SUBJECT PROGRAM

SUBJECT COORDINATOR: Dr Anne Abraham  Room 40.303, Ph 4221 3738

TEACHING TEAM
Tutorials will be run by:

Assoc Prof Bob Williams    Mr George Mickhail
Ms Soon Nam Kim            Mr Rafiuddin Ahmed
Mrs Sandy Van Der Laan

You will be able to seek help from your tutor during consultation times. You will be notified of these times during your first tutorial and they will also be posted on your tutor’s door. Contact details for all staff are available at the ACCY 211 web site.

Email contact is preferred. Use WebCT mail

LECTURE and TUTORIAL TIMES
Lectures:  Monday: 2.30-3.30 pm (40.Hope)  Repeat: 6.30-7.30 pm (20.4)
           Tuesday: 2.30-3.30 pm (20.4)  Repeat: 6.30-7.30 pm (20.3)
Tutorials: Details of tutorial times & locations are available on ACCY211 web site.

ONLINE WEB SITE
Go to:
http://webct.uow.edu.au  + Course Listing; + Commerce; + ACCY211 (Autumn)
or go directly to

SUBJECT DESCRIPTION
Generally speaking, management accounting provides relevant information to managers of organisations for product costing, planning and controlling, and decision making. ACCY 211 focuses on different product costing systems and traditional planning and control mechanisms, particularly for a manufacturing environment. Product costing systems are methods for assigning costs to units manufactured or services provided. The type of product costing system an organisation employs depends upon the nature of production and the kind of information wanted, among other things. Both traditional product costing systems (job order costing and process costing) and contemporary systems (activity based costing) will be discussed and illustrated. In addition, we will also examine how costs are planned and controlled through traditional techniques such as budgeting and standards.
Aside from the above, the subject will also concentrate on developing communication skills through:
(a) written literacy in an essay and through completion of workbook questions
(b) verbal literacy through participation in tutorials
(c) computer literacy through online subject delivery, workshops and quizzes.

TEXTBOOKS
The 2 (two) prescribed books are available from the Union Bookshop as a package.

REFERENCES:
The text should be sufficient for understanding the material covered in the modules. However, you may want to consult other textbooks from time to time for alternative explanations or different examples. The follow textbooks have been placed on reserve in the library for such purposes:


SUBJECT REQUIREMENTS
ACCY211 is a 6 credit point subject, it requires a MINIMUM of 12 HOURS per week during autumn session including class attendance. The subject is divided into 12 modules. To be successful in this subject, you must:

1. Attend lectures.
2. Utilise the resources on the ACCY 211 online web site regularly.
3. Complete relevant chapters in your Subject Guide.
4. Complete online workshops and workshop e-cussions.
5. Prepare answers for all tutorial questions, attend and participate in tutorials.
6. Submit the essay by the due date and in acceptable form.
7. Complete and submit all online tests.
8. Attend the final examination and achieve a mark of at least 45%.

Essay topic is under Assessment Items on the ACCY211 website
SUBJECT ASSESSMENT

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<th>MARKS (May be scaled)</th>
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<td>Final exam</td>
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<td>TBA</td>
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<td>Total</td>
<td>100</td>
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* We will be aiming to for a 23 week turn around on essays which will be returned during tutorials. Online quizzes will be marked at time of completion.

WORKSHOPS

There are online workshops for Modules 2-12 inclusive. **You must complete each workshop by WORKING through each step** (DO NOT JUST READ). Workshops should be completed before attempting tutorial questions.

**You must also contribute to 6 "workshop e-cussions" during the session.** Go to the Bulletin Board (which you will find under "Communication" on the ACCY211 home page). Select "Forum" and you will see that there are a number of forums titled "Workshop - ModXX". Each workshop has a starter question under it.

- For 3 workshops, you must comment directly on the question itself.
- For different 3 workshops, you must build on the comments of other students.

TUTORIAL ATTENDANCE and ASSIGNMENTS

All tutorial questions must be attempted prior to the tutorial. Tutorial work be collected and assessed on a number of occasions through the semester. Solutions will be available online the week after the tutorial.

It is the considered view of academic staff that success is closely related to completion of all assignments and conscientious participation in all tutorials. **Attendance at tutorials is a compulsory requirement of this subject.** Online subject material, workshops, tutorials, essay and quizzes contribute to the subject and each should be viewed as part of an integrated whole. When a student’s composite mark is just below the mark required for a particular grade, it will be reviewed in the light of tutorial attendances, workshop completion and all work submitted.

You will be able to seek help from your tutor during consultation times. You will be notified of these times during your first tutorial and they will also be posted on your tutor’s door. In addition, contact details for all staff are available at the ACCY 211 online web site.

RECEIPT OF ESSAYS

Essays must be submitted to the subject coordinator **prior to 2 pm Tuesday 4 April 2000.** You may give your essay to the subject coordinator in Room 40.303 on either Monday or Tuesday, when she will sign your half of the assignment receipt notice as proof of submission.
Essays must comply with the section “Essay Presentation Requirements” and well as all requirements listed at the ACCY 211 online web site. Essays failing to comply with these requirements will be penalised. Always keep a copy of all work.

LATE SUBMISSION
An essay which is submitted after the due time or date will be penalised by the loss of 10% of the possible marks for each day or any part of a day (including weekends) that it is late. Students are encouraged to begin work early so that illness or misadventure will not cause them to submit late and thus lose marks. A special exemption can only be given by the subject coordinator for a substantial reason which is supported by relevant documentary evidence. Under no circumstances, will extensions be granted on or after the due date, so please do not ask.

If your essay has not been received by the subject coordinator in an acceptable form prior to 5 pm on Friday 2 June 2000, you will be deemed not to have met the requirements of the subject as a whole and therefore will receive a “fail” grade in the subject.

ESSAY PRESENTATION REQUIREMENTS
- Essays should be between 1200 and 1500 words (NOT including references or synopsis).
- Essays must be typed using a word-processing package, 1.5 spaced, on one side of the paper only.
- Problems with computers, printers, software, lost disks, etc, will NOT be accepted as excuses for late submission or inability to reproduce on short notice a second copy (if required). Always make a backup of your disks as you work.
- Pages are to be consecutively numbered.
- You must attach a completed title page as provided on ACCY211 online site.
- Your essay must include a list of references actually referred to in the assignment. Referencing must follow the format used in *The Accounting Review* (US, 1999). Copies of this journal are in the library.
- Each essay must have a 100-150 word synopsis on a separate page.
- Right and left margins of 3 cm (30 mm) must be allowed.
- Do not plagiarise. Plagiarism is the unacknowledged work of another person. Plagiarism will result in zero marks plus the need for resubmission and could result in expulsion.
- Essays will be penalised (marks deducted) for failure to meet any of the above requirements.

ONLINE QUIZZES
There will be 6 online quizzes, each covering the content of two Modules. To find the tests, go to Subject Guide (including Assessment), Assessment Items, Quizzes. Quizzes will be timed. You must attempt each one by 10 pm on the date specified in the following table. Failure to complete a quiz by the required date will result in a zero mark for that quiz. Further information about quizzes, such as time allowed, number of attempts and grading, will be posted on the bulletin board when necessary.

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<td>3 and 4</td>
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<td>5 and 6</td>
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<td>7 and 8</td>
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SPECIAL CONSIDERATION AND SUPPLEMENTARY EXAMINATIONS
The procedures that apply to all applications for special consideration and supplementary examinations can be read on University online Calendar. It is your responsibility to read these rules. In particular please note that if you do not attend an examination, a written application, together with supporting documentation, must be lodged no later that 7 days that examination date. Special consideration will only be considered if the examination was missed due to SERIOUS illness or other cause beyond the student’s control.

Each student will be allowed one attempt only at the final examination. A student who sits for a final examinations will NOT be granted an opportunity to sit for a supplementary examination, unless he/she left the examination room because of a verified illness, having first reported that illness to the Supervisor-in-Charge.

If a student requests a supplementary exam or special consideration, then it is the student’s responsibility to inform the Department of correct contact details and be available in case a supplementary is granted.

PLAGIARISM
You must read and adopt the University of Wollongong Acknowledgment Practice as set out in the 1999 Undergraduate Calendar, in particular noting the severe penalties for plagiarism.

DISABILITY ASSISTANCE INFORMATION
The Student Disability Adviser can be contacted on 02 4221 4352. For further information on Disability Services, see 1999 Undergraduate Calender.

HOW TO SUCCEED

- Make sure you keep up to date.
- Do all the workshop and tutorial questions.
- Complete the relevant chapters in your study guide.

If you have any difficulties, please do not hesitate to contact your tutor. If you have administrative problems, please free contact to me.

Dr Anne Abraham
ACCY211 Subject Coordinator
28 February 2000
# ACCY211 Module Topics with Workshop and Tutorial Details
## Autumn 2000

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