

Introduction to Management Accounting

Course map

This document outlines the course structure

Introduction and course orientation

This document outlines the course structure
Duration: 5 sessions

Lesson 1: Welcome

Unit 1: Welcome to ACCA-X
Unit 2: Studying with ACCA-X online

Lesson 2: Getting your Diploma

Unit 1: Qualifications available
Unit 2: ACCA Qualification

Lesson 3: How to study this course

Unit 1: Getting started
Unit 2: Course structure
Unit 3: Using discussion forums
Unit 4: Staying safe online
Unit 5: Problems?

Section 1

The nature and purpose of cost and management accounting

Welcome

Lesson 1: Business organisations and transactions

- Unit 1: Business organisations and business functions
- Unit 2: The role of head office
- Unit 3: Policies, procedures and best practices
- Unit 4: Transactions: Sales
- Unit 5: Transactions: Purchases and payments to employees
- Unit 6: Transactions: Authorisation

Summary

Apply your learning

Lesson 2: An introduction to cost and management accounting

- Unit 1: Double-entry bookkeeping
- Unit 2: An introduction to cost and management accounting
- Unit 3: Computerised systems
- Unit 4: The purpose of management information
- Unit 5: The limitations of management information

Summary

Apply your learning

Lesson 3: Information for management

- Unit 1: Data and information
- Unit 2: The features of useful management information
- Unit 3: Information sources and categories
- Unit 4: The role of the trainee accountant

Summary

Apply your learning

Section summary

Additional material

Section 1 optional exam questions

Section 1 graded exam questions

Section 1 further optional exam questions

Section 2

Cost classification, behaviour and measurement

Welcome

Lesson 1: Cost classification and behaviour

- Unit 1: Cost units
- Unit 2: Cost classification
- Unit 3: Direct and indirect costs
- Unit 4: Cost behaviour: Variable costs and fixed costs
- Unit 5: Cost behaviour: Mixed costs and stepped-fixed costs

Summary

Apply your learning

Lesson 2: Calculating and reporting the profit of a product or service

- Unit 1: Calculating the cost of a product or service
- Unit 2: Absorption costing and marginal costing
- Unit 3: Absorption costing and marginal costing compared

Summary

Apply your learning

Lesson 3: Cost centres, profit centres and investment centres

- Unit 1: Cost centres: An introduction
- Unit 2: Cost centres: Coding and responsibility accounting
- Unit 3: Profit centres
- Unit 4: Investment centres

Summary

Apply your learning

Lesson 4: Measuring performance

- Unit 1: Performance measurement: An overview
- Unit 2: The standard hour
- Unit 3: Efficiency, capacity utilisation and production volume ratios
- Unit 4: Performance measures for profit centres
- Unit 5: Performance measures for investment centres

Summary

Apply your learning

Section summary

Additional material

Section 1 optional exam questions

Section 1 graded exam questions

Section 1 further optional exam questions

Section 3

Source document, coding and accounting for materials

Welcome

Lesson 1: Coding systems

- Unit 1: Coding systems: An introduction
- Unit 2: Types of coding systems
- Unit 3: The use of codes in accounting systems

Summary

Apply your learning

Lesson 2: Procedures for purchasing

- Unit 1: Documents for ordering and receiving materials, goods and services
- Unit 2: Recording the movement of raw materials
- Unit 3: Stores ledger accounts
- Unit 4: Coding purchases
- Unit 5: The material control cycle

Summary

Apply your learning

Lesson 3: Procedures for recording labour costs and sales income

- Unit 1: Recording labour costs
- Unit 2: Recording and analysing sales invoices

Summary

Apply your learning

Lesson 4: Accounting for materials

- Unit 1: Calculating material requirements
- Unit 2: Accounting for material costs
- Unit 3: Valuing inventory

Summary

Apply your learning

Section summary

Additional material

Section 3 optional exam questions

Section 3 graded exam questions

Section 3 further optional exam questions

Section 4

Accounting for labour, product costs and overheads

Welcome

Lesson 1: Accounting for labour

- Unit 1: Direct and indirect labour costs
- Unit 2: Calculating direct and indirect labour costs
- Unit 3: Accounting for labour costs

Summary

Apply your learning

Lesson 2: Employee remuneration, productivity and labour costs

- Unit 1: Remuneration methods 1
- Unit 2: Remuneration methods 2
- Unit 3: Reducing unit labour costs
- Unit 4: Analysing earnings and total labour cost

Summary

Apply your learning

Lesson 3: Accounting for overheads

- Unit 1: Overheads and absorption costing
- Unit 2: Overhead allocation and apportionment 1
- Unit 3: Overhead allocation and apportionment 2
- Unit 4: Absorption of overheads
- Unit 5: Calculating over and under absorption of overheads
- Unit 6: Comparing absorption costing and marginal costing

Summary

Apply your learning

Lesson 4: Job costing, batch costing and process costing

- Unit 1: Job costing 1
- Unit 2: Job costing 2
- Unit 3: Batch costing
- Unit 4: Process costing
- Unit 5: Closing work in progress

Summary

Apply your learning

Section summary

Additional material

MA1 Section 4 optional exam questions

MA1 Section 4 graded exam questions

MA1 Section 4 further optional exam questions

Section 5

Spreadsheets

Welcome

Lesson 1: Spreadsheets: an overview

Unit 1: Spreadsheet software: An introduction

Unit 2: Cells, rows and columns

Unit 3: Saving a file with password protection

Summary

Apply your learning

Lesson 2: Spreadsheet skills 1

Unit 1: Entering, moving and copying data Unit 2: Simple formulae and functions

Unit 3: More advanced formulae and functions

Summary

Apply your learning

Lesson 3: Spreadsheet skills 2

Unit 1: Capturing, editing and manipulating data

Unit 2: Formatting numbers, text and cells

Unit 3: Protecting cells and linking spreadsheets

Summary

Apply your learning

Lesson 4: Presenting information using spreadsheets

Unit 1: Error messages

Unit 2: Creating charts

Unit 3: Displaying and printing spreadsheet content

Summary

Apply your learning

Lesson 5: Spreadsheets: role, design and limitations

Unit 1: Spreadsheet design

Unit 2: The advantages and limitations of spreadsheets

Summary

Apply your learning

Section summary

Additional material

Section 5 optional exam questions

Section 5 graded exam questions

Section 5 further optional exam questions

Course closing section

Lesson 1: Summing up

Unit 1: Optional practice test

Unit 2: Revision strategy

Lesson 2: MA1 optional practice tests

Lesson 3: revision tests

Revision test 1: The nature of cost and management accounting

Revision test 2: Cost classification and behaviour

Revision test 3: Source documents, coding and accounting for materials

Revision test 4: Accounting for labour and overheads

Revision test 5: Job costing, process costing and batch costing

Revision test 6: Spreadsheets

Lesson 4: MA1 graded practice test

Lesson 5: What next?

Unit 1: The exam

Unit 2: What comes next?

Unit 3: End of course survey