



## Teaching Guide

Teaching Guide				
Identifying Data				2021/22
Subject (*)	Management Accounting		Code	611G02022
Study programme	Grao en Administración e Dirección de Empresas			
Descriptors				
Cycle	Period	Year	Type	Credits
Graduate	1st four-month period	Third	Obligatory	6
Language	SpanishGalicianEnglish			
Teaching method	Face-to-face			
Prerequisites				
Department	Empresa			
Coordinador	Garcia Arthus, Emilia Luisa	E-mail	emilia.garcia.arthus@udc.es	
Lecturers	Garcia Arthus, Emilia Luisa López Pampín, José Carlos Rodríguez Lopez, Manuel	E-mail	emilia.garcia.arthus@udc.es c.lpampin@udc.es marod@udc.es	
Web				
General description	Cost Accounting and Management Accounting are behind any decision or strategy of the company. Costs and returns are relevant information elements in the decision-making process of the company or not-for-profit organization. To know their nature, calculation and influence on the decision to take, are basic skills for a professional who wants to properly deal with management problems.			
Contingency plan	<p>1. Modifications in the contents: there will be no modification in the contents.</p> <p>2. Methodologies</p> <p>* Teaching methodologies that are maintained: all</p> <p>* Teaching methodologies that change: none</p> <p>3. Mechanisms of personalized attention to students:</p> <ul style="list-style-type: none"><li>- E-mail</li><li>- Teams platform for general and specific online tutorials for virtual students</li><li>- Moodle platform: consultation forums, exercises, tests, documents, bibliography, etc.</li><li>- Students who are unable to attend face-to-face activities because they are considered risk COVID group may choose their avaluation preference (general or students with no attendance) at the beginning of the course and will have one hour of virtual tutoring per week in addition to general online tutoring. (schedules will be set at the beginning of the course).</li></ul> <p>Students who are unable to attend face-to-face classes due to temporary illness due to COVID or quarantine related to COVID may continue their avaluation in an online mode like students in the previous group, but may continue their avaluation according to the general criteria.</p> <p>4. Modifications in the evaluation</p> <p>In the case of not being able to develop face-to-face tests, these will be developed online using any of the virtual platforms accepted by the University of A Coruña.</p> <p>5. Modifications to the bibliography or webography</p> <p>Students will have sufficient materials on the subject's Moodle platform, or access to virtual materials will be provided.</p>			

## Study programme competences

Code	Study programme competences
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A1	Manage an enterprise or small organization, understanding their competitive and institutional position and identifying their strengths and weaknesses
A2	Integrate in any functional area of micro-firms or SMEs and perform fluently any management task commissioned
A3	Evaluate and foreseeing, from relevant data, the development of a company.
A4	Elaborate advisory reports on specific situations of companies and markets
A5	Write projects about specific functional areas (e.g. management, marketing, financial) of the company
A6	Identify the relevant sources of economic information and to interpret the content.
A7	Understand economic institutions as a result and application of theoretical or formal representations which explain the evolution of the economy.
A8	Derive, based on from basic information, relevant data unrecognizable by non-professionals.
A9	Use frequently the information and communication technology (ICT) throughout their professional activity.
A10	Read and communicate in a professional environment at a basic level in more than one language, particularly in English
A11	To analyze the problems of the firm based on management technical tools and professional criteria
A12	Communicate fluently in their environment and work by teams
B1	CB1-The students must demonstrate knowledge and understanding in a field of study that part of the basis of general secondary education, although it is supported by advanced textbooks, and also includes some aspects that imply knowledge of the forefront of their field of study
B2	CB2 - The students can apply their knowledge to their work or vocation in a professional way and have competences typically demonstrated by means of the elaboration and defense of arguments and solving problems within their area of work
B3	CB3- The students have the ability to gather and interpret relevant data (usually within their field of study) to issue evaluations that include reflection on relevant social, scientific or ethical
B4	CB4-Communicate information, ideas, problems and solutions to an audience both skilled and unskilled
B5	CB5-Develop skills needed to undertake further studies learning with a high degree of autonomy
B6	CG1-Perform duties of management, advice and evaluation in business organizations
B7	CG2-Know how to use the concepts and techniques used in the various functional areas of the company and understand the relationships between them and with the overall objectives of the organization
B8	CG3- Know how to make decisions, and, in general, assume leadership roles.
B9	CG4-Learn to identify and anticipate opportunities, allocate resources, organize information, select and motivate people, make decisions under conditions of - uncertainty, achieve the proposed objectives and evaluate results
B10	CG5-Respect the fundamental and equal rights for men and women, promoting respect of human rights and the principles of equal opportunities, non-discrimination and universal accessibility for people with disabilities.
C1	Express correctly, both orally and in writing, in the official languages of the autonomous region
C4	To be trained for the exercise of citizenship open, educated, critical, committed, democratic, capable of analyzing reality and diagnose problems, formulate and implement knowledge-based solutions oriented to the common good
C5	Understand the importance of entrepreneurial culture and know the means and resources available to entrepreneurs
C6	Assess critically the knowledge, technology and information available to solve the problems and take valuable decisions
C7	Assume as professionals and citizens the importance of learning throughout life.
C8	Assess the importance of research, innovation and technological development in the economic and cultural progress of society.

Learning outcomes			
Learning outcomes		Study programme competences	
The student is able to express himself orally and in writing, correctly employing the basic concepts of the subject: purchase, cost, expense, investment and payment.	A4	B1	C1
	A10	B2	C6
		B4	C7
Identify the characteristics of the internal and external areas of the company: economic, social and environmental, as well as the accounting models related to them.	A1	B3	C6
	A2		
	A3		
	A11		



Identify the different production factors according to their nature, function and behavior.	A6 A8		
Understand the different cost allocation models and the possibilities of affecting and allocating them to cost carriers. Identify, calculate and interpret concepts: Cost Center, Equivalent Unit, Technical and Economic Units, Primary or secondary key, Capacity, Overhead rate, Transfer price, Opportunity cost, environmental cost.	A5 A8 A11	B9	C1
Identify, measure and value resource usage, understand the relationships among resources, processes, outputs and sustainability, and interpret the results.	A1 A4 A7 A11		
Identify the cost system most appropriate to the company's production process.	A1	B7	
Identify the relevant costs in short-term decision-making and be able to justify the decision made, and know how to work as a team.	A4 A6 A8	B6	C7 C8
To be able to interpret and reason the impact of a change in technical or economic units, the level of production, etc. on the initial approach.	A4 A8	B8	
Calculate the standard cost and relate it to the planning and control of the company's activity.	A4 A6 A11		
To know how to apply basic concepts in an autonomous, critical, ethical, transparent, responsible way and develop an entrepreneurial spirit in a sustainable environment.	A9 A12	B5 B10	C4 C5

Contents	
Topic	Sub-topic
1. Management accounting. Introduction	Cost accounting and management accounting Cost - Expense - Investment
2. Cost	Materials Labour cost Overhead cost Manufacturing cost Inorganic costing Organic costing Scrap and Shrinkage Cost centres Joint production and Common production Capacity The cost of spared capacity Activity based costing Opportunity cost
3. Cost-volume-benefit analysis	Variable and fixed costs Direct costing Variable costing Contribution margin Break-even point
4. Planning and control: standard cost and budgeting	Budget Fixed and flexible budget Budgeted cost and standard cost Variances



5. Short-term decision making	Relevant costs/revenues Price setting Target costing Special order decisions Discontinuing products, departments and locations Product mix and constrained decisions Make or buy and outsourcing decisions
6. Transfer price	Responsibility centre Transfer price
7. Environmental accounting	Environmental accounting

Planning				
Methodologies / tests	Competencies	Ordinary class hours	Student's personal work hours	Total hours
Guest lecture / keynote speech	B10 C4 C7 C8	16	40	56
Mixed objective/subjective test	A8 A11 C1	2.5	20	22.5
Case study	A2 A3 A4 A5 A6 A9 A10 A11 A12 B2 B3 B4 B9 C1 C6	17	20.5	37.5
Problem solving	A1 A4 A6 A7 B1 B5 B6 B7 B8 C5	10	20	30
Personalized attention		4	0	4
(*)The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.				

Methodologies	
Methodologies	Description
Guest lecture / keynote speech	Development of the basic theoretical and practical concepts of the subject.
Mixed objective/subjective test	Written exam in which the student will have to prove to have achieved the learning results; The test will include theory and practice questions. In the personalized attention sessions, small group tutorials will be developed in order to clarify the doubts that the students may have for the mixed test.
Case study	Teamwork in which students will develop the cost calculation system of a company selected by the group.
Problem solving	Resolution of practical exercises to apply the basic theoretical concepts of the subject.

Personalized attention	
Methodologies	Description
Mixed objective/subjective test	Guided tutoring: 4 hours in groups of 15 students.  Schedules and location will be communicated in time.

Assessment			
Methodologies	Competencies	Description	Qualification
Problem solving	A1 A4 A6 A7 B1 B5 B6 B7 B8 C5	Participation of students in practical classes, quality of their opinions and contributions, or work in the classroom and the presentation of small problems that they will have to solve by themselves, or in small groups, either oral or written.	0



Mixed objective/subjective test	A8 A11 C1	Written exam that will include theoretical and / or practical questions.	40
Case study	A2 A3 A4 A5 A6 A9 A10 A11 A12 B2 B3 B4 B9 C1 C6	Group work to develop the cost calculation system in a company.	60

## Assessment comments

The criteria of evaluation here specified are valid either for the first or second opportunity. Pass the matter will require that the student should have been valued for his participation in the " mixed test " and the " study of cases ".Not presented qualification corresponds to the student who had participated in activities of evaluation that have a weight lower than 20 % on the final qualification, with independence of the obtained qualification.

Second opportunity: in the second opportunity the evaluation criteria will be the same as in the first opportunity, but to guarantee that the students can pass the subject they will be able to recover 20% of the continuous evaluation in the final mixed test answering a series of theoretical and / or practical questions.Convocatoria adelantada and students with recognition of part-time dedication (and exemption of assistance): Student can choose a mixed test with a weight of 100 % on the qualification, or follow general criteria. 100% mixed test will consist of a mixed test in which there will be included theoretical and practical questions and of which the student has to prove have reached the competences and the results of learning of the matter. The option will be communicated to the teaching staff within the first academic month.The minimal qualification to pass is 5 (50 %).OTHER REQUIREMENTS:- Exam access with electronic devices is forbidden except in those cases where responsible teachers could establish otherwise.- A properly identification is required to access the exam room.

## Sources of information

<b>Basic</b>	<ul style="list-style-type: none"> <li>- Tomás Escobar; Virginia Cortijo (2011). Fundamentos de Contabilidad de gestión. Pearson</li> <li>- AECA Asociación Española de Contabilidad y Administración de Empresas (2003). Contabilidad de Gestión para la toma de decisiones.</li> <li>- García Suárez, José Luis (coordinador) (2012). Cálculo, análisis y gestión de costes. Delta publicaciones</li> <li>- García Suarez, José Luis (director) (2014). Cálculo de costes y control de gestión 70 casos de aplicación práctica. Delta publicaciones</li> <li>- Moscoso, Philip; Lago, Alejandro (2016). Gestión de operaciones para directivos. McGraw Hill Education</li> <li>- Somoza López, Antonio (2016). Contabilidad social y medioambiental. Pirámide</li> </ul> <p>A bibliografía poderá ser actualizada en calquera momento por mor da inclusión de novos textos que o profesor considere axeitados para o alumnado.</p>
<b>Complementary</b>	<ul style="list-style-type: none"> <li>- Ripoll Feliu, Vicente M., coord. Alcoy (2011). Contabilidad analítica -- Problemas y ejercicios.. Barcelona: Profit</li> <li>- Sáez Torrecilla, Ángel. (). Contabilidad de costes y contabilidad de gestión. Madrid : McGraw-Hill</li> <li>- Catalina Vacas Guerrero ... [et al.] (2009). Fundamentos de contabilidad de costes y de gestión: una visión práctica . Collado Villalba : Delta</li> <li>- Carlos Mallo, María Ángela Jiménez Montañés (2009). Contabilidad de costes. Madrid : Pirámide</li> <li>- Muñoz, Clara; Zornoza, Javier; Veuthey Eloy (2008). Introducción a al contabilidad de costes para la gestión. TME Tratados y manuales de empresa</li> </ul>

## Recommendations

Subjects that it is recommended to have taken before

Subjects that are recommended to be taken simultaneously

Subjects that continue the syllabus

Other comments



1. The delivery of the documentary works to be carried out in this subject: a. It will be requested in virtual format and/or computer support. b. It will be done through Moodle, in digital format without the need to print them. 2. The importance of ethical principles related to sustainability values in personal and professional behaviors must be taken into account. 3. Work will be done to identify and modify sexist prejudices and attitudes and will influence the environment to modify them and promote values of respect and equality. 4. We will facilitate the full integration of students who, for physical, sensory, psychological or sociocultural reasons, experience difficulties in gaining adequate, equal and beneficial access to university life.

**(\*)The teaching guide is the document in which the URV publishes the information about all its courses. It is a public document and cannot be modified. Only in exceptional cases can it be revised by the competent agent or duly revised so that it is in line with current legislation.**