

THE UNIVERSITY OF HONG KONG
FACULTY OF BUSINESS AND ECONOMICS



School of Business
ACCT2105 (Subclasses G, H, I)
Management Accounting I/
Introduction to Management Accounting
2016-2017, Semester 2
Course Syllabus

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Consultation Times: By Appointment

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Textbook: K. W. Braun and W. M. Tietz. *Managerial Accounting (Global Edition)*, 4/E.
Pearson.

Course materials: Lecture PowerPoint slides and assignment solutions are posted on the course Moodle. Students are required to download these materials for their own reference in the classes after add-drop period. No hard copy of these materials will be distributed in class after add-drop period.

Prerequisite: BUSI1002 Introduction to Accounting; or
ACCT1101 Introduction to Financial Accounting

COURSE DESCRIPTIONS

This course covers basic topics of management accounting and introduces a business-management approach to the development and use of accounting information. In today's competitive marketplace, an excellent internal accounting system is essential for organizations to make better decisions. This course covers firms' internal accounting systems and their use in decision-making, planning and control. Major topics include cost classification, cost behavior, cost-volume-profit analysis, costing, budgeting and variance analysis, and decision-making.

COURSE OBJECTIVES

1. Provide students with basic concepts of management accounting and demonstrate the usefulness of internal accounting system;
2. Provide students with the capability to apply knowledge in decision-making scenarios;
3. Inculcate professionalism;
4. Develop students' communication skills.

INTENDED LEARNING OUTCOMES (ILOs)

On completion of this course, students will be able to:

- ILO1.* Explain cost management concepts, product costing techniques, and planning & control systems;
- ILO2.* Use relevant information for making decisions;
- ILO3.* Prepare a master budget and a flexible budget, compare the budgets with actual results, analyze and interpret variances;
- ILO4.* Apply Management Accountants' Codes of Ethics to resolve an ethical situation;
- ILO5.* Develop verbal and writing communication skills.

ALIGNMENTS OF PROGRAM AND COURSE ILOs

Program ILOs	Course ILOs
1. Acquisition and internalization of knowledge of accounting, business and economics	ILO 1 & 2
2. Application and integration of knowledge	ILO 3 & 4
3. Inculcating professionalism and leadership	ILO 4 & 5
4. Mastering communication skills	ILO 5

TEACHING AND LEARNING ACTIVITIES (TLAs)

TLA1. Situation: Interactive lectures

Basic knowledge of cost accounting and management accounting is presented with PowerPoint slides.

- In-class exercises: basic concepts and techniques are illustrated using examples. These exercises help students follow the lecturer closely and actively.
- In-class discussions: sometimes discussion questions are raised by the lecturer. Students are encouraged to participate in discussions and share opinions with their peers.
- Video clips are shown for selected topics followed by in-class discussion so that students can apply basic concepts and techniques to specific real-world scenarios.

Major focus: ILOs 1, 2, 3 and 5;

Minor focus: ILO4.

TLA2. Situation: Tutorials

Practice questions and selective assignments are covered.

- Weekly tutorial assignments: assignments that reflect concepts and techniques learned are assigned to students every week. Students are expected to complete these assignments on an individual basis.
- In-class interactive activities: students are required to attend all tutorials, participate in discussions, and present their answers to peers, etc.

Major focus: ILOs 1 and 5;

Minor focus: ILOs 2 and 4.

TLA3. Situation: Outside-classroom activities

- Group discussions: students are divided into groups to finish the team projects. Group members meet to discuss the projects, contribute jointly to the written reports and prepare for in-class presentation.
- Lecturer and demonstrator consultations: by appointment, lecturer (demonstrator) provides consultation weekly to address students' questions and concerns.

Major focus: ILOs 1, 2 and 3;

Minor focus: ILO 4.

ASSESSMENT TASKS (ATs)

Tutorial participation and assignments	10%
Group presentation	10%
Midterm Test	35%
Final exam	45%
Total	100%

AT1. Tutorial Participation and Assignments (10%)

Students are required to participate actively in tutorials. Quietly sitting in the classes does not count as participation. Absenteeism from class will negatively affect the performance. Each student will be evaluated on the quality and quantity of their participation by the instructor individually. Students are also required to complete selected assignments before tutorials, which will be collected and graded by the tutor. The objective of the tutorials is to help you digest and apply the knowledge you have learned from the classes.

Focus: ILOs 1, 2, 4, & 5.

Grading Criteria

A+ A A-	B+ B B-	C+ C C-	D+ D	F
Extremely well prepared for class discussion, active in sharing views, attended at least 90% of classes. Submitted all homework with 90% accuracy.	Partially prepared for class discussion, quite active in sharing views and attended at least 80% of classes. Submitted at least 80% of homework with 80% accuracy.	Not well prepared for class discussion, limited active in sharing views and attended at least 70% of classes. Submitted at least 70% of homework with 70% accuracy.	Not well prepared for class discussion, no sharing of views and attended at least 60% of classes. Submitted at least 60% of homework with 60% accuracy.	Poorly prepared for class discussion and no sharing of views and experience and attended less than 60% of classes. Submitted less than 60% of the homework with less than 60% accuracy.

AT2. Group Presentation (10%)

For group presentation evaluation details, please see attached document “Presentation Guidelines” at the end of the syllabus.

Focus: ILOs 1, 2, & 5.

AT3. Midterm Test (35%) and Final Exam (45%)

The time of the mid-term test will be announced in the first week. The final examination will be held in the normal exam period. Both are closed-book. The objective of these assessments is to further enhance students' understanding of the basic concepts and theories and develop their ability to apply the knowledge in business situations.

NO makeup midterm test will be offered. Students absent from the midterm test with valid reason and documentations must seek lecturer's permission and approval IN ADVANCE in order to shift weightings to the final exam. A Makeup Final exam will be offered if students are absent from the final exam with valid reason and supporting documentations. Please follow the application procedures described in this link: <http://www.hku.hk/exam/B.htm>

Multiple choice and calculation problems are graded according to the marks assigned to each question. Essay questions are graded according to the following criteria:

Focus: ILOs 1, 2, 3, 4, & 5.

Grading Criteria

A+ A A-	B+ B B-	C+ C C-	D+ D	F
Idea development is insightful and sophisticated; Supporting evidence is convincing, accurate and detailed. Well written with clear focus.	Idea development is clear and thoughtful; Supporting evidence is sufficient and accurate. Well written.	Idea development is simplistic and lacking in relevance; Supporting evidence insufficient but accurate. Somewhat well written.	Idea development is superficial and ineffective; Supporting evidence is insufficient and inaccurate. Writing is unclear.	Idea development is absent; Supporting evidence is vague or missing. Poorly written.

STUDY LOAD

Course Teaching and Learning Activities	Expected contact hour	Study Load (% of study)
T&L1. Interactive lectures	36	30%
T&L2. Tutorials	11	9.17%
T&L3. Group project, case analysis and homework	30	25%
T&L4. Self study	43	35.83%
Total	120	100%

ACADEMIC CONDUCT AND IMPORTANT POLICIES

- a) Plagiarism and copying of copyright materials are serious offences and may lead to disciplinary actions. You should read the chapters on “Plagiarism” and “Copyright” in the Undergraduate/Postgraduate Handbook for details. You are strongly advised to read the booklet entitled “What is Plagiarism” which was distributed to you upon your admission into the University, a copy of which can be found at www.hku.hk/plagiarism. A booklet entitled “Plagiarism and How to Avoid it” is also available from the Main Library.

- b) The course enrollment is fully handled and managed by the faculty office. Please approach the staff in the faculty office (4/F KK Leung Building) for any queries about course enrollment, class quota, etc. Lecturers have no control on the course enrollment issue under all circumstances.

Topic	Coverage	Reading
Week 1: 16 Jan 2017 Introduction to Managerial Accounting	<ul style="list-style-type: none"> • Compare management accounting and financial accounting • Understand the role of management accountants • Understand today's business environment 	Chapter 1
Week 2: 23 Jan 2017 Building Blocks of Managerial Accounting	<ul style="list-style-type: none"> • Three business sectors and the value chain • Define cost object, direct vs. indirect cost, variable vs. fixed cost, inventoriable vs. period cost • Prepare external reporting 	Chapter 2
Week 3: 30 Jan 2017 (CNY)	<ul style="list-style-type: none"> • No lecture this week 	
Week 4: 6 Feb 2017 Job Costing	<ul style="list-style-type: none"> • Distinguish job costing from process costing • Job costing • Prepare job entries for job costing 	Chapter 3, Appendix 3A
Week 5: 13 Feb 2017 Activity-Based Costing	<ul style="list-style-type: none"> • Activity-Based Costing (ABC) • Understand the benefits and limitations of ABC/ABM systems • Lean production 	Chapter 3, Appendix 3A
Week 6: 20 Feb 2017 Process Costing	<ul style="list-style-type: none"> • Process Costing • Weighted average method in process costing • Prepare job entries for process costing 	Chapter 5
Week 7: 27 Feb 2017 Cost Behavior	<ul style="list-style-type: none"> • Cost behavior and how to determine cost behavior • Contribution margin income statement • Variable costing and absorption costing 	Chapter 6, Appendix 6A
Week 8: 6 Mar 2017 (Reading Week)	<ul style="list-style-type: none"> • No lecture this week 	
Week 9: 13 Mar 2017 Cost-Volume-Profit (CVP) Analysis	<ul style="list-style-type: none"> • CVP analysis and its application • Break-even and targeted profit analysis • Product mix & multiple cost drivers in CVP 	Chapter 7
Week 10: 20 Mar 2017 The Master Budget	<ul style="list-style-type: none"> • Understand basic concepts of master budget • How to prepare master budget 	Chapter 9
Week 11: 27 Mar 2017 The Master Budget	<ul style="list-style-type: none"> • How to prepare master budget • Forming presentation groups & Indicating preferences 	Chapter 9
Week 12: 3 Apr 2017 (Ching Ming Festival)	<ul style="list-style-type: none"> • No lecture on this week (including 3 Apr and 4 Apr) • Registering video clips if presenting Case #3 and #4 	
Week 13: 10 Apr 2017 Standard Costs and Variances	<ul style="list-style-type: none"> • Standard costs • Flexible budget • Variance analysis 	Chapter 11
Week 14: 17 Apr 2017 (Easter)	<ul style="list-style-type: none"> • No lecture this week (including 17 Apr and 18 Apr) 	
Week 15: 24 Apr 2017	<ul style="list-style-type: none"> • Case Presentation 	