

	ANU College of Business & Economics	School of Accounting & Business Information Systems
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Course Outline

BUSN2011: Management Accounting

Semester 1, 2012

*STUDENTS: Course details change from semester to semester. **Please check** that you are reading the Course Outline for the correct semester.*

Course Description

This course provides students with an appreciation of management accounting concepts related to the management functions of decision-making, planning and control. The course introduces a range of management accounting tools, including job and process costing, variance analysis, activity based costing and the balanced scorecard. Students are introduced to the application of management accounting tools for pricing, budgetary control, cost allocation and performance evaluation as well as new developments in management accounting knowledge and techniques and how to assess these through cost-benefit analysis.

Contacts

Role	Office address	Email	Telephone	Consultation Times
Course Convenor and Lecturer Rebecca Tan (Weeks 1 – 7) To be advised (Weeks 8 – 13)	2022 HN Bldg 21	rebecca.tan@anu.edu.au	6125 3669	Check Wattle
Tutor/s To be advised				
Student Administrators	HN 2037 Hanna Neumann Bld 21	enquiries.abis@anu.edu.au	6125 0025 or 6125 7968	Office hours 9am – 5pm Monday – Friday

Communication

Email

If necessary, the lecturers and tutors for this course will contact students on their official ANU student email address. Information about your enrolment and fees from the Registrar and Student Services' office will also be sent to this email address.

Announcements

Students are expected to check the Wattle site for announcements about this course, e.g. changes to timetables or notifications of cancellations. Notifications of emergency cancellations of lectures or tutorials will be posted on the door of the relevant room.

Course URLs

More information about this course may be found on:

- [Study @ ANU](#),
- the [College of Business and Economics website](#), and
- [Wattle](#), the University's online learning environment. Log on to Wattle using your student number and your ISIS password.

Course Information

Learning Outcomes

After studying this course, you are expected to have attained proficiency in the following areas:

- be familiar with a range of management accounting tools, including: variance analysis, contribution margin analysis, activity analysis, cost estimation using regression analysis;
- know how to apply management accounting tools for the following purposes: budgetary control, pricing, cost allocation, performance evaluation;
- appraise the costs and benefits of different conventional and modern costing systems (e.g., absorption and variable costing, standard costing, activity-based costing); and
- appreciate the need for a balance between financial and non-financial information in decision making, control and performance evaluation.

Workload

Students taking this course are expected to commit at least 10 hours a week to completing the work. This will include:

- 2 hours a week: lecture
- 1 hour a week: tutorial
- 7 hours a week: reading, research, self-study, tutorial preparation, writing and assignment preparation, working on Wattle site (including discussions and online learning as applicable)

Be prepared for class. Thorough lecture preparation involves pre-reading (e.g., having read the appropriate readings for the week), which will enable you to obtain maximum benefit. Where notes are provided, bring them to the lecture and familiarise yourself with their contents.

While there is no assessment on lecture and tutorial attendance, it is a vital part of the learning process. You have a responsibility, both to yourself and fellow students in this course, for how the class progresses. This reflects actual business practice where, as a member of an organisation, you are required to act professionally and responsibly to benefit your organisation, your career and yourself. Consequently, you are expected to prepare and attend lectures and tutorials as part of your commitment to this course.

Course Delivery


Lecture: Day and Time: Tuesday – 1.00 p.m. to 3.00 p.m.

Location: Copland Lecture Theatre

Tutorial: 1 hour per week; Enrol via ETA.

Tutorial Registration

Enrolment in tutorials will be completed online using the Electronic Teaching Assistant (ETA). To enrol, follow these instructions:

1. Go to <http://eta.fec.anu.edu.au>.
2. You will see the Student Login page. To log into the system, enter your University ID (your student number) and password (your ISIS password) in the appropriate fields and hit the **Login** button.
3. Read any news items or announcements.
4. Select "Sign Up!" from the left-hand navigation bar.
5. Select your courses from the list. To select multiple courses, hold down the control key. On PCs, this is the **Ctrl** key; on Macs, it is the  key. Hold this key down while selecting courses with the mouse. Once courses are selected, hit the **SUBMIT** button.
6. A confirmation of class enrolments will be displayed. In addition, an email confirmation of class enrolments will be sent to your student account.
7. For security purposes, please ensure that you click the **LOGOUT** link on the confirmation page, or close the browser window when you have finished your selections.
8. If you experience any difficulties, please contact the School Office (see page 1 for contact details).

Suggested study schedule

Week beginning	Topics	Readings (Textbook*)	Self-Study Questions (Textbook*)	Tutorial Questions (Textbook*)
20 Feb	Introduction Cost Terms	Chapters 1 & 2	Ch 2: 14, 16, 20, 37, 38, 39	No tutorials this week
27 Feb	Cost Behaviour CVP	Chapter 6 & Appendix Chapter 3	Ch 6: 14, 20, 23, 25, 29 Ch 3: 19, 38	Ch 2: 41, 45
5 Mar	Job Costing	Chapter 5 pp. 165-176 & Appendix 5-1	Ch 5: 4, 16, 17, 20, 27	Ch 6: 31, 35, 36 Ch 3: 44
12 Mar#	Process Costing	Chapter 5 pp.176-185 & Appendix 5-2	Ch 5: 10, 30, 31, 32, 33, 42	Ch 5: 23, 40
19 Mar	Activity Based Costing and Management	Chapter 7 pp.261-285	Ch 7: 30, 45, 50	Ch 5: 43, 35
26 Mar	Planning and control: Budgets, flexible budgets and standard costing	Chapter 11 & Appendix Chapter 12	Ch 11: 3, 28, 30 Ch 12: 24, 38, 41	Ch 7: 47, 49
2 Apr	Mid-semester Exam (No Lecture and Tutorials)			
Mid- Semester Break				
23 Apr	Variances	Chapter 13	Ch 13: 21, 23, 24, 28, 39	Ch 11: 38 Ch 12: 25, 29
30 Apr	Allocation of support department costs	Chapter 7 pp. 285-289 Chapter 9 pp. 352-366	Ch 9: 21, 22	Ch 13: 40
7 May	Introductory Decision Making (Relevant Costing and Pricing Issues)	Chapter 4 Chapter 8 pp. 316-330 Chapter 10 pp. 386-396	Ch 4: 2, 3, 6, 19, 22 Ch 8: 17 Ch 10: 2, 3	Ch 9: 16, 31
14 May	Introduction to Performance Measurement	Chapter 15 pp. 592-611	Ch 15: 8, 18, 19, 20, 34, 35	Ch 4: 42 Ch 10: 22
21 May	Measuring and reporting sustainability	Chapter 14	Ch 14: 18, 31	Ch 15: 39
28 May	Course Review	All		Ch 14: 42

*The prescribed text is Horngren, Wynder, Maguire, Tan, Datar, Foster, Rajan and Ittner (2011), see details on page 7.

#This week start on a public holiday Monday.

Academic Honesty

It is the responsibility of each individual student to ensure that:

- you are familiar with ANU policy for academic integrity
- work submitted for assessment is original
- appropriate acknowledgement and citation is given to the work of others
- you declare your understanding of, and compliance with, the principle of academic integrity by completing the appropriate cover sheet when submitting assessment items

For information on academic honesty and integrity please refer to <http://academichonesty.anu.edu.au/>

Assessment

Proposed Assessment Schedule

Details about assessment may change during the first two weeks of semester. Please ensure that you check with your lecturer or tutor about any changes. Changes to the assessment schedule will be posted to the Wattle site.

Assessment item	Description and detail of assignment	Due Date	Weighting (%)
Mid-semester Examination	Coverage: Topics covered in Weeks 1 to 5, up to, and including, "Activity Based Costing and Management"	Week 7	25
Team Assignment	See Assignment handout to be released on Wattle	Week 10	15
Final Examination	Coverage: All topics covered during semester	Examination period	60

All components of the above assessment are compulsory and must be submitted. To achieve an automatic pass grade in this course you must obtain 50% or more overall **and pass the final examination** component.

Learning Outcomes-Assessment

How well have you achieved the learning outcomes for this course? Your lecturer makes this judgement based on your assignments and examination papers. This table illustrates how each assessment item provides evidence about your achievements against each learning outcome.

Course Learning Outcomes	Assignment	Mid-Semester examination	Final Examination
After studying this course, you are expected to have attained proficiency in the following areas:			
<ul style="list-style-type: none"> be familiar with a range of management accounting tools, including: variance analysis, contribution margin analysis, activity analysis, cost estimation using regression analysis 	√	√	√
<ul style="list-style-type: none"> know how to apply management accounting tools for the following purposes: budgetary control, pricing, cost allocation, performance evaluation 	√	√	√
<ul style="list-style-type: none"> appraise the costs and benefits of different conventional and modern costing systems (e.g., absorption and variable costing, standard costing, activity-based costing) 		√	√
<ul style="list-style-type: none"> appreciate the need for a balance between financial and non-financial information in decision making, control and performance evaluation 	√		√

Team Assignment Details

Due Date	8 th May 2012 (Week 10)
Weighting (%)	15%
Suggested Length	Upper limit of 2,000 words
Details	This is an assignment to be completed in teams of 3 to 4 students. Further details will be available on Wattle latest by Week 5.
Presentation and Submission Details	<ul style="list-style-type: none"> Assignments are to be word-processed, printed on one side of the page, using the Times New Roman font size 12 (or equivalent). The line spacing must be at least a line and a half and there must be a minimum page margin 2.5 cm on all sides. The use of strict, professional expression is expected. Assignments are to be submitted with the appropriate ABIS Group Assignment Cover Sheet attached to the front page (available from school office or Wattle).

	<ul style="list-style-type: none"> • Assignments are to be submitted in the slot under the counter of the ABIS office by 4pm on the due date. Do not hand your assignment to your tutor or the lecturer, assignments delivered in this manner may be deemed non-submissions. All assignments for ABIS courses go in the same slot. All assignments are cleared, sorted and date-stamped at 4pm daily. • Non-submission of an assignment will preclude you from qualifying for a supplemental or further examination.
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Retention of Assignments

Students should keep a hard copy of assignments and related documents which are to be made accessible to Course Coordinators if required. Students should also keep returned marked assignments until final results for the semester are posted. Queries concerning the awarded mark can only be resolved with the original assignment.

Return of Assignments

Students should check Wattle for instructions regarding the return of marked assignments.

Extensions

All requests for assignment extensions must be made in advance of the due date to the course coordinator. Late assignments will not be accepted without valid reasons. For example, a medical certificate is required for illness. Having other competing assignments due on the same day is not a valid reason. Non-submission of a compulsory assignment will preclude students from qualifying for a supplemental or further examination.

Penalties

- Late assignments are to be placed in the assignment submission box with a note on the cover sheet to stipulate the due date and actual date of submission.
- Late assignments will attract the following penalties:

<u>Lateness</u>	<u>Penalty</u>
1 day	20% of awarded mark
2 days	30% of awarded mark
3 days	50% of awarded mark
4 days or more	No marks will be awarded

Scaling

Your final mark for the course will be based on the **raw** marks allocated for each assignment or examination. However, your final mark may not be the same number as produced by that formula, as marks may be **scaled**. Any scaling applied will preserve the rank order of raw marks (i.e. if your raw mark exceeds that of another student, then your scaled mark will exceed the scaled mark of that student), and may be either up or down.

Examinations

Mid Semester Examination

In Week 7, topics covered from Weeks 1 to 5 up to, and including, “Activity Based Costing and Management” will be examined. This examination is closed book. You will be advised of the examination time on Wattle, in lectures and on the notice board outside the ABIS Office.

Final Examination

Permitted materials for the final examination:

- Translation dictionaries with signed permission forms. Permission forms for translation dictionaries are available from the Wattle or the ABIS School Office foyer. Electronic dictionaries are not allowed.
- If Multiple Choice Answer Sheets are to be used you will require a lead pencil (preferably 2B). An eraser and sharpener are also useful when using these sheets.

Texts and Other Reading

Prescribed Texts

Horngren, C., Wynder, M., Maguire, W., Tan, R., Datar, S., Foster, G., Rajan, M. and Ittner, C. (2011) *Cost Accounting. A Managerial Emphasis*, Revised 1st Australian Edition, Pearson Education.

Students are expected to have previewed the relevant reading(s) prior to each lecture. There are other texts for an alternative coverage of the material.

Text references

Hilton, R. W., Maher, M. W. and Selto, F. H. (2008) *Cost Management. Strategies for Management Decisions*, 4th Edition, McGraw-Hill.

Langfield-Smith, K., Thorne, H., and Hilton, R.W. (2009) *Management Accounting: Information for Managing and Creating Value*, 5th Edition, North Ryde: McGraw-Hill Irwin.

Hansen, D.R. and Mowen, M.M. (2006) *Cost Management: Accounting and Control*, 5th edition, South-Western College Publishing.

Garrison, R.H., Noreen, E.W. and Brewer, P. C. (2006) *Managerial Accounting*, 11th edition, McGraw-Hill/ Irwin.

Kaplan, R.S. and Atkinson, A.A. (1998) *Advanced Management Accounting*, 3rd edition, Prentice Hall.

Cielens, M. and Aquino, M. (1999). *The Business of Communicating*, 4th edition, McGraw-Hill/ Irwin.

Dwyer, J. (2003). *The Business Communication Handbook*, 6th edition, Pearson Education.

Dwyer, J. (2009). *Communication in Business: Strategies and Skills*, 4th edition, Pearson Education.

Eunson, B. (2005). *Communicating in the 21st Century*. John Wiley and Sons.

Manalo, E., Wong-Toi, G. and Hansen, M. (1998). *The Business of Writing: Written Communication Skills for Business Students*. Addison Wesley Longman.

May, C. B. and May, G. S. (2003). *Effective Writing: A Handbook for Accountants*, 6th edition, Prentice Hall.

Windschuttle, K. and Elliot, E. (1999). *Writing, Researching, Communicating: Communication Skills for the Information Age*, 3rd edition, McGraw-Hill.

Online references

ANU library catalogue at <http://library.anu.edu.au>

CPA Australia - www.cpaaustralia.com.au

The Institute of Chartered Accountant in Australia (ICAA) - www.icaa.org.au

UK Chartered Institute of Management Accountants at <http://www.cimaglobal.com>

Textbook Online Resource - <http://www.pearson.com.au/myaccountinglab>

Course-related Matters

Requisites

BUSN 1002 Accounting Processes and Systems or COMM 1020 Accounting and Financial Management.

General Information for all Students

Please visit the following link:

http://cbe.anu.edu.au/Current_Students/general_info/student_info.asp