



1. General Course Information

1.1 Course Details

Course Code:	2104AFE
Course Name:	Management Accounting
Trimester:	Trimester 2, 2021
Program:	Associate Degree in Commerce & Business
Credit Points:	10
Course Coordinator:	Zareen Raza
Document modified:	17 June 2021

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.

Assumed Knowledge

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

1.2 Teaching Team

Your teacher can be contacted via the email system on the portal.

Name	Email
Zareen Raza	Zareen.Raza@staff.griffithcollege.edu.au

1.3 Staff Consultation

Your teacher is available each week for consultation outside of normal class times. Times that your teacher will be available for consultation will be given in the first week of classes. A list of times and rooms will be published on the Griffith College Portal under the "Support and Services/Teacher Consultation Times" link.

1.4 Timetable

Your timetable is available on the Griffith College Portal at Class Timetable in Student and Services.

1.5 Technical Specifications

All students must have access to a computer or suitable mobile device.

2. Aims, Outcomes & Generic Skills

2.1 Course Aims

The course aims to develop and expand on the material introduced in 1102AFE Accounting for Decision Making. Therefore, the evidence of learning 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 evidence of learning 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.



2.2 Learning Outcomes

After successfully completing this course you should be able to:

1. Describe the nature of management accounting and differentiate between major costing systems to generate cost outputs;
2. Develop a range of different budgets to support management accounting processes;
3. Use management accounting to make decisions as a manager and communicate the solutions effectively in written form.



2.3 Generic Skills and Capabilities

For further details on the Generic Skills please refer to the [Graduate Generic Skills and Capabilities policy](#). 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 and Capabilities		Taught	Practised	Assessed
Acquisition of discipline knowledge and skills with critical judgement		✓	✓	✓
Communication and collaboration		✓	✓	✓
Self-directed and active learning		✓	✓	
Creative and future thinking			✓	
Social responsibility and ethical awareness			✓	✓
Cultural competence and awareness in a culturally diverse environment			✓	



3. Learning Resources

3.1 Required Learning Resources

You are required to purchase the following textbook for this course:

Cost Accounting: A Managerial Emphases 2nd ed (ISBN: 9781442563377)

3.2 Recommended Learning Resources

Horngrén, et al. (2014), second edition, "Management Accounting"; compiled for Griffith University. (ISBN: 9781488609619)

3.3 College Support Services and Learning Resources

The College provides many facilities and support services to assist students in their studies. Links to information about College support resources that are available to students are included below for easy reference.

[Digital Library](#) – Databases to which Griffith College students have access to through the Griffith Library Databases.

MyStudy – there is a dedicated website for this course via MyStudy on the Griffith College Portal.

Griffith College is committed to ensuring academic integrity is understood and maintained by all staff and students. All students learn about academic integrity through engagement with the weighted Epigeum modules within the suite of Academic and Professional Studies courses.

Services and Support provides a range of services to support students throughout their studies including academic advice and assignment help from Student Learning Advisors, and personal and welfare support from Student Counsellors.

[Jobs and Employment](#) in the Student Hub can assist students with career direction, resume and interview preparation, job search tips, and more.

[IT Support](#) provides details of accessing support, information on s numbers and internet access and computer lab rules.

3.4 Other Information about your Learning

Attendance

You are expected to attend all learning experiences and learning activities and to actively engage in learning during these sessions. You are expected to familiarise yourself with the learning contents for each class. You are expected to have all necessary learning resources during the online classes such as the required textbook and/or Workbook.

Preparation and Participation in Learning

In order to enhance learning familiarise yourself with the learning contents prior to the class. Prepare for learning experiences and learning activities. Read the relevant section of your text book and teaching notes. If you have been given any exercises, make sure you complete them. Active participation in learning experiences and learning activities will improve your learning. Ask questions when something is unclear or when you want to bring some issue to your teacher's attention; respond to questions to test your knowledge and engage in discussion to help yourself and others learning.

Consultation Sessions

Teachers offer extra time each week to assist students outside the classroom. This is known as 'consultation time.' You may seek assistance from your teacher on email or in person according to how the teacher has explained this to the class. Attendance during consultation time is optional but you are encouraged to use this extra help to improve your learning outcomes.

Course Learning Materials

Learning materials are made available to you in MyStudy on the Griffith College Portal. The learning materials are arranged in Modules. In each Module you will find Learning Content, Learning Experiences and Learning Activities. **Learning Content** will be engaged with prior to the scheduled **Learning Experience (your weekly class)**. This will ensure you are prepared for the scheduled Learning Experience by being aware of the content to be covered and therefore will be able to actively participate in the session. **Learning Activities** are accessed after the scheduled session for purposes of review, consolidation of learning, and preparation for the Evidence of Learning tasks (assessment) in the course.

In addition, **Anytime Anywhere** learning material is provided in the course. This learning material provides support, interactive tools and directions for students who occasionally cannot attend the weekly scheduled Learning Experience (either in person or on Zoom) perhaps due to illness or other commitments. The Anytime Anywhere learning material should also be used in conjunction with Learning Content and Learning Activities resources.

Self-Directed Learning

You will be expected to learn independently. This means you must organise and engage with the course learning content even when you are not specifically asked to do so by your teacher. The weekly guide will be helpful to organise your learning. This involves revising the weekly course learning material and completing the learning activities. It also means you will need to find additional information to evidence your learning (assessment) beyond that given to you, and to construct your own response to a question or topic. All of this requires careful planning of your time. Expect to spend, on average, at least 10 hours per week including class time for each of your courses.

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 [please see Griffith College Policy Library - [Program Progression Policy](#) - for more information].






Teacher and Course Evaluation

Your feedback is respected and valued by your teacher. You are encouraged to provide your thoughts on the course and teaching, both positive and critical, directly to your teacher or by completing course and teacher evaluations via Griffith College's evaluation tool whenever these are available.



4. Learning Content, Learning Activities and Learning Experiences

4.1 Modules for Learning and Weekly Learning Content, Learning Activities and Learning Experience





	Learning Content 	Learning experiences 	Learning activities 	Evidence of learning 	Learning outcome 
Module 1: Basics of Management Accounting and Costing					
1	Introduction, Basic Terms, and Concepts	Exercises	Homework		1
2	Determining how Costs Behave	Exercises	Homework		1
3	Product and Service Costing: Job Costing	Exercises	Homework		1
4	Product and Service Costing: Process Costing	Exercises	Homework		1
5	Revision for Quiz 1	Exercises	Homework		1
6	Quiz 1			Quiz 1	1
Module 2: Management Accounting and Budgeting					
7	Master Budget and Responsibility Accounting	Exercises	Homework		2
8	Flexible budgets, Direct Cost Variances, and Management Control	Exercises	Homework		2
9	Flexible Budgets and Overhead Cost Variances	Exercises	Homework	Assignment	2

Module 3: Management Accounting, Decision Making, and Communication					
10	Allocation of Support Department Costs, Common Costs, and Revenues	Exercises	Homework		3
11	Decision Making and Relevant Information	Exercises	Homework		3
12	Cost-Volume-Profit-Analysis	Exercises	Homework	Quiz 2	3



5. Evidence of Learning (Assessment Plan)

5.1 Evidence of Learning Summary

	 Evidence of learning	 Weighting	 Learning outcome	 Due Date
1	Quiz 1	40%	1	Week 6
2	Assignment	30%	2	Week 10
3	Quiz 2	30%	3	Exam Period

5.2 Evidence of Learning Task Detail

Quiz 1 (40%):

Quiz 1 will be designed to test issues related to topics covered up to and including learning experience 4. This assessment task has a weighting of 40% of the total marks for the course.

Assignment (30%):

An Assignment related to the material from chapters 10, 11, and 12 will be due for submission at the commencement of class on week 10. This assessment task has a weighting of 30% of the total marks for the course.

Quiz 2 (30%):

Quiz 2 will be conducted centrally in the formal examination period at the end of the trimester and will carry 30% of the total assessment for this course. Quiz 2 tests issues related to learning experiences 10, 11, and 12.

5.3 Late Submission

An evidence of learning (assessment) item submitted after the due date, without an approved extension from the Course Coordinator, will be penalised. The standard penalty is the reduction of the mark allocated to the assessment item by 5% of the maximum mark applicable for the assessment item, for each working day or part working day that the item is late. Evidence of learning items submitted more than five working days after the due date are awarded zero marks.

Please refer to the Griffith College website - Policy Library > [Assessment Policy](#) for guidelines and penalties for late submission.

5.4 Other Information about Evidence of Learning

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.

Requests for extension

To apply for an extension of time for an evidence of learning item, 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 Student Medical Certificate](#)]. Please refer to the Griffith College website - [Policy Library](#) - for guidelines regarding extensions and deferred assessment.

Return of Evidence of Learning Items

1. Marks awarded for in-trimester evidence of learning items, except those being moderated externally with Griffith University, will be available on the Student Portal within fourteen [14] days of the due date. This does not apply to the final evidence of learning item in this course (marks for this item will be provided with the final course result).
2. Students will be advised of their final grade through the Student Portal. Students can review their final exam papers after student grades have been published. Review of final exam papers will not be permitted after the final date to enrol.
3. Marks for **all** evidence of learning items including the final exam (if applicable) will be recorded in the Moodle Course Site and made available to students through the Moodle Course Site.

The sum of your marks of evidence of learning items in this course does not necessarily imply your final grade for the course. Standard grade cut off scores can be varied for particular courses, so you need to wait for the official release of grades to be sure of your grade for this course.

6. Policies & Guidelines

Griffith College assessment-related policies can be found in the [Griffith College Policy Library](#) which include the following policies:

[Assessment Policy](#), [Special Consideration](#), [Deferred Assessment](#), [Alternate Exam Sitings](#), [Medical Certificates](#), [Academic Integrity](#), [Finalisation of Results](#), [Review of Marks](#), [Moderation of Assessment](#), [Turn-it-in Software Use](#). These policies can be accessed within the [Policy Library](#)

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 an allegation of a breach of academic integrity being 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 Griffith College website - Policy Library > [Academic Integrity Policy](#)

Reasonable Adjustments for Assessment – The Disability Services policy

The [Disability Services policy](#) (accessed within the [Policy Library](#)) outlines the principles and processes that guide the College in making reasonable adjustments to assessment for students with disabilities while maintaining academic robustness of its programs.

Risk Assessment Statement

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

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