



**MAA703
Management Accounting
2008 Semester 1
Unit Guide**

Contact details	2
Unit chair	2
Teaching staff and Academic queries	2
Administrative queries	2
Unit overview	2
Nature of the unit	2
Learning objectives	3
Prerequisites	3
Corequisites	3
Incompatible units	3
Content/Topics covered	3
Graduate knowledge and understanding, skills and attributes	4
Learning approach and activities	4
Student evaluation and unit changes	5
Learning resources	5
Prescribed textbook and other resources which you must acquire or to which you must have access	5
Learning resources provided by the university	5
Further essential resources which you must acquire or to which you must have access	6
Other resources that you may find useful	6
Assessment	6
Determination of final grade	7
Return of marked assessment tasks and requests for reviews	8
Special consideration	8
Academic Honesty and Misconduct	8
Learning Support	10
Writing style requirements	10
Referencing requirements	10
Exam Preparation	10
Research skills	10
Further Information	10
Support for students with a disability	10
Your rights and responsibilities	11
Unit planner	12

Contact details

Unit chair

Mr John Donald
Burwood, LB 4.201
03 9244 6466
johnd@deakin.edu.au

Teaching staff and Academic queries

Burwood

Mr John Donald

Offcampus coordinator

Mr John Donald

Consultation times will be provided at the start of the semester. For academic queries other than during consultation times, through DSO for example, teaching staff will use their best endeavours to respond within two business days of the query being received.

Administrative queries

Queries relating to administrative matters should be addressed to a Faculty Student Adviser, staff at the Faculty Campus Office, Student Administration Group Manager or the Faculty General Manager. Enquiries can be made via email to:

postgrad-students@deakin.edu.au (for all postgraduate students)

Unit overview

Nature of the unit

Accounting information systems within an organisation have two major subsystems: a management accounting system and a financial accounting system. The main distinction between the two is the targeted user. The management accounting system produces information for internal users, whereas the financial accounting system provides information for use mainly by persons outside the organisation. During your study of this unit you will be introduced to a range of topics that emphasise the use of accounting information by internal users such as managers. The provision of accurate and timely information is essential for managers to be able to fulfil their organisational roles. However, they must be able to use this information correctly.

Three main areas where management accounting information is used will be considered in this unit: planning, controlling and decision making.

- **Planning** involves setting objectives and identifying the best way to achieve each objective. In this unit we will consider short-term planning techniques such as cost volume profit analysis, and also the preparation of financial and operating budgets.
- **Controlling** follows on from planning. Managers are responsible for ensuring that plans are being carried out properly and that objectives are being met. This unit includes coverage of control processes such as standard costing, as well as various financial performance measures.
- **Decision making** is the process of choosing among competing alternatives, and it is closely related to planning and controlling. This unit examines several aspects of decision making, and it focuses on identifying the relevant costs and benefits which must be included in the decision-making process.

Learning objectives

On completion of this unit students should be able to:

1. explain the basic terms and concepts used in management accounting;
2. demonstrate skills in the acquisition and analysis of accounting information for decision-making purposes;
3. make effective use of costing, budgeting and decision analysis techniques; and
4. work as members of a decision-making team in order to prepare a written report for management.

Prerequisites

MPA701

Corequisites

Nil

Incompatible units

MAA752 and MAA760

Content/Topics covered

1. Introduction to management accounting: Information for contemporary managers

Introduces the framework of management accounting and the cost concepts that underlie its use.

2. Cost behaviour

Expands on the fundamental costing concepts inherent in the management accounting environment, as introduced in topic 1.

3. Cost volume profit analysis

Introduces cost volume profit relationships and explains how these three variables interact.

4. Product costing systems

Outlines the methods used to develop and record costs for both goods and services. It includes a discussion of job costing and process costing.

5. Overhead costs

Covers the nature of overhead costs, and examines in detail the various ways of allocating these costs to products.

6. Activity-based costing

Introduces the use of 'activities' as the focus of a costing system. Activity-based costing techniques help to identify the factors driving costs so that they can be taken into account when the cost of producing a product or service is estimated.

7. Standard costs for control

Introduces the use of standard costing systems. It explains how standard costs are set, how variances from standards are calculated and the role of variance analysis in achieving performance targets.

8. Budgeting: Profit planning and control systems

Explains the relationships between budgeting, planning and responsibility accounting, and explores the behavioural implications which must be considered for budgeting to be successful. It includes the preparation of a master budget, as well as a discussion of some financial planning models.

9. Financial performance measures and transfer pricing

Looks at the ways that performance can be measured in segments of a business with a decentralised organisational structure. In particular, it analyses the difficulties posed by the need to establish transfer prices for 'internal' sales of goods or services.

10. Contemporary approaches to measuring and rewarding performance

Provides you with guidelines for developing performance measurement systems that can provide a link between the day-to-day activities of a firm and its strategic priorities.

11. Managing costs and time for customer value

This topic will assist you to understand the various ways to categorise and manage costs so that profitability can be increased.

12. Information for tactical decisions

Involves a study of how the unlimited wants and needs of firms and people can be satisfied to the greatest extent by using the limited resources that are available. The focus of this topic is on the practical use of management accounting information in various types of decision-making situations.

Graduate knowledge and understanding, skills and attributes

The University aims to ensure that its higher education awards provide educational experiences designed to develop attributes (including skills, knowledge and attitudes) which are appropriate to the discipline area and level of the award, and which will support graduates in their future personal and professional life and contribution to society.

This unit contributes to the following attributes:

Knowledge and understanding, Skill or Attitude	Linked Learning Objective(s)
Advanced knowledge and understanding of the key issues in the relevant discipline area	1, 2
Independent planning, management and reporting of a clearly defined and articulated project	2
Creativity in solving complex problems	2, 3
The ability to collaborate with others in a shared pursuit of knowledge	4
Effective communication of knowledge and understanding to audiences within or outside the discipline area, including the wider community	4

Learning approach and activities

The learning environment for Management Accounting is a mixture of print and online elements. The Study Guide topics are available in printed form and on a CD-ROM. They are also in the resources folder for this unit on DSO. The assignment will be made available on DSO. Readings are currently available only in printed hardcopy.

At various stages in this unit references will be made to relevant web sites, and students will be expected to make extensive use of web-based material for study and assignment purposes. Students will be guided to resources on the world wide web and various electronic data bases within and outside the university.

While the text book, Study Guide and readings permit off-campus students to proceed entirely on their own, they are encouraged to form self-help study groups. These groups can provide valuable support and assistance in satisfactorily completing this unit.

On-campus students will also attend one lecture each week which will employ a variety of teaching and learning strategies involving staff and students in intensive interaction. These students are advised to read the relevant Study Guide and textbook chapters before they come to each week's lecture. The Study Guide and textbook should be read together because the Study Guide indicates

which parts of the textbook should be studied closely and which parts need not be read. On-campus students should print out the lecture overheads (perhaps six to a page) and bring them to class. The overheads will be placed in the Topic Guide on DSO.

Student evaluation and unit changes

We take your feedback and evaluation very seriously and at the end of this unit you are strongly encouraged to complete the Student Evaluation form. Information about this is located at www.deakin.edu.au/unit_eval/.

As a result of previous feedback the following changes have been made to this unit:

- additional tutorial questions have been set so as to enable students to obtain more practice in applying the decision-making and analytical methods included in the program.
- the submission date for the group assignment has been brought forward so that students will receive the assignment feedback before the start of the exam period.

Learning resources

Prescribed textbook and other resources which you must acquire or to which you must have access

- Langfield-Smith, K, Thorne, H and Hilton, RW 2006, *Management Accounting: Information for Managing and Creating Value*, 4th edn, McGraw-Hill, Sydney.

Textbooks, reference books, general books and software may be ordered from the Books4U bookshop:

- phone 1800 686 681 (freecall);
- email to books4u@deakin.edu.au; or
- order online from the Books4U web site at <http://www.books4u.com.au>

Learning resources provided by the university

The learning resources listed in the table below are provided to you in at least one form free of charge. Below the table is more specific information depending on your mode of enrolment in the unit.

Resource	Description	Availability		
		Printed	CD-ROM	Online
Study Guide / Readings	The Study Guide contains a topic-by-topic guide to the unit and readings for some topics. Readings are not available on-line via DSO.	X	X	X
Lecture Notes	The PowerPoint overheads used in each lecture will be placed in the Topic Guide (in the Resources Folder) on DSO.			X
Revision Questions and Solutions	For the 12 topics in this unit, solutions are provided for the text book revision questions.	X		X

Resources available in printed form or on CD-ROM are provided as follows:

- Students enrolled in an oncampus class:
 - Any resources available in printed form and/or on CD-ROM are provided free of charge. They can be collected from the Books4U Bookshop based where the unit is taught (Burwood). Please ensure you have Student Card and Proof of Unit Enrolment when collecting.
 - Limited copies, available in printed form and/or CD-ROM, can also be borrowed from the campus library.

- Students enrolled in an offcampus or online class:

Any resources available in printed form and/or on CD-ROM are provided to you free of charge.

They will be mailed to you. If you do not receive your materials please contact the Course Materials Hotline:

- phone 1800 242 251 (freecall) / +61 3 92446333; or
- email to coursematerials@deakin.edu.au

Further essential resources which you must acquire or to which you must have access

You will require online access. University specifications for online communication and computer standards are listed in the University Handbooks.

Other resources that you may find useful

The [Deakin Learning Toolkit](#). This CD-ROM contains a number of resources such as:

- Web browsers and other software
- Information about the Library

At the end of each topic you will find a list of references compiled by the topic's author. The primary purpose of the list is to identify the sources used by the author when preparing the topic's content. It is not necessary for you to read all, or any, of this source material.

Most topics will also have a list of further resources that have been recommended by the author in case you want to study a particular topic in more depth. Again, it is not compulsory for you to read all, or any, of this material.

Students may find it helpful to consult managerial accounting books other than the prescribed text book. The following books are recommended as possible supplementary study material:

- Horngren, C.T., Datar, S.M. and Foster, G. 2006. Cost Accounting: A Managerial Emphasis 12th edition. Pearson Prentice Hall, New Jersey.
- Garrison, R.H., Noreen, E.W. and Brewer, P.C. 2008. Managerial Accounting 12th edition. McGraw-Hill/Irwin, New York.

Assessment

Assessment name	Weight	Due date ²	Brief description ¹	Linked learning objective(s)
Test	15%	Can be taken at any time between 18 April and 21 April inclusive.	Online multiple choice questions covering topics 1 to 5.	1 and 2
Group Assignment	20%	26 May	Case study/practical exercise 1500 words	2 and 4
Examination	65%	Examination period It is your responsibility to determine the date, time and location for the examination from Student Connect.	Closed book exam which will last for 3 hours. It will include multiple-choice questions, practical questions requiring calculations and written response questions.	1, 2 and 3

Notes

1. Full details regarding assessment tasks will be provided online in DSO. You must read these details – the information provided in the handbook and in the table above provide only a summary.

- All assignments are to be submitted online in an area provided in DSO. They are counted as 'on time' if submitted by 11:59pm AEST or AEDST on the due date. If necessary, you can look up your local time at <http://www.whitepages.com.au/wp/helpfullInfo.do?category=info&item=worldTime>.

When submitting online, you must check that you have submitted work correctly by following the instructions provided in DSO.

Submission of a printed copy of each group's assignment is also required. Further information will be provided with the assignment details available online in DSO.

- The following declaration relating to academic honesty must be made and submitted along with any assignment:

"I certify that the attached work is entirely my own (or, where submitted to meet the requirements of an approved group assignment, is the work of the group), except where material quoted or paraphrased is acknowledged in the text. I also declare that it has not been submitted for assessment in any other unit or course."

An Assignment Attachment Sheet containing this declaration is available online in DSO. Unless otherwise instructed in the assignment details, a copy of this sheet must be completed and attached with the online submission. On campus students must print out this same sheet, sign and attach it to the printed version of the assignment. Off campus students submitting a printed assignment should attach the form provided with your unit materials.

- Extensions to the dates for submission of assignments and other assessment tasks conducted during the semester will be considered *only if* a written request is submitted and negotiated with the designated Unit Chair/Coordinator.
- Assignments or other assessment tasks conducted during the semester submitted late without an extension being granted will not be marked. These will be held until final grading and may be taken into consideration in a pass/fail situation.

Determination of final grade

Because this is a post-graduate unit, **a high level of achievement is expected of students**. This unit has three hurdle requirements. In addition to achieving at least 50% in the unit overall, to obtain a passing grade you must:

- complete the on-line multiple-choice test
- be a member of a group which submits a satisfactory group assignment (i.e. one that is awarded at least 10 marks out of 20)
- achieve at least 50% of the marks available in the examination (i.e. at least 33 marks out of 65).

If you satisfy these requirements, your final mark out of 100 will be determined using the weightings in the assessment table above.

If you do not satisfy hurdle requirement (3), your final mark out of 100 will be the smaller of 44 and the mark out of 100 determined using the weightings in the assessment table above.

Your grade is determined from your final mark out of 100 according to the Deakin University scale:

0 to 49: N (fail grade)
50 to 59: P
60 to 69: C
70 to 79: D
80 or greater: HD.

The assessment panel for this unit will endeavour to set assessment tasks that are of an appropriate standard and comparable to the standards set in other offerings of the unit. The Faculty of Business and Law has guidelines and procedures to set appropriate standards of assessment; these allow marks to be rescaled if necessary. Thus, raw marks in the unit may be rescaled so that the overall assessment is at an appropriate standard. Any such rescaling will be carried out for all students in the unit irrespective of their class, location or mode of study and will not alter the rank ordering of students.

The assessment panel for this unit is required to deliver its recommended result for each student enrolled in the unit to the Faculty Academic Progress and Discipline Committee (FAPDC). The FAPDC has the following powers and duties:

- to make overall adjustments to the results in the unit
- to confirm the recommended result for a student
- to change the result for a student in consultation with the unit chair
- to award supplementary assessment to a student (subject to the student meeting particular criteria)
- to award a pass conceded grade to a student (subject to the student meeting particular criteria).

Thus any results in this unit released by the assessment panel during the semester must be considered as interim results until confirmed by the FAPDC. The FAPDC may also revisit results previously confirmed.

Return of marked assessment tasks and requests for reviews

Assignments and other forms of assessment will be marked, commented upon and despatched back to you within 15 working days of the due date or extension date of the assignment.

Please note that before results are returned to you, the teaching team will have applied methods to ensure that the standards by which your work has been assessed are the same for all students enrolled in the unit.

You may request additional information from assessors or checks on addition or recording of results within 15 working days after your results have been returned to you. Please contact the unit chair/coordinator directly.

You may apply for a review of result in the unit overall using a 'Review of Result' form available from the faculty campus office at any time up to 10 working days after the release of final results for the unit. Such applications are first considered by the Faculty Academic Progress and Disciplinary Committee, and you will be notified within 5 days of the committee's decision.

Special consideration

If you consider that your assessment was or is likely to be adversely affected by serious and exceptional circumstances beyond your control, you may apply for special consideration. Grounds can be medical, compassionate or hardship/trauma. Please note that medical certificates dated after the date of the exam are not acceptable.

Special consideration is not normally intended for assignments and other forms of continuous assessment during the semester – you should apply to the unit chair/coordinator for an extension in such cases.

Applications for special consideration must be made no later than three days after the due date of the assessment task. They are referred to the Faculty Academic Progress and Disciplinary Committee for determination and the outcome is notified within 10 working days of the application or before publication of final results for the unit.

More information about special consideration is available from www.deakin.edu.au/dsa/students/assessments/special_consideration.php

Academic Honesty and Misconduct

Plagiarism and collusion constitute extremely serious academic misconduct. They are forms of cheating, and severe penalties are associated with them, including cancellation of marks for a specific assignment, for a specific unit or even exclusion from the course. The University's definitions of plagiarism and collusion are as follows:

- Plagiarism occurs when a student passes off as the student's own work, or copies without acknowledgment of its authorship, the work of any other person.
- Collusion occurs when a student obtains the agreement of another person for a fraudulent purpose with the intent of obtaining an advantage in submitting an assignment or other work.

You should note that the University views plagiarism and collusion very seriously and may impose severe penalties.

The University's policy on plagiarism and collusion sets out your responsibilities as a student in regard to plagiarism and collusion. Students are responsible for ensuring that:

- they are familiar with the expected conventions of authorship and the appropriate use and acknowledgement of all forms of intellectual material relevant to their discipline
- work submitted for assessment is their own
- they take all reasonable steps to ensure their work can not be accessed by others who might seek to submit it, in whole or in part, as their own.

Whenever you refer to another person's research or ideas (either by directly quoting or by paraphrasing them), you must acknowledge your source. If you are ever in doubt about how to properly cite a reference, consult your lecturer or the academic skills website <http://www.deakin.edu.au/studentlife/academic-skills/>. The University policy of plagiarism and collusion is available from The Guide <http://theguide.deakin.edu.au/>. Regulation 4.1(1)—*Student Discipline* also contains important information regarding academic misconduct.

Unauthorised collaboration

Unauthorised collaboration is a form of collusion. It involves working with others with the intention of deceiving your markers about who actually completed the work. If you have collaborated with others in preparing an individual assessment item, you must disclose this to your lecturer. Assignments will sometimes be set as group work, but even in these cases generally you will still have to write up and submit your own report.

If you have any doubt as to what constitutes authorised or unauthorised collaboration, consult with your lecturer.

Penalties

The Assessment Panel or Faculty Academic Progress and Discipline Committee will impose a penalty on any student who is found to have committed an act of academic misconduct such as plagiarism, collusion, examination cheating or unauthorised collaboration. These penalties can include:

- a reprimand
- a fine up to \$500
- allocation of a zero mark in the relevant task (or another such mark as is appropriate)
- allocation of a zero mark in the relevant unit (or another such mark as is appropriate)
- allocation of a zero mark in other units in which the student is enrolled
- suspension of the student for up to one year
- exclusion of the student for a minimum of one year.

Things You Should Never Do

There are some activities that are never acceptable in the preparation of assignments at the tertiary level. Students who engage in any of the following activities create some doubt in the mind of the reader that the student's work is original. Many of these activities leave the student open to charges of plagiarism.

Students should never:

- Submit an assignment without providing a list of references used.
- Copy one or more sentences from a reference source (book, journal, web page, etc.) without formatting the material as a quotation.
- Use data in the form of numbers, tables, graphs, diagrams or other images without citing the source of the material.
- Use program source code, even if it is freely available in the public domain, without citing the source of the code.
- Take material from reference material and paraphrase it (write it in your own words) without citing the source of the material.
- Use an idea made by another person without citing the source of the idea.

Learning Support

Writing style requirements

Various writing styles used for assessment in the Faculty of Business and Law. To maximise your chances of academic success it is important that you understand what is required. The Division of Student Life website provides useful resources at www.deakin.edu.au/studentlife/academic_skills. In particular, a booklet 'Guide to assignment writing and referencing' is available from www.deakin.edu.au/studentlife/academic-skills/resource-room/assign-ref.pdf.

Referencing requirements

Referencing is used to provide acknowledgment of sources of information, to avoid plagiarism, and is usually important for placing your work within a body of knowledge.

Please see the section on Plagiarism above for some information regarding referencing, or the booklet 'Guide to assignment writing and referencing' mentioned in the previous section 'Writing style requirements'. The following Library website provides a virtual tutorial on referencing and has an online quiz: www.deakin.edu.au/library/tutorials/smartsearcher/

Oral Presentation requirements

Oral presentations are often used in assessment and it is important for you to understand what is required and how to prepare. Useful tips for successful presentations can be found by following links from www.deakin.edu.au/studentlife/academic-skills.

Exam Preparation

Examinations are an important part of assessment for most units in the Faculty of Business and Law. Information on preparing for examinations and how to best use your time during an examination can be found by following links at www.deakin.edu.au/studentlife/academic-skills.

Research skills

The library provides many resources to support your research. See www.deakin.edu.au/library/findout/research/

Information about research skills specific for the School of Law can be found at www.deakin.edu.au/buslaw/law_research/

Further Information

The Division of Student Life provides free on-campus academic skills workshops including: Organising and Time Management Skills; English Language Class; How to Avoid Plagiarism; Working in Groups; Your First Assignment; Lectures and Tutorials; and Writing University Assignments. See www.deakin.edu.au/studentlife/academic-skills/workshops/index.php for further details.

Faculty of Business and Law: www.deakin.edu.au/buslaw/

Handbooks: www.deakin.edu.au/handbooks

Previous unit guides: www.deakin.edu.au/buslaw/unitguides/

Timetable information: www.deakin.edu.au/ps/services/campusspace/timetable/timetable.php

Student connect: www.deaking.edu.au/studentconnect

Support for students with a disability

If you have a physical, sensory or learning disability or a medical or mental health condition that interferes with your ability to achieve your academic goals, contact the Disability Resource Centre for advice and assistance: <http://www.deakin.edu.au/studentlife/disability>.

Your rights and responsibilities

Studying at university is a cooperative relationship between students and staff. The [Student Charter](#) (available from www.deakin.edu.au/theguide) ensures both students and staff are aware of their rights and responsibilities as members of Deakin University.

Unit planner

The following table lists the topics and other activities in the unit week-by-week during the semester. It is a guide only and there may be variations in order to accommodate any special needs of the class, public holidays or other circumstances.

Week	Week beginning	Topics and other details
1	3 March	Topic 1. Introduction to management accounting: Information for contemporary managers. Text Chapters 1 & 2 Topic 2. Cost behaviour. Text Chapter 3
2	10 March	Topic 3. Cost volume profit analysis. Text Chapter 18
3	17 March	Topic 4. Product costing systems. Text Chapter 4
	21 March - 30 March	Intra-semester Break
4	31 March	Topic 4 (continued). Product costing systems Text Chapter 4 Topic 5. Overhead costs. Text Chapter 7
5	7 April	Topic 6. Activity-based costing (Part A) Text Chapter 8
6	14 April	Topic 6 (continued). Activity-based costing (Part B) Text Chapter 8
7	21 April	Topic 7. Standard costs for control (Part A: Material and labour) Text Chapter 10
8	28 April	Topic 7 (continued). Standard costs for control (Part B: Overhead) Text Chapter 11
9	5 May	Topic 8. Budgeting: Profit planning and control systems. Text Chapter 9
10	12 May	Topic 9. Financial performance measures and transfer pricing. Text Chapters 12 & 13
11	19 May	Topic 10. Contemporary approaches to measuring and managing performance. Text Chapter 14
12	26 May	Topic 11. Managing costs and time for customer value. Text Chapter 15
13	2 June	Topic 12. Information for tactical decisions. Text Chapter 19
	7 June - 15 June	Study Period
	16 June - 27 June	Examination period