then you should complete the test on a different computer.

Any student who fails to complete an on-line quiz in the prescribed time will receive zero marks unless a legitimate request for special consideration is received (with any supporting documentation, eg medical certificate attached) on an 'Advice of Absence or Other Circumstances' form, available from Undergraduate Students Enquiry Service or the University website, <http://www.reg.mq.edu.au/Forms/USSAbsence.pdf>

Feedback concerning student's performance on each of the quizzes will be provided within one week of the conclusion of the availability of each quiz. Given each student answers a different question set, feedback will consist of a general summary of the nature of each question and advice in terms of revising each topic area.

This assessment task will help to achieve learning outcomes 1-3 & 5.

RANDOM WEEKLY ASSIGNMENTS (10%)

There will be **five (5)** random weekly assignments collected by tutors during the semester. The lecturer in charge will determine which weeks' work will be collected and this will vary from tutorial group to tutorial group. This requires students to complete the 'tutorial questions' as outlined on pages 19-20 for every week. These collections must be submitted to your tutor by the end of your normal tutorial. No assignments submitted after this time will be accepted. In addition to these weekly assignments students will also be required to submit a group based report (in the **Week 4** tutorial) and an individual report (in the **Week 10** tutorial) during the respective tutorials. These reports will be prepared based on the discussion of the cases covered during these tutorials.

Assessment marks for the weekly assignments will be awarded based on the marking guide provided by the lecturer in charge for each of the weekly assignments collected and tutorial work collected. The 'tutorial' questions (as listed on pages 19-20) will be collected by tutors in the week determined by the lecturer in charge, marked and then scaled to a mark out of 2. The reports required in Weeks 4 and 10 will be collected, marked and then scaled to a mark out of 2.

A mark of zero (work not submitted) - Students who fail to submit their assignment in the designated tutorial will receive a mark of zero.

By the end of semester students should have up to 7 tasks marked – five (5) random weekly assignments and the CVP (Week 4) and activity based costing (Week 10) questions. The **best 5 of these** will count with the marks awarded for each being added to give a total mark out of 10.

Students can expect to receive feedback concerning each assignment in the next tutorial conducted following the submission of the assignment, unless unavoidable circumstances arise. Should the assignments not be returned in the next tutorial, students will be informed as to when they will be returned.

This assessment task will help to achieve learning outcomes 1-9.

TUTORIAL PARTICIPATION (10%)

These marks will be awarded based on the following criteria:

- Attendance at tutorials. **Students are expected to attend at least 10 of the 12 tutorials.** To be recorded as having attended a tutorial, students must be in the tutorial room for the entire duration of the class.
- The extent to which each student has prepared for each class.
- The ability of students to complete set tasks during classes.
- The ability of students to actively participate in group discussions.
- The willingness of students to co-operate with and assist other students in their learning.

Any student who misses a tutorial needs to provide medical or other evidence to their tutor at the first available opportunity. Tutorials will be held each week commencing in week 2. The purpose of the tutorials is to reinforce key concepts, and to provide an interactive learning environment in which staff can identify and assist students with problems that they may be encountering. The tutorials are also aimed towards the promotion of peer assisted learning, with students required to complete specific tasks in groups and actively encouraged to assist each other in developing an understanding of the course material.

Students are expected to have read the required readings and completed the 'tutorial questions' prior to each tutorial (as outlined on pages 19-20). They should be prepared to participate in group discussions concerning the relevant topic area and be able to make reasonable attempts at additional questions during tutorials.

NB Copies of the additional material that will be covered during tutorials will be made available on the subject website. All students must bring a copy of these questions with them to tutorials.

Information concerning each student's final participation mark will be made available on the unit webpage prior to the date of the final examination.

This assessment task will help to achieve learning outcomes 1-9.

FOUR EXCEL ASSIGNMENTS (20%)

The excel assignment questions will be emailed to your student email account after week 3.

The excel assignments will be due in weeks 5, 8, 11 and 12.

Topic	Due in	Time and Date for submission
CVP analysis	Week 5	10pm Friday 26 th March
Job Costing	Week 8	10pm Friday 30 th April
Activity Based Costing	Week 11	10pm Friday 21 st May
Variable and Absorption Costing	Week 12	10pm Friday 28 th May

Assignments not submitted by the due time and date will receive **zero marks**.

You must use your **student email account** to submit your assignment file.

You must submit your assignment via email to:

X1200@tpg.com.au

The assignments will be marked and returned to your student's email account in the week following submission unless otherwise advised. Please check your student email account every week during semester.

This assessment task will help to achieve learning outcomes 1, 5, & 8.

FINAL EXAMINATION (50%)

A 3 hour final examination for this unit will be held during the University Examination period.

The University Examination period in First Semester 2010 is from Monday 7th June to Friday 25th June.

All material covered in the course will be examinable. Further details on the final exam will be made available via the subject website late in the semester. The use of a dictionary in the final examination is not permitted.

You are expected to present yourself for examination at the time and place designated in the University Examination Timetable. The timetable will be available in Draft form approximately eight

weeks before the commencement of the examinations and in Final form approximately four weeks before the commencement of the examinations. <http://www.timetables.mq.edu.au/exam>

The only exception to not sitting an examination at the designated time is because of documented illness or unavoidable disruption. In these circumstances you may wish to consider applying for Special Consideration. Information about unavoidable disruption and the special consideration process is available at <http://www.reg.mq.edu.au/Forms/APSCon.pdf>

Although requests will be considered they are not automatically granted.

Consideration in the final examination will **ONLY** be given to those students who have satisfactory:- attendance at tutorial classes; and results in respect to the weekly and major assignments, participation, presentation, and on-line quizzes.

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. (Individual Faculties may wish to signal when the Faculty's Supplementary Examinations are normally scheduled.)

You are advised that it is Macquarie University policy not to set early examinations for individuals or groups of students. All students are expected to ensure that they are available until the end of the teaching semester (that is the final day of the official examination period).

This assessment task will help to achieve learning outcomes 1-6 & 9.

GRADING APPEALS AND EXAM SCRIPT VIEWING

If, at the conclusion of the course, you have performed below expectations, and are considering lodging an appeal of grade and/or wish to view your exam script, the following website provides information about these processes and the cut off dates. Please read the instructions provided concerning what constitutes a valid grounds for appeal before appealing your grade.

http://www.efs.mq.edu.au/student_support/important_processes/important_processes_grade_appeal_and_exam_script_viewing

PLAGIARISM

The University defines plagiarism 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 *Handbook of Undergraduate Studies* 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.

A document, which clearly sets out what the University regards as cheating, ways to avoid cheating and the potential consequences for any student caught cheating is provided on pages 13-14. Please read this document carefully before completing any work for the course.

STUDENT SUPPORT SERVICES

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

PEER ASSISTED LEARNING (PAL)

Peer Assisted Learning (PAL) is a FREE program that is offered to all students in this unit for this semester. PAL is a weekly 1 hour class led by a student leader who has previously done well in this unit. PAL leaders help to facilitate your learning and provide examples, activities, case studies and assist with exam preparation. To sign up for PAL please go to BESS (E4B 106) in Weeks 1 and 2 of semester.

THE DANGERS OF CHEATING AND PLAGIARISM AND HOW TO AVOID IT

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 be 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
- 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.
- it devalues the grades and qualifications gained legitimately by other students.

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 other's 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 tutor and/or lecturer. The University also offers help through the Dean of Students or the University Health and Counselling 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.

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

Students who are guilty of cheating and plagiarism will be penalised. Depending on the nature of the offence, the unit coordinator will determine the penalty. For example, extensive plagiarism may result in zero marks for an assignment. Repeat offences will be referred to the University Discipline Committee and may result in failure or exclusion from the university.

(This material has been compiled from the existing plagiarism documents of Macquarie University and University of Auckland.)

CPA AUSTRALIA POLICY ON CONCEDED PASSES

The policy is available on the CPA website at www.cpacareers.com.au. Questions about the policy can be directed to Kate Freemantle on (03) 9606 9722 or email kate.freemantle@cpaaustralia.com.au

Information for transfer students:

Students transferring to Macquarie University who wish to have qualifications obtained at other tertiary institutions considered for accreditation by the professional accounting bodies (CPA Australia and ICAA) are reminded that it is the student's responsibility to ensure that these qualifications are accepted by the professional bodies.

ACCG200 FUNDAMENTALS OF MANAGEMENT ACCOUNTING

LECTURE AND TUTORIAL PROGRAM—SEMESTER 1 2010

<i>Week and Lecturer</i>	Lecture Week commencing:	Topic	Text Topic Number
1	22 nd February	<p>Introduction and Course Overview</p> <p>The management accounting environment</p> <p>Role of management accounting; typical functions of a management accounting system; the changing environment of management accounting; professional accounting bodies and professional ethics.</p> <p>Cost Concepts</p> <p>Management accounting information; cost classification; value chain; costs in manufacturing and service businesses; product costs</p>	<p>Chapter 1</p> <p>Chapter 2</p>
2	1 st March	<p>Cost behaviour</p> <p>Cost drivers, variable/fixed costs; cost estimation</p>	Chapter 3
3	8 th March	<p>Cost volume profit analysis</p> <p>Breakeven point, target net profit, management decision making; multiple products and tax effects.</p>	Chapter 18 pp. 911-940
4	15 th March	<p>Decision making</p> <p>Short versus long term; relevant costs; allocating joint production costs</p>	Chapter 19

5	22 nd March	Decision making continued Pricing and product mix decisions Excel Assignment 1 due 26th March	Chapter 20
6	29 th March	Costing systems Product costing – purpose; allocating overhead costs. Types of product costing systems: <ul style="list-style-type: none"> - job order costing - process costing Online Quiz 1 (available 30th March to April 9th)	Chapter 4
MID-SEMESTER BREAK NO CLASSES			
7	19 th April	Service Costing Cost classification and cost flows	Chapter 6
8	27 th April (Monday Public Holiday)	Overhead costs Allocating: <ul style="list-style-type: none"> - overhead costs - service department costs Excel Assignment 2 due 30th April	Chapter 7, pp. 305 – 337
9	3 rd May	Activity based costing (ABC)	Chapter 8
10	10 th May	Variable and Absorption Costing Online Quiz 2	Chapter 7, pp. 338 – 344

11	17 th May	<p>Budgeting:</p> <p>Purposes of budgeting; budget development; behavioural consequences.</p> <p>Flexible budgets; Activity based budgeting</p> <p>Excel Assignment 3 due Friday 21st May</p>	<p>Chapter 9</p> <p>Chapter 11</p> <p>pp. 548 – 554,</p> <p>page 564 &</p> <p>pp. 568 – 570</p>
12	24 th May	<p>Standard costing for control:</p> <p>Standard setting</p> <p>Variances:</p> <ul style="list-style-type: none"> - direct materials and direct labour - Fixed and variable overhead <p>Appraisals of standard costing systems</p> <p>Excel Assignment 4 due Friday 28th May</p>	<p>Chapter 10</p> <p>Chapter 11,</p> <p>pp. 555-568</p>
13	31 st May	Unit Summary	

Lecturers:

Mr Bill Blair

Mr Nazmi Jarrar

Ms Sophia Su

Management Accounting, Information for managing and creating value, by Kim Langfield-Smith, Helen Thorne and Ronald W. Hilton, 5th edition (2009), McGraw-Hill.

TUTORIAL QUESTIONS

All tutorial questions are from the set text (Langfield-Smith, 5th edition)

Tutorial questions must be completed before class. Five random collections of these questions will be collected by your tutor and contribute to your tutorial assessment mark.

The revision questions should be attempted as soon as possible after the tutorial.

Detailed solutions of the tutorial questions, the revision questions, and any additional tutorial questions will be available on the unit website at the end of each week. Any student encountering difficulties in understanding concepts or the solutions provided should see a staff member in their consultation hours as soon as possible.

Tutorial	
Week commencing:	Questions
Week 2 1 st March	Tutorial questions: 1.5, 1.16, 1.33, 2.3, 2.22, 2.24, 2.25, 2.39 Revision questions: 1.2, 1.18, 1.29, 2.5, 2.11, 2.26, 2.33, 2.38 parts 1 – 3
Week 3 8 th March	Tutorial questions: 3.3, 3.14, 3.18, 3.30, 3.35, 3.43 Revision questions: 3.6, 3.23, 3.30, 3.35, 3.44, 3.45
Week 4 15 th March	Tutorial questions: 18.3, 18.9, 18.13, 18.19, 18.28, 18.32, 18.33, 18.41 Revision questions: 18.8, 18.16, 18.24, 18.30, 18.38, 18.50
Week 5 22 nd March	Tutorial questions: 19.4, 19.16, 19.20, 19.32, 19.33, 19.40, 19.41, 19.44 Revision questions: 19.1, 19.6, 19.38, 19.39, 19.43, 19.55

Week 6 29 th March	Tutorial questions: 20.2, 20.26, 20.34, 20.38, 20.39, 20.50 Revision questions: 20.15, 20.16, 20.25, 20.48, 20.51
Week 7 19 th April	Tutorial questions: 4.2, 4.5, 4.10, 4.26, 4.29, 4.32, 4.38 Revision questions: 4.1, 4.4, 4.8, 4.9, 4.13, 4.25, 4.34, 4.39
Week 8 27 th April	Tutorial questions: 4.44, 6.11, 6.12, 6.23, 6.31, 6.34, 6.37, 6.48 Revision questions: 6.10, 6.18, 6.35, 6.38, 6.45, 6.52 Monday 26 th April is a public holiday. If you have a Monday tutorial please try and attend another tutorial in that week. Check with the tutor first to see if there is room in the tutorial.
Week 9 3 rd May	Tutorial questions: 7.6, 7.7, 7.18, 7.28, 7.36, 7.37, 7.38, 7.42 Revision questions: 7.2, 7.5, 7.17, 7.19, 7.47
Week 10 10 th May	Tutorial questions: 8.6, 8.10, 8.17, 8.28, 8.34, 8.35, Revision questions: 8.2, 8.4, 8.19, 8.24, 8.29, 8.45, 8.47
Week 11 17 th May	Tutorial questions: 7.22, 7.24, 7.39, 7.50 Revision questions: 7.23, 7.25, 7.51
Week 12 24 th May	Tutorial questions: 9.16, 9.17, 9.23, 9.26, 9.30, 11.18, 11.54 Revision questions: 9.19, 9.25, 9.29, 9.38, 11.1, 11.29, 11.41
Week 13 31 st May	Tutorial questions: 10.11, 10.34, 10.38, 10.41, 10.51, 11.27, 11.49 Revision questions: 10.18, 10.31, 10.49, 11.31, 11.48, 11.50