



<b>Course Code:</b>	2104AFE
<b>Course Name:</b>	Management Accounting
<b>Trimester:</b>	Trimester 1, 2018
<b>Program:</b>	Associate Degree in Commerce & Business
<b>Credit Points:</b>	10
<b>Course Coordinator:</b>	
<b>Document modified:</b>	30 January 2018

### **Teaching Team**

Your lecturer/tutor can be contacted via the email system on the portal.

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### **Staff Consultation**

Your lecturer/tutor is available each week for consultation outside of normal class times. Times that your lecturer/tutor will be available for consultation will be given in the first week of lectures. A list of times and rooms will be published on the Griffith College Portal under the “myTimetable” link.

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### **Prerequisites**

To successfully enrol in this Course, you must provide evidence that you have completed the following Courses:

- 1101AFE - Accounting Principles; or
- 1102AFE - Accounting for Decision Making

## **Brief Course Description**

Management Accounting is a 10 Credit Point course within the Associate Degree in Commerce and Business. The course is situated within the second year of the program. The Associate Degree in Commerce and Business is designed to provide students with a pathway to:

- further university studies in Commerce, Business and related degrees or
- direct employment

This course is a core course in the accounting area of the Associate Degree in Commerce and Business and builds on Accounting for Decision Making and exposes students to basic Management Accounting concepts. The course covers a range of issues fundamental to Management Accounting and introduces students to basic Management Accounting concepts including costs, cost behaviour, cost accumulation systems, budgets, variance analysis, as well as managerial planning, control and decision making techniques.

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## **Rationale**

Management Accounting will introduce students to another major field of accounting, which emphasises accounting concepts, systems and techniques that provide information for use in the planning, controlling and decision-making activities at all levels of management within an organisation. Each of these activities is directed towards the achievement of the organisation's goals and objectives. A significant amount of emphasis in this course is placed on developing and understanding the different costing systems that can be used by managers in manufacturing and service organisations to cost output, aid in the preparation of plans and budgets, and help to facilitate control of operations and activities. This course is intended as an introduction for students who, as future business managers, will plan and control the activities of organisations.

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## **Aims**

The course aims to develop and expand on the material introduced in 1102AFE Accounting for Decision Making. Therefore, the assessment includes homework tasks and an assignment that evaluates students' ability to assimilate and integrate the material from this course.

The topics and contents of the assessment items included in this course also provide students with the opportunity to develop the following core generic skills and competencies that have been recognised as essential by potential employers, including members of the accounting profession:

1. numerical skills;
  2. communication skills;
  3. group-work skills experience; and
  4. analytical skills involving the process of integrating various issues into a general solution.
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## Learning Outcomes

Upon successful completion of this course you will be able to:

1. Demonstrate an understanding of the nature of management accounting and the role of the management accountant in an organisation;
  2. Develop and understand the different costing systems to cost output, aid in the preparation of plans and budgets and to facilitate the control of operations;
  3. Demonstrate understanding of budgeting and be able to prepare flexible master budgets with supporting budgets and cash budgets;
  4. Use accounting concepts, systems and techniques to plan, control and make decisions as a manager;
  5. Apply problem solving, analytical and interpretative skills to a real world situation and communicate the solutions effectively in written form.
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## Texts and Supporting Materials

### **Required Text:**

You are required to purchase the following textbook for this course:  
Cost Accounting: A Managerial Emphases 2<sup>nd</sup> ed (ISBN: 9781442563377)

### **Organisation and Teaching Strategies**

Each week, you are required to attend 4 hours of contact time in class consisting of lectures, tutorials and workshops. During **lectures** you will be introduced to the essential areas of the course content and be given information about, and explanations of, the principal topics that are relevant to achieving the learning objectives of the course. The **tutorial** sessions offer you the opportunity to be involved in discussions related to the lecture material and tutorial questions. Cases/examples will be used during the trimester to provide you with the opportunity to develop your knowledge of the course content and the practical application of contemporary Management Accounting issues/techniques. The **Workshop** sessions provide you with the opportunity to develop a range of skills that will support learning objectives and foster certain generic skills that are helpful to your professional development.

## **Class Contact Summary**

### **Attendance:**

As each lecture presents new topics and concepts, you are strongly encouraged to attend all lecture, tutorial and workshop sessions throughout the trimester. This course, like every accounting course, needs regular study and application through completing tutorial questions. As the course progresses, the topics become more complex and an understanding of the earlier topics is essential. You are also reminded that your attendance in class will be marked twice during a four hour class. To receive full attendance, you must be present in the classroom on both occasions.

### **Prepare for Lectures & Tutorials:**

To help maximise your learning outcomes from lectures, you are strongly encouraged to download the lecture outline for the week's topic and pre-read the material for the topic before attending the lecture.

You are also expected to complete and prepare answers for the weekly tutorial questions before each tutorial and be prepared to present and discuss them in the tutorial. As tutorials are one of the best forms of study for the assessment pieces, you are strongly encouraged to participate actively in each tutorial by becoming involved in the class discussions.

### **Independent Study:**

You are expected to reinforce your learning gained during class time by undertaking sufficient independent study. For this 10 CP course, you will need to spend at least 10 hours per week engaged in activities that will help your learning and fulfil the course objectives. Thus, provided you have well used the 4 hours per week of formal contact, you would then complete at least 6 hours per week of independent study.

### **Program Progression:**

You are reminded that satisfactory Program Progression requires that attendance in classes is maintained at equal to or greater than 80%, and that GPA is maintained at equal to or greater than 3.5 with passing grades achieved in more than 50% of courses in any trimester [please see Griffith College Policy Library - Program Progression Policy - for more information].

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## Content Schedule

The content of the course builds from a theoretical basis prior to introducing practical applications of accounting information. The sequence allows you to enhance your knowledge of management accounting in a managerial decision making context. The early sections of the course introduce the basic principles and concepts of managerial accounting.

### Weekly Teaching Schedule

Week	Topic	Activity	Readings
1	Introduction, Basic Terms & Concepts	Lecture	Ch 1 and 2 pp 2-46
		Workshop	Quiz and Self Study questions Ch 1 and 2
2	Determining how costs behave	Lecture	Ch 3
	Tutorial 1	Tutorial	Ch 1 & 2 Tutorial questions
3	Product and Service Costing: Job Costing	Lecture	Ch 5 pp 166-181
	Tutorial 2	Tutorial	Ch 3 Tutorial questions
4	Product and Service Costing: Process Costing	Lecture	Ch 5 pp 181-197
	Tutorial 3	Tutorial	Chapter 5 Tutorial questions
5	Variable Costing & Absorption Costing	Lecture	Ch 2 pp 46-64
	Tutorial 4	Tutorial	Chapter 5 Tutorial questions
6	Mid-Trimester Exam (held in class time)	Examination	
	Tutorial 5	Tutorial	Exam revision
7	Master Budget and responsibility accounting	Lecture	Ch 10
	Tutorial 6	Tutorial	Chapter 2 Tutorial questions
8	Flexible budgets and direct cost variances	Lecture	Ch 11
	Tutorial 7	Tutorial	Chapter 10 Tutorial questions
9	Flexible budgets and overhead cost variances	Lecture	Ch 12
	Tutorial 8	Tutorial	Chapter 11 Tutorial question

10	Cost Volume Profit Analysis	Lecture	Ch 4
	Tutorial 9	Tutorial	Chapter 12 Tutorial questions
	Assignment Due	Assessment	
11	Decision making and relevant information	Lecture	Ch 8
	Tutorial 10	Tutorial	Chapter 4 Tutorial questions
12	Final Exam Revision	Lecture	Ch 2 pp 46-64
	Tutorial 11	Tutorial	Chapter 8 Tutorial questions

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## Assessment

This section sets out the assessment requirements for this course.

### Summary of Assessment

Item	Assessment Task	Weighting	Relevant Learning Outcomes	Due Date
1	Homework Tasks	10%	1-5	2-13
2	Mid-Trimester Exam	30%	1-5	6
3	Assignment	10%	1-5	10
4	Final Exam	50%	1-5	Exam Period

## **Assessment Details**

### **Homework Tasks (10%):**

You will be required to do weekly homework questions provided by your teacher/tutor. Each weekly homework is worth a maximum of 2 marks. The 10% will be based on the selection of five weekly homework tasks that have the highest marks. The homework answers must be completed before the class starts. Weekly homework has been assigned to this course as an aid for students to practice their accounting skills and consolidate their learning.

### **Mid-Trimester Exam (30%):**

A mid-trimester exam (consisting of selected and constructed responses) will be held in week 6 and will be designed to test issues related to topics covered up to and including tutorial 4. This assessment task has a weighting of 30% of total marks for the course.

### **Assignment (10%):**

An Assignment related to the material from chapters 10, 11, and 12 will be due for submission at the commencement of class in Week 11. This assessment task has a weighting of 10% of total marks for the course.

### **Final Examination (50%):**

The final examination will be conducted centrally in the formal examination period at the end of the trimester and will carry 50% of the total assessment for this course.

Although the end of trimester examination will focus primarily on topics wk 5 to 12, a working understanding of topics 1 to 4 is needed to successfully complete this assessment. This knowledge of the first five topics provides the necessary foundation for the concepts and procedures that underpin the topics covered in the later lectures and related tutorials. Consequently, the final examination will cover the whole course because it enables the evaluation of students' ability to integrate the course content in dealing with practical and applied issues. The final exam tests numeric skills and written communication skills.

## **Submission and Return of Assessment Items**

Normally you will be able to collect your assignments in class within fourteen [14] days of the due date for submission of the assignment.

### **Retention of Originals**

You must be able to produce a copy of all work submitted if so requested. Copies should be retained until after the release of final results for the course.

### **Extensions**

To apply for an extension of time for an assignment, you must submit an Application for Extension of Assignment form to your teacher at least 24 hours before the date the assignment is due. Grounds for extensions are usually: serious illness, accident, disability, bereavement or other compassionate circumstances and must be able to be substantiated with relevant documentation [e.g. Griffith College Medical Certificate]. Please refer to the Griffith College website - Policy Library - for guidelines regarding extensions and deferred assessment.

## Assessment Feedback

Marks awarded for assessment items will also be available on the on-line grades system on the Student Website within fourteen [14] days of the due date. You may arrange an appointment during the designated consultation time to discuss assessment in more detail.

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## Generic Skills

Griffith College aims to develop graduates who have an open and critical approach to learning and a capacity for lifelong learning. Through engagement in their studies, students are provided with opportunities to begin the development of these and other generic skills.

Studies in this course will give you opportunities to begin to develop the following skills:

Generic Skills	Taught	Practised	Assessed
Written Communication	Yes	Yes	Yes
Oral Communication	Yes	Yes	
Information Literacy	Yes	Yes	Yes
Secondary Research			
Critical and Innovative Thinking		Yes	
Academic Integrity		Yes	Yes
Self Directed Learning	Yes	Yes	
Team Work	Yes	Yes	
Cultural Intelligence		Yes	
English Language Proficiency		Yes	

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## Additional Course Information

In addition to formal contact hours, you are provided with extra support through individual consultation with teaching staff, tutorials in English language, and self-access computer laboratories.

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## **Academic Integrity**

Griffith College is committed to maintaining high academic standards to protect the value of its qualifications. Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students, teachers, researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Academic integrity is important for an individual's and the College's reputation.

All staff and students of the College are responsible for academic integrity. As a student, you are expected to conduct your studies honestly, ethically and in accordance with accepted standards of academic conduct. Any form of academic conduct that is contrary to these standards is considered a breach of academic integrity and is unacceptable.

Some students deliberately breach academic integrity standards with intent to deceive. This conscious, pre-meditated form of cheating is considered to be one of the most serious forms of fraudulent academic behaviour, for which the College has zero tolerance and for which penalties, including exclusion from the College, will be applied.

However, Griffith College also recognises many students breach academic integrity standards without intent to deceive. In these cases, students may be required to undertake additional educational activities to remediate their behaviour and may also be provided appropriate advice by academic staff.

As you undertake your studies at Griffith College, your lecturers, tutors and academic advisors will provide you with guidance to understand and maintain academic integrity; however, it is also your responsibility to seek out guidance if and when you are unsure about appropriate academic conduct.

In the case of any allegation of academic misconduct made against a student he or she may request the guidance and support of a Griffith College Student Learning Advisor or Student Counsellor.

Please ensure that you are familiar with the [Griffith College Academic Integrity Policy](#); this policy provides an overview of some of the behaviours that are considered breaches of academic integrity, as well as the penalties and processes involved when a breach is identified.

For further information please refer to the Academic Integrity Policy on the Griffith College website – Policy Library.

## **Risk Assessment Statement**

There are no out of the ordinary risks associated with this course.

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