

School of Accounting and Commercial Law

MMPA 502 MANAGEMENT ACCOUNTING

Trimester 3, 2015

COURSE OUTLINE

Names and Contact Details	Office	Telephone
<i>Course Coordinator & Lecturer</i> A/Prof Dr. Martien Lubberink martien.lubberink@vuw.ac.nz Office Hours: TBA	RH 702	021 134 7500
<i>Lecturer</i> Dr. Richard (Zhe) Wang richard.wang@vuw.ac.nz Office Hours: TBA	RH623	463 5758
<i>Course Administrator</i> Rebekah Sage rebekah.sage@vuw.ac.nz Office hours: Monday-Friday, 8.30 am – 5.00 pm	RH 728	463 6921

Trimester Dates

From the week starting Monday 16th November to the week ending Friday 19th February.

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before 27 November 2015.
2. The standard last date for withdrawal from this course is 26 January 2016.

After the last date stated in #2, students forced to withdraw by circumstances beyond their control must apply for permission on an '*Application for Associate Dean's Permission to Withdraw Late*' including supporting documentation. The application form is available from either of the Faculty's Student Customer Service Desks.

Class Times and Room Numbers

There are 12 two hour lectures and 12 one hour seminars. Students are expected to attend all lectures and all seminar sessions for their group.

Week 1:

Lecture/seminar (whole class) Mondays 5.40 pm – 7.30pm GB LT3

Weeks 2 to 12 (inclusive):

Seminar group Mondays 5.40 pm – 6.30 pm* GB LT3

Lecture (whole class) Mondays 6.40 pm – 8.30pm* GB LT3

(GB LT3 (Government Buildings Lecture Theatre 3), Pipitea Campus)

*Due to the Public Holidays some classes have been rescheduled. It is advised to use the Course Content and Schedule on page 7 for actual class dates.

Teaching Format

The course is delivered in one two-hour lecture per week (for 12 weeks), plus one hour of student-led activity. The lecturer-led two hours will include a mixture of lecture materials discussion and group work.

The hour for student-led activity includes presentations of individual projects and group case projects. These project presentations are assessed and will contribute to the final grades for the course. After week 1 the class will be split into two groups for the student-led sessions.

Group Work

On this course a fair amount of the time will be devoted to group work. We expect all group members to make a significant contribution to the group work, and we also expect the group to discover and utilize the strengths of individual group members. Independently of individual group roles, all group members are responsible for outputs generated by the group.

Expected Workload

Total expected workload for an average student in this course is 150 hours. It is expected that an average of 10 hours per week will be spent on this course during the 12 teaching weeks. This should consist of an average weekly workload of: 3 hours lecture attendance; 2 hours preparation for student-led discussion (when not presenting); 1½ hours preparation for lectures (pre-reading); 2 hours post lecture revision (including revision questions).

Total workload for the individual project: 6 hours; for the group project 12 hours.

Outside teaching weeks, a further 30 hours is expected to be spent on private study, course work and on revision.

Prescription

Cost and management accounting in the contemporary business environment.

Course Learning Objectives

Students who are successful in this course will be able to:

- (a) Explain the role of management accounting in organisations;
- (b) Classify costs according to their basic classification and behavioural concepts;
- (c) Apply and contrast the absorption costing and the marginal costing principles;
- (d) Apply the method of activity-based-costing;
- (e) Apply various costing methods to both service and manufacturing industries;
- (f) Use planning, decision making, and control techniques such as (i) cost-volume-profit analysis, (ii) budgeting and (iii) management by exception.

Course Content

The lecture schedule (subject to modification) is provided on the last page of this course outline.

Readings

Required Textbook: Atrill, P. & McLaney, E. (2015) *Management Accounting for Decision Makers* (8th ed.). Essex, UK: Financial Times Press.

Additional readings will be provided in class and/or on Blackboard.

Materials and Equipment

You will need to bring your calculators to all lectures. Regarding tests, only non-electronic foreign language to English dictionaries with no writing or indexing silent and non-programmable calculators or silent programmable calculators with their memories cleared are permitted.

Assessment

Item	Due Dates	Course Learning Objectives Assessed
Individual Project	15% Report due by 2.00 pm on Fri 4 December Presentations are on weeks 4, 5 and 6	Depending on the academic paper chosen by the student
Group Project	15% Group Report to be handed to lecturer immediately before presentation. (see course schedule)	Depending on the topic of the case assigned
Mid-Trimester Test	20% 9.30 am Wednesday 6 January 2016, GB LT1 1 hour, Closed book	(a), (b), (c) and (f)
Final Test	50% 5.45 pm Monday 15 February 2016, GB LT1 2 hours, Closed Book	All

Individual Project (15%)

Provide a report based on a review of an academic management accounting paper.

You are expected to select one or more management accounting applications that you will introduce and recommend to your company. You can choose the company type; i.e. industry, country, size, strategy, but make your choice clear by including within your project report a one paragraph summary of your company.

Write a 500-600 word report on the article for the chief executive officer (CEO) of a company. The report should outline the applications, the implications for your firm and your proposed recommendations, based on what you learned in the course, for potential changes in the company.

Project reports should be placed in the MMPA 502 assignment box on the Mezzanine floor in Rutherford House **no later than 2.00 pm on Friday 4 December 2015**. State the word count of your report and note that project reports that exceed 600 words will be subject to a 20% penalty per 100 words over the 600 word limit. The word count includes all words, including appendices, references, notes, headers, footers, main text, quotes, etc.

You must **submit two copies**: one **hard copy** in the appropriate assignment box on the Mezzanine floor of Rutherford House; and, one **electronic copy via Blackboard** (see the Turnitin section on the MPA Student Information Site on Blackboard for electronic submission instructions).

In addition, all projects will be presented to the class during the weeks 4, 5, and 6. This will be in the form of 'speed presentation', where each presenter will have a maximum of 3 minutes to present a summary of the key ideas gleaned from their selected paper, as if to the CEO of your company, and a further 1 minute to answer questions from the CEO (i.e. the lecturer).

Note: Students should attend all presentation sessions for their seminar group, as this will provide exposure to a broad selection of management accounting papers.

The mark allocation for the individual project is:

Report:	
Content	30%
Implications	20%
Recommendations	15%
Quality of writing, presentation, and referencing	15%
Speed presentation	20%

Group Project (15%)

The class will be allocated into small groups after week 2. Each group will be required to complete one case study and the group must present their findings and recommendations. The group project consists of two elements:

- 1) **A case write-up (8%):** word length: 1,200-2,000 words. To be handed to the lecturer immediately before the oral presentation starts.
- 2) **A group presentation (7%):** about 15-20 minutes each, followed by approximately 10 minutes of classroom discussion.

A peer evaluation among group members will be carried out after each presentation. Unless special circumstances warrants (such as unusually low peer-evaluations), all group members will receive the same mark. **Detailed instructions on the group projects will be provided by Dr. Wang during the course.**

Mid-Trimester Test (20%)

The mid-trimester test is closed book and will be **one hour long**. It will include multiple choice and/or short answer questions. The mid-trimester test is scheduled for **9.30 am Wednesday 6 January 2016, GB LT1**.

Final Test (50%)

The Final Test is closed book and will be **two hours long**. It will consist of long answer type questions including mini cases. The final test is scheduled for **5.45 pm Monday 15 February 2016, GB LT1**.

Penalties

Assignments: Assignments (i.e. individual and group projects) must be handed in on or before the due date and time. In fairness to other students, any individual project submitted after the deadline will be subject to a penalty of 5% of the total marks available for every day or part of a day (including Saturdays and Sundays) that the assignment is submitted late. Late group projects **will not** be marked.

An extension or waiver (with no penalty) will be considered on the grounds of exceptional personal circumstances. Students must complete the 'Assignment Extension/Waiver Application Form' available on Blackboard and submit the form (with the relevant supporting documentation) to the MPA Administrator, preferably before the assignment due date.

Tests: Unjustifiable absence from any test will result in a mark of 'zero' for that test and may result in a student not meeting mandatory course requirements.

Students unable to take scheduled tests due to exceptional circumstances, must complete the 'Consideration of Exceptional Personal Circumstances for Tests Application Form' available on

Blackboard. Submit this form to the MPA Administrator as early as possible, preferably before the test date.

Exceptional Personal Circumstances include an impairment assessed by Disability Services, illness, bereavement, circumstances involving the health or wellbeing of a relative or close friend, compulsory attendance at court, national or international representative commitments, significant cultural commitments, or activities in which the student is representing the University.

Note: *Not being organised or failing to plan ahead are **not** exceptional circumstances.*

The submission of an application does not mean that it has been approved. Penalties, as detailed above, will apply if the application is not granted.

Use of Turnitin

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an on-line plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and submitted to Turnitin. A copy of submitted materials will be retained on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

Mandatory Course Requirements

In addition to obtaining an overall course mark of 50 or better, students must:

- Fully participate in the Group project, including both the preparation of the report and the presentation.
- Must attend the mid-term test.
- Obtain a minimum mark of 40% in the final test.

If you believe that exceptional circumstances may prevent you from meeting the mandatory course requirements, contact the Course Coordinator for advice as soon as possible.

Class Representative

A class representative will be elected in the first class, and that person's name and contact details made available to VUWSA, the course coordinator and the class. The class representative provides a communication channel to liaise with the course coordinator on behalf of students.

Communication of Additional Information

Additional information concerning this course will be provided in lectures and posted on Blackboard: <http://blackboard.vuw.ac.nz>. Urgent notices will be circulated by email.

Student feedback

Student feedback on University courses may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php

Link to general information

For general information about course-related matters, go to <http://www.victoria.ac.nz/vbs/studenthelp/general-course-information>

Note to Students

Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and academic audit. The findings

may be used to inform changes aimed at improving the quality of VBS programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

Course Content & Schedule (subject to modification)

Week	Date	Lecturer	Topic	Textbook chapter	Student-led activities
1	16-Nov	ML	The role of management accounting in organisations.	One	Case/discussion of MA's role
2	23-Nov	ML	Costing for decision making	Two	Exercises
3	30-Nov	ML	Cost-volume-profit (CVP) analysis.	Three	Costs for decision-making exercises
	4-Dec		Individual Project Report due by 2.00 pm Fri 4 December 2015		
4	7-Dec	ML	Traditional costing systems – full costing.	Four	Individual project presentations
5	14-Dec	ML	Advanced costing systems I - activity based costing (ABC) and customer profitability analysis (CPA).	Five	Individual project presentations
6	21-Dec	ML	TQM, cost and pricing, economic pricing.	Five	Individual project presentations

Mid-Trimester Break: Tuesday 22 December, 2015 to Monday 4 January, 2016 (inclusive)

6	6-Jan		Mid Trimester Test 9.30 am Wed 6 January 2016, GB LT1		
	8-Jan	RW	Budgeting 1: operational and master budgets	Six	Discussion of budgeting problems
7	11-Jan	RW	Budgeting 2: Cash budgets	Six	Group project 1
8	18-Jan	RW	Standard costing and variance analysis.	Seven	Group project 2
9	29-Jan	RW	Capital investment decisions	Eight	Group project 3
10	1-Feb	RW	Divisional performance and Balanced Score Card	Ten	Group project 4
11	12-Feb	RW	Strategic Management Accounting	Nine	Group project 5
			Course conclusion and revision.		
12	15-Feb	RW	Final Test 5.45 pm Mon 15 February 2016, GB LT1		

ML = Martien Lubberink **RW** = Richard Wang