

College of Business and Economics

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Course Outline

BUSN2011: Management Accounting

Semester 2, 2009

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

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 variance analysis, contribution margin analysis, activity analysis and cost estimation. 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

	Office address	Email	Telephone	Consultation times
Course convener and lecturer (Course Authority) Dr Rebecca Tan	2022 Hanna Neumann	Rebecca.Tan@anu.edu.au	6125 3669	Thursday 10-11am
Tutors	TBA – Check WebCT			
School Student Administrators Alison Campbell Julia Woodruff Nathan Daley	Room 2037 Bldg 21Hanna Neumann	enquiries.abis@anu.edu.au	6125 0025 6125 7968	9am – 5pm Monday - Friday

Communication with students

Email If necessary, the lecturers and tutors for this course will contact students electronically using their official ANU student email address or WebCT

Announcements Students are expected to check WebCT for announcements about this course, e.g. changes to timetables or notifications of cancellations. This includes the discussion forums and email facilities in WebCT. Notifications of emergency cancellations of lectures or tutorials will be posted also on the door to the relevant room.

Course information

Suggested study schedule

Week beginning	Topics	Readings (Textbook)	Self-Study Questions (Textbook)	Tutorial Questions (Textbook)
20 Jul	Introduction. Cost Terms.	Chapters 1 & 2	Ch. 2: 16, 32, 33, 34	No tutorials this week
27 Jul	Cost behaviour	Chapter 10 & Appendix	Ch. 10: 14, 20, 23, 25, 29	Ch. 2: 37
3 Aug	CVP Traditional product costing systems (job costing)	Chapter 3 Chapter 4	Ch. 3: 20, 38 Ch. 4: 8, 17, 18, 21, 26	Ch. 10: 31, 36, 37
10 Aug	Traditional product costing systems and their problems – especially variable and absorption costing	Chapter 9 pp.298-312 Chapter 7 (skim read)	Ch. 4: 36 Ch. 9: 1, 10, 16, 23	Ch. 3: 44 Ch. 4: 24
17 Aug	Process Costing	Chapter 17 pp.600-615	Ch. 17: 3, 19, 20, 21, 22, 32	Ch. 4: 39 Ch. 9: 20
24 Aug	Activity based costing and management	Chapter 5	Ch. 5: 21, 34, 39	Ch. 17: 30, 31
31 Aug	Mid-semester Exam (No Lecture and Tutorials)			
7 Sep	Planning and control: Budgets, flexible budgets and standard costing	Chapter 6 & Appendix Chapter 7	Ch. 6: 3, 28, 30 Ch. 7: 19, 30, 33	Ch. 5: 36, 38
14 Sep	Variiances	Chapter 8	Ch. 8: 20, 22, 23, 27, 38	Ch. 6: 37 Ch. 7: 20, 24
21 Sep	Introductory Decision Making (Relevant Costing and Pricing Issues)	Chapter 11 & 12	Ch. 11: 2, 3, 6, 19, 22 Ch. 12: 17, 20	Ch. 8: 39
Mid- Semester Break				
12 Oct	Capital Budgeting	Chapter 21	Ch. 21: 18, 22, 23	Ch. 11: 41 Ch. 12: 26
19 Oct	Introduction to Performance Measurement	Chapter 13	Ch. 13: 8, 18, 19, 20, 34, 35	Ch. 21: 20, 21
26 Oct	Course Review	All		Ch. 13: 39

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 navigation bar.
5. Select your course/s from the list. To select multiple courses, hold down the control key (**Ctrl** on PCs) or the **⌘** key (Macs) 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 on the **LOGOUT** link on the confirmation page, or close the browser window when you have finished your selections.
8. If you are experiencing any difficulties, please contact the School office (see page 1 for contact details).

It is your responsibility to ensure that your tutorial enrolment does not clash with other classes or commitments. For issues relating to scheduling/enrolments, please direct your enquiries to the course convener via email (Rebecca.Tan@anu.edu.au)

Course URLs

More information about this course may be found on

- Study@ANU
- WebCT, the University's Learning Management System at <http://webct.anu.edu.au>

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 applications of management accounting.*

Assessment overview

Assessment item	Description	Date	Weighting (%)
Assignment	See Assignment handout available via WebCT	Week 10	20
Mid-semester Examination	Coverage: Topics covered in Weeks 1 to 5, inclusive	Week 7	25
Final Examination	Coverage: All topics covered during semester	Semester 2 Examination period	55
TOTAL			100

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 on the overall assessment. There is no minimum score needed for the final examination component.

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

Assignment details and information about marking

See Assignment handout available via WebCT

Assignment submission

Details of the assignment will be provided within the first few weeks of lectures.

- ALL 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.
- 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

Requests for 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.

Assignment Presentation

- Assignments are to be word-processed. The use of strict, professional expression is expected.
- Assignments are to be submitted with the appropriate ABIS Assessment Cover Sheet attached to the front page (available from school office or course website).
- Assignments should not be submitted in plastic cover sheets/folders. Discs are best attached using a foldback clip (also available at school office).

Return of Assignments

During teaching periods assignments will be handed back in tutorials. At the end of semester students should follow the tutor's instructions regarding where to collect assignments from. After this Assignments will be available for collection in the exam viewing sessions for final exams of the same semester. Please note that after this assignments will be securely destroyed by the school office.

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.

Information about examinations**Mid Semester Examination**

In Week 7, topics covered from Weeks 1 to 5 (inclusive) will be examined. This examination is closed book. Date, time and venue will be confirmed.

You will be advised of the examination time on the course website, 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 English/foreign language dictionaries are available from the course website 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.

Dates for Examinations

The 2009 Semester 2 Examination Period commences on the 5th November and continues through to Saturday 21st November (inclusive of these dates). Students are required to make themselves available during this entire period for further examination as needed.

The ABIS 2009 Semester 2 Supplementary Examinations will be held in the first week of 2010 Semester 1 or where practicable at the end of the examination period 2009. The specific dates will be published on the course website by the end of Week 2. Students eligible for a supplementary exam will be graded with a PX and must write (email is preferred) to the school office to accept the offer to sit the supplementary examination within 7 days of the release of results. No letter of offer is sent by the school.

ABIS Semester 2 Special Examinations are **not** necessarily scheduled at the same time as supplementary examinations. Eligible special examination candidates will be required to sit for the examination as soon as practicable. Special examination candidates must make themselves available on the date their special examination is scheduled.

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 hours a week: tutorial
- 7 hours a week: reading, research, self-study, tutorial preparation, writing and assignment preparation, working on WebCT 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: Thursday - 2.00 p.m. to 4.00 p.m.
Location: Copland Lecture Theatre

Prescribed text

Horngren, C.T., Datar, S.M., Foster, G., Rajan, M. and Ittner, C. (2009) Cost Accounting. A Managerial Emphasis, 13th 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.

Recommended reading and other references**Text references**

- Hilton, R. W., M. W. Maher and Selto, F. H. (2000) *Cost Management. Strategies for Management Decisions*, McGraw-Hill.
- Langfield-Smith, K., Thorne, H., and Hilston, 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. (2000) *Management Accounting*, 5th edition, South-Western College Publishing.
- Garrison, R.H. and Noreen, E.W. (2000) *Managerial Accounting*, 9th edition, Irwin McGraw-Hill
- Kaplan, R.S. and Atkinson, A.A. (1998) *Advanced Management Accounting*, 3rd edition, New Jersey: Prentice Hall.
- Cooper, R., and Kaplan, R.S. (1998) *The Design of Cost Management Systems*, Text and Cases, 2nd edition, New Jersey: Prentice Hall.
- Cielens, M. & Aquino, M. (2001). *The Business of Communicating*, 4th edition, Roseville: Irwin/McGraw-Hill.
- Dwyer, J. (2003). *The Business Communication Handbook*, 6th edition, Frenchs Forest: Prentice Hall.
- Dwyer, J. (2005). *Communication in Business: Strategies and Skills*, 3rd edition, Frenchs Forest: Pearson/Prentice Hall.
- Eunson, B. (2005). *Communicating in the 21st Century*. Brisbane: John Wiley & Sons.
- Manalo, E., Wong-Toi, G. & Hansen, M. (1998). *The Business of Writing: Written Communication Skills for Business Students*. Melbourne: Addison Wesley Longman.
- May, C. B. & May, G. S. (2003). *Effective Writing: A Handbook for Accountants*, 6th edition, Englewood Cliffs: Prentice Hall.
- Windschuttle, K. & Elliot, E. (1999). *Writing, Researching, Communicating: Communication Skills for the Information Age*, 3rd edition, Roseville: Irwin/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>
- USA Institute of Management's site is at <http://www.imanet.org>
- Textbook Online Resource - <http://www.myaccountinglab.com>

Students may also draw from the academic literature in various journals including:

Abacus; Accounting and Business Research; Accounting Horizons; Accounting Organizations and Society; Accounting, Auditing and Accountability Journal; British Accounting Review; Critical Perspectives on Accounting; European Accounting Review; Journal of Cost Management; Management Accounting (USA); Management Accounting (UK); Management Accounting Research; The Accounting Review.

Requisites, including assumed knowledge, required skills, and recommended courses

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

General information for all students

Enrolment details

For assistance with program and course selection, enrolment, change of program, variation to enrolment, status and other general matters, contact either the College Office or the Student Office in the Sir Roland Wilson Building (MBA and graduate Management programs only).

College Office

location: 1st floor of the Copland Building (room 1120)
phone: (61) 02 6125 3807
email: info.cbe@anu.edu.au
web: <http://www.cbe.anu.edu.au/>

Student Office, Sir Roland Wilson Building

(for students enrolled in the Master of Business Administration, the Master of Management and the Graduate Certificate in Management only)

location: Sir Roland Wilson Building (No.120) room 2.07
phone (61) 02 6125 9830
email: info.cbe@anu.edu.au

Main administrative dates

The main administrative dates regarding teaching sessions, course census dates, examination periods, and graduation and enrolment variations (i.e. deadlines for adding and dropping courses) are available from the ANU SEAP Guide 2009 <http://www.anu.edu.au/sas/SEAP_guide/>.

Associate Dean (Education)

Associate Professor Alex Clarke is the Deputy Dean/Associate Dean (Education) for the College.

ANU Student Support

The Academic Skills and Learning Centre <<http://www.anu.edu.au/academicsskills/>>, in the Pauline Griffin Building, offers services to students regarding a range of academic issues including essay writing, note-taking, referencing, reading, examination preparation, and plagiarism.

ANU College <<http://www.anucollege.com.au/>> offers introductory and extended programs in maths bridging courses and English language support for students from non-English-speaking backgrounds.

The Information Literacy Program <<http://ilp.anu.edu.au/index.html>> offers workshops to undergraduate and graduate students to develop skills in handling information and communication technologies.

Policies, Procedures and Rules

Information about University policies, procedures and rules is provided in a number of places on the ANU website. These websites provide information on the Code of Practice for Student Academic Honesty, Assessment Arrangements for Students from Language Backgrounds Other Than English, Academic Progress Rules and Procedures, Special examinations/consideration, Supplementary examinations, and Review of assessment procedures.

1. Student Enrolment and Administrative Procedures Guide (SEAP) <http://www.anu.edu.au/sas/SEAP_guide/>

2. ANU Undergraduate Handbook information available on Study@ANU <<http://info.anu.edu.au/studyat/>>
3. ANU Rules <<http://www.anu.edu.au/cabs/rules/>>
4. Graduate Research website <<http://rss.anu.edu.au/default.asp?ref=16>>
5. Information for students in the College of Business and Economics <http://cbe.anu.edu.au/Current_Students/general_info/>

Information about examinations

Special Examinations

You must contact the College Office for guidance on the procedure for special examinations. Do not approach your lecturer for this information. Students who are unable to attend an examination for reasons outlined in the policies above may apply to sit a special examination by lodging an application with the College Student Administration Office no later than 3 working days after the scheduled examination. It is important to emphasise that travel arrangements are not normally acceptable grounds for special examinations. The granting of a request for special examination is not automatic and is at the discretion of the College. Supporting documentation from any relevant independent person (or authority) including health professionals and/or ANU Disability Advisers must accompany the completed form. If the relevant Delegated Authority then approves a Special Examination, you will be notified in writing. It is the responsibility of the student to confirm with the relevant Delegated Authority whether or not a Special Examination has been granted. After receiving notification that a Special Examination has been granted, it is the responsibility of the student to confirm the date/time/locations for that examination with the relevant School Office.

For more detailed information, go to <http://www.cbe.anu.edu.au/Current_Students/general_info/specexam.asp>.

Special Consideration

Special Consideration is the process by which a marker takes your extenuating circumstances into consideration during the marking of an examination or other assessment item.

Requests for Special Consideration will not normally be considered if the application form is not lodged by the due date and/or does not include full original documentation. Supporting documentation from any relevant independent person (or authority) including health professionals and/or ANU Disability Advisers must accompany the completed form. Where relevant, a medical certificate is only valid if it attests to your illness at the time claimed. It is therefore important that you see a doctor when you are ill, not after recovery. Wherever possible a request for special consideration (consideration whilst marking the examination paper) should be submitted before the scheduled date of the examination. If you are ill during an examination you should notify the invigilator at once and report to a medical practitioner as soon as possible.

For more detailed information, go to <<http://www.anu.edu.au/sas/seap/examinationsandassessment/5.7.php>>.

Special Examination Arrangements

The University will endeavour to accommodate the special needs of students with a permanent or temporary disability. In such instances students should notify the Disability Services Centre (DSC) or the Examinations and Graduations Office well in advance of requiring alternative assessment arrangements. All requests for Special Examination Arrangements will require DSC or college approval.

For more information, go to <<http://www.anu.edu.au/sas/seap/examinationsandassessment/5.9.php>>.

Disabilities

If you have any queries about special arrangements with respect to disabilities and examinations, please refer to the Disabilities Services Centre <<http://www.anu.edu.au/disabilities/>>.

Supplementary Examinations

A course grade of PX indicates you are eligible to sit a supplementary examination. You must apply in writing within 7 working days from the date of release of the result unless otherwise advised by your college. The application to sit a supplementary examination must be lodged with the relevant Course Authority.

If you pass the supplementary examination you will receive the grade of PS (pass supplemental) and a mark of 50. If you are unsuccessful, or you decide not to sit the supplementary examination, your grade will be recorded as N (fail) and your original mark will stand.

Supplementary examinations will be held early in the next semester on dates to be advised. For information regarding the timing and venues for Supplementary examinations please refer to the School websites in the second week of the current semester:

ABIS: <http://www.cbe.anu.edu.au/schools/abis/>

ECONOMICS: <http://www.cbe.anu.edu.au/schools/eco/>

FAS: <http://www.cbe.anu.edu.au/schools/fas/>

MMIB: <http://www.cbe.anu.edu.au/schools/mmib/>

Results and Examinations

In accordance with the University Assessment Grades/Codes, the College applies the following scale when awarding grades:

Final pass grades		
HD	High Distinction	80—100 %
D	Distinction	70—79 %
CR	Credit	60—69 %
P	Pass	50—59 %
PS	Pass at supplementary examination	50 %
Final fail grades		
N	Fail	0—49 %
NCN	Not completed / Fail	Not graded
WN	Withdrawn with failure	Not graded
Interim codes		
DA	Deferred assessment	N/A
PX	Offered supplementary assessment	N/A
RP	Result pending	N/A
WA	Grade withheld for administrative reasons	N/A

Scaling

Scaling can increase or decrease a mark but does not change the order of marks relative to the other students in the course. If it is decided that scaling is appropriate, then the final mark awarded in a course may differ from the aggregation of the raw marks of each assessment component.

Results Notification

To access results students should check their ISIS accounts on the advertised date for release of examination results. After publication students enquiring about results must provide an ANU student card as proof of identification. For privacy reasons students should not make enquiries regarding the results of other students.

Examination Timetable: Final Examination Period

Details of the final examination timetable are available on the ANU Timetabling website <http://timetable.anu.edu.au/default.asp> . Students are expected to check the time of examinations themselves.

Examination Timetable: Mid-Semester Examinations

When a mid-semester exam is scheduled, timetable information will be posted by the relevant School.

Academic Misconduct

Misconduct in the preparation and submission of written work and/or examinations for assessment will have serious consequences for a student. Consequences include failure of the course, receipt of a mark penalty or in some circumstances disciplinary proceedings and exclusion.

The University's Discipline Rules apply to all students, undergraduate and graduate, and define misconduct in relation to an examination as including but not limited to:

- cheating
- plagiarism
- except with the approval of the Delegated Authority, submitting for an examination any work previously submitted for examination
- failing to comply with the University's instructions to students at, or in relation to, an examination
- acting, or assisting another person to act, dishonestly in or in connection with an examination
- taking a prohibited document into an examination venue

For further information on Academic Misconduct, go to < <http://www.anu.edu.au/sas/seap/examinationsandassessment/5.12.php>>.