(A) What ACCY 211 is about:

ACCY 211 is the second of three management accounting subjects. The first of these three subjects is considered to be the portion of ACCY 101 which deals with management accounting. The second of these three subjects is ACCY 211 (Management Accounting II). The third of these three subjects is ACCY 312 (Management Accounting III) which is the final subject in the management accounting segment of the undergraduate degree.

Generally speaking, management accounting fulfils a need by providing relevant information to managers of organisations for planning, controlling and other decisions. This information can come directly from the cost system or is obtained especially for the decision.

ACCY 211 deals almost entirely with different cost systems. However it does introduce special information for decisions. This will be continued in ACCY 312.

When management accounting records the costs of products and services, these records comprise the cost system (eg job cost system, process cost system, activity based cost system). The type of cost system chosen depends on the nature of production in the organisation and the kind of information wanted, among other things. For example, a conventional production and management system would likely use a job costing or process costing cost system. Alternatively, a contemporary production and management system (eg. MRP, JIT, TQM, etc) would probably use an Activity-Based-Cost System or a Life Cycle Cost System.

We will also be developing an understanding of cost as just one indicator of performance that management uses to judge the organisation’s progress. Another important contemporary performance indicator is quality, and we will introduce this indicator as well, to be continued in ACCY 312.

Aside from the CONTENT discussed above, we will concentrate on COMMUNICATION skills:

(a) written literacy in an ESSAY
(b) verbal literacy in workshop TEAMS and in tutorials.
(c) COMPUTER LITERACY in SPREADSHEET (Excel 5) weekly tutorial assignments

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3 Students are reminded that ACCY 211 and ACCY 212 cannot be counted together for the purposes of completing any degree at the University of Wollongong. You should be enrolled in either ACCY 211 or ACCY 212.
(B) What you should learn from ACCY 211

At the conclusion of ACCY 211, students should be able to:

(i) in general understand the basic criteria for choosing relevant information for planning, controlling and other decisions.

(ii) understand the context of different cost systems...what kind of production system (eg. Job, Batch, Process, Just in Time) and management approach are being used.

(iii) understand different cost systems... the information to be gained from them, how they operate, their uses and limitations, and criteria for choosing the optimal cost system.

(iv) communicate, verbally, in written form and on spreadsheet, the essence of the above material in a clear and simple manner.

(C) Materials to buy (compulsory)

Texts:

2. Teoh HY and Funnell WN (1993), Management Accounting: An Annotated Manual, Sydney, Butterworths. This text is especially valuable for tutorial work. It contains many fully-worked solutions to a wide range of problems which cover many topics in the course.

3. Notes for lectures 4-9 will be available for $7 from the UniCentre Bookshop. Questions and solutions to all of the problems covered in lectures 4-9 are provided in the notes. The expectation is that all students will have the notes. A copy of the notes will be placed in the Faculty of Commerce Resource Room.

(D) Materials to buy (optional but highly recommended)

(E) Other materials for reference

The texts should be sufficient for most purposes for most students. However, other textbooks may be useful from time to time in providing explanations or different worked examples. The Resources Room in Building 40 contains the following textbooks which you may consult. (Also the open part of the library contains a number of textbooks in cost accounting or management accounting or cost management. Any of these may help you with explanations or worked examples.)

... in the Resources Room in Building 40:

Raiborn, CA, JT Barfield & MR Kinney; *Managerial Accounting* (2nd Ed), West, 1996.

(F) How to learn ACCY 211

(i) Lectures - Lectures will organise, explain, and simplify the text. Each topic will be put into context within the larger framework of the subject. The lectures are the first place that examples of problems will be presented and worked through. Lecture outlines will be put into the Resources Room and Closed Reserve in the library.

(ii) Workshops - attendance is compulsory, will be recorded and may be used to determine the destiny of borderline cases at the end of the session. The workshop will be your first hands-on experience with the lecture materials. Problems will be practiced in the workshop, getting you ready for tutorials. Practice will be in the form of TEAMS of variable size consisting of individuals coordinating and communicating.

(iii) Tutorials - attendance is compulsory. If you have illness or personal problems at any time see the Subject Coordinator, Larry Blackett, in room 40.315 with suitable evidence as soon as possible.

Tutorial problems are to be done in advance using Excel. These will be collected periodically and count towards the 10% tutorial assessment mark (along with your participation in class). If the problems are not done using Excel or a comparable spreadsheet, the maximum tutorial mark possible is 5%.

(iv) Access to Solutions:
Answers to workshop and tutorial problems will be available in the Resources Room and in the Closed Reserve Section of the library each Monday following the previous week’s tutorials.
(v) See your tutor

You have seen problems demonstrated in lectures. You have tried problems in workshops. You have tried the text worked examples. You have attempted your tutorial problems in advance of tutorials. You have seen the solutions developed in tutorial class. Yet you still don’t know how to do it! **See your tutor!**

SUCCESS RULE ONE: *The secret to success in ACCY 211 is to do problems.*

SUCCESS RULE TWO: *See Rule One.*

(vi) Summary Of Learning Resources

- **lectures** to organise, simplify, explain the text, to guide student work, to work through problems.

- **workshops** for hands-on experience with problems and their solutions.

- **tutorials** for problems and their solutions

- **extra problems:** if you wish to do extra problems from your texts, your tutor will have solutions to discuss with you.

(G) Assessment

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Mid-Session Exam (see H)</td>
<td>20%</td>
</tr>
<tr>
<td>Essay (see K)</td>
<td>10%</td>
</tr>
<tr>
<td>Tutorial Performance (see I)</td>
<td>10%</td>
</tr>
<tr>
<td>Final exam (see J)</td>
<td>60%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

(H) The **Mid-Session Exam** contains multiple choice questions up to and including variable and absorption costing systems. The exam will take place in the computer labs during week 8 probably during your tutorial time. There will be no tutorial or tutorial assignment in week 8.

It is the responsibility of each student to ensure that:

i) they attend the exam at the correct time and on the correct day, and

ii) that they have tested *before the exam* that they can log on to the system. If you cannot log on for this reason you may not be able to sit the exam or have your time reduced.

If you do not meet either of these two conditions, you could forfeit your chance to complete the exam. In the case of students who attend at the wrong exam session there are insufficient computers to accommodate extra students. Only in exceptional circumstances will students be given the opportunity to complete an exam at another
In all other cases, students will merely lose the opportunity to score a maximum of 20 marks towardstheir final exam.

(I) **The tutorial performance** will be based mainly on your attempts at tutorial problems (some of these will be collected) and your performance in class. All tutorial problems must be done on spreadsheet. Failure to do so will reduce the maximum mark attainable to 5%.

In using spreadsheets be sure to use formulae for all calculations. If any of the original data changes, the answer should change automatically.

(J) **Final Exam** details will be given later in the subject.

| To be considered for at least a passing grade in Management Accounting II students must attain a minimum of 40% in the final examination. This rule will be strictly enforced. |

(K) **Essay**

<table>
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<tr>
<th>Length:</th>
<th>1,000 words</th>
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<tbody>
<tr>
<td>Due Date:</td>
<td><strong>5.00 pm Friday, 22 May 1998</strong> (end of week 11) in the box in front of 40.315.</td>
</tr>
</tbody>
</table>

No extensions will be given unless agreed to by Subject Coordinator, Larry Blackett. **Do not ask** unless your reason is serious. The due date allows plenty of time to complete the assignment. (Late essays will be penalised by 1 mark (out of 10) for each day, including weekends, for which they are late.)

Mandatory essay presentation requirements are:

1. The essay is to be typed.
2. *Double spacing* is to be used throughout. This means double spacing between the lines, not between the words on the line as some students each year seem to think.
3. A duplicate of the essay is not usually required but I advise you to have a hard copy available. Students must ensure that they have the capacity to provide a duplicate, should this be requested, at short notice. Problems with computers, software, lost disks etc will *not* be accepted as an excuse for failing to meet this condition. It is each student’s responsibility to ensure that they maintain their work on secure disks with a copy located away from the original.
4. The pages should be numbered.
5. At the front of the essay there must be a title page showing your name, your tutorial class, the date the essay is due and the topic as given.
6. A synopsis of no more than 150 words is to preface the essay.
7. There must be a generous left hand margin of about 40 mm to allow for written comments.
8. All essays should include a list of references. All borrowed material, including direct quotations, should be appropriately acknowledged. The referencing procedure used should be in accordance with the conventions required for papers submitted to
the American Accounting Review. A copy of these guidelines, referred to as “Notes to Authors”, is reproduced each year in one of the quarterly issues of the American Accounting Review. The Resources Room has a copy of these Notes.

9. To show that each student has consulted the Accounting Review guidelines, a photocopy of them must be attached to the back of the essay. This way there can be no excuses for improper presentation. Students who fail to comply with these guidelines will have their essay penalised.

The essay will be penalised for failure to meet any of these requirements.

Students not submitting the essay by the last day of classes (14 June 1998) in the absence of accepted documented reasons, will fail the subject.

Essay Topic

“Discuss the future of Management Accounting”.

Summary of the Compulsory Requirements of ACCY 211

- Attend tutorials and participate. Submit solutions to the tutor as required.
- Attend workshops and participate.
- Submit the essay in the manner prescribed.
- Sit the final examination.

(L) Supplementary Final Examination

- See the statement of University Policy in the Undergraduate Calendar 1998.
- See the statement of Departmental policy, copies of which are available in the Closed Reserve in the library and in the Resources Room.

tell the Subject Coordinator that something has happened and that evidence will be forth coming.

(M) Staff

Room  Phone

**Lecturers:**
- Assoc. Prof. Warwick Funnell 40.314 213739
- Mr. Larry Blackett 40.315 214009

**Tutors:**
- Assoc. Prof. Warwick Funnell 40.314 213739
- Dr. Hema Wijewardena 40.316 213697
- Dr. Sudhir Lodh 40.318 214010
- Ms. Anne Abraham 40.303 213738
- Mr. Rafuuddin Ahmed 40.301 214006
- Mr. Larry Blackett 40.315 214009

**Workshop Leaders:**
- Ms. Anne Abraham 40.303 213738
• Full time staff will be available at the times indicated on their doors.
• Please direct administrative questions to Mr. Larry Blackett, Room 40.315, Phone 214009.
STUDENTS WITH DISABILITIES

The University Education Committee has requested that the following statement be included in all subject outlines:

If a student with a disability requires reasonable accommodation in this subject, they are strongly advised to discuss the issues early in the session with one of the following people: the Disability Liaison Office, Faculty Disability Adviser and the subject co-ordinator.

Dr Bob Williams is the Faculty Disability Adviser as well as the Sub Dean and can now be found in 40.337 on extension 3616.

December 1997
Larry Blackett
Subject Co-ordinator