(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) assignments.

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1 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)


(Cost of text at the book store is $69.95 less 10% for credit card equals $59.35 OR $65.95 less 13% for cash equals $57.38).

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

1. Computer Literacy: Shelly GB, Cashman TJ and Quasney JS, (1995) Learning to use Windows applications Microsoft Excel 5 for Windows, Danvers, Boyd Fraser (Cost at the bookstore is $36.95 less 10% or 13% discount). Students having competency in Excel do not need to buy this.

(Cost at the book store is $41.00 less discount). 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.

(Cost at the book store is $19.00 less discount).
(E) Other materials for reference

The text 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 Closed Reserve in the library 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 Closed Reserve in the library:

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

(F) How to learn ACCY 211

(i) Lectures - attendance at lectures is compulsory and will be recorded. 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 Closed Reserve.

(ii) Workshops - attendance is compulsory, will be recorded and may be used for 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 at home in advance. These will be collected periodically and count towards the 10% tutorial assessment mark (along with your participation in class).

(iv) Computer Labs - attendance is compulsory for those students lacking computer competency. COMPUTER LITERACY is a requirement of all University graduates. This subject fulfils that requirement. In particular we will develop in you a competency to deal with spreadsheets while exploring their usefulness. Aside from the 20% assessment for Computer Literacy, you are strongly encouraged to do suitable tutorial questions on Excel 5 for Windows.

(v) Access to Solutions:
Answers to workshop and tutorial problems will be placed in the Closed Reserve Section of the library.
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.

(vii) **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 text, your tutor will have solutions to discuss with you. Also see “Teoh and Funnell” which provides many fully worked problems.
- towards the end of session, last year’s (1997 Autumn) exam paper plus solutions will be made available.

(G) **Assessment**

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<th>Component</th>
<th>Weightage</th>
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<tbody>
<tr>
<td>Computer Assignments (see H)</td>
<td>20%</td>
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<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>
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(H) **Computer Assignments** comprise:

- 5% for a basic spreadsheet question
- 10% for a complex spreadsheet question
- 5% for a test on Excel 5

(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.

(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

Length: 1,000 words
Due Date: 5.00 pm Friday, 23 January 1998, in the box in front of 40.315.

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 Closed Reserve 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 (6 February 1998) in the absence of accepted documented reasons, will fail the subject.
(L) 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.
- Submit computer literacy assignments and perform computer literacy test as required.
- Submit the essay in the manner prescribed.
- Sit the final examination.

(M) Supplementary Final Examination

- See the statement of University Policy, pp 58-60, Undergraduate Calendar 1997.
- See the statement of Departmental policy, copies of which are available in the Closed Reserve.

Tell the Subject Coordinator what has happened.

(N) Access to Lecturer, workshop leader, tutor and computer lab supervisor:

Management Accounting II will be the responsibility of Larry Blackett. Enquiries of an administrative nature should be directed to Larry Blackett.

<table>
<thead>
<tr>
<th>Staff</th>
<th>Room</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Larry Blackett</td>
<td>40.315</td>
<td>214009</td>
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<tr>
<td>Subject Co-ordinator</td>
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<tr>
<td>Lecturer</td>
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<td>Tutor, Workshop Leader</td>
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<tr>
<td>Computer Lab Supervisor</td>
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The times at which Larry Blackett is available for consultation are displayed on his office door.

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