BUSI 1002
Management Accounting
Summer 2013

COURSE OUTLINE

Instructor         Jacques Maurice, CPA, CA, CMA, FCMA
Office            DT 923
E-mail            jmaurice@sprott.carleton.ca
Office Hours      Every Wednesday evening from 18:00 – 19:00 in Big Blue Button*

* BigBlueButton is an on-line interface that will allow you to talk directly to the instructor or teaching assistant in a real-time environment. Details on its use will be provided in CULearn. You can watch a video on how to use BigBlueButton at: http://www.bigbluebutton.org/videos/

Course description

An introduction to the fundamentals of managerial accounting and the use of accounting data by management in planning, control and decision making.

Course Outcomes

In order to pass this course, students should be able to demonstrate ability to:

a) identify what kinds of management accounting information managers need,
b) identify where this information can be obtained,
c) illustrate how this information is used in carrying out the management functions.

Successful completion of this course will also give you a solid foundation for additional study and careers in business.
**Prerequisites**

BUSI 1001 – Principles of Financial Accounting (with a grade of D- or higher)

**Required Course Materials**

The course notes will be available on CuLearn. These comprise of the first draft of a new book. Any feedback on the book would be appreciated.

Financial Calculator: One of the following calculators:
- Texas Instruments BAII- Plus (including Pro model)
- Hewlett-Packard 10BII Business Calculator
- Staples Financial Calculator

**Grading Scheme**

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<th>Assignment</th>
<th>Weighting</th>
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<tr>
<td>Assignments</td>
<td>15%</td>
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<tr>
<td>Mid-Term Examination – 2 hours</td>
<td>35%</td>
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<tr>
<td>Final Exam – 3 hours</td>
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The only valid excuse for missing the mid-term is for medical reasons or death in the family and must be documented with a medical certificate. Any other reason (such as travel, etc…) cannot be considered. In such circumstances there will be no make-up mid-term. The grade weighting corresponding to the test that was missed will be added to the grade weighting of the final exam (i.e. the final exam will count for 90% of the grade).

The exams will be marked by the teaching assistants and the instructors together and follow a rigorous quality control process that reasonably assures that the grade awarded on exams is fair. However, no system is 100% error-free, so it is possible that you may wish to call into question a grade that has been awarded on a test. In this circumstance, please write a brief note describing the difficulty with the awarded grade and provide this note, together with the graded test or assignment, to the teaching assistance no later than seven calendar days following the date you received the mid-term. Please be sure to include your name and student number on the note to enable us to properly identify it.

The mid-term examination will be held on Saturday July 27 from 9:00 – 11:00 am. The mid-term location will be announced in CULearn. The mid-term will cover chapters 1, 2, 3, 4, 5 and 7.

Graded midterms can be collected from the CUOL Student Centre, D299 Loeb. If you do not normally come to campus, the CUOL Student Centre staff will scan and email the midterm to you. Please send a request for a scanned copy from your Carleton email account to cuol@carleton.ca and make sure to include your name, the course and your student number.
The final examination will be held in the regular examination period (Aug 17 - 22). The duration of the exam will be 3 hours. The final examination will cover the whole course. You need to obtain a minimum of 40% on the final exam to pass this course.

The assignments will be due on Sunday night at midnight as follows:

- Assignment 1 – due Sunday July 14 (chapters 1, 2, 3 and 4)
- Assignment 2 – due Sunday July 21 (chapters 5 and 7)
- Assignment 3 – due Sunday July 28 (chapter 6)
- Assignment 4 – due Sunday Aug 4 (chapters 8 – 9)
- Assignment 5 – due Sunday Aug 11 (chapters 10 - 11)

Your final assignment grade will consist of the best 4 grades of the 5 assignments. Assignments are to be submitted through CULearn. Note that assignments are to be done individually.

The ‘Chapter Files’

These documents located in CULearn provides you with the road map to the course:
- the first page of the Chapter File provides you with the list of the videos you should be watching and the order in which you should be watching them,
- the remaining pages provide you with a copy of the powerpoint slides and in-class problems that are taken up in the videos

All you literally need to do is to print the chapter files out and follow along.

How to do well in this course:

**WATCH ALL VIDEOS, AND PRACTICE, PRACTICE, PRACTICE…**

To perform well in this course, you must spend time answering extra problems and checking the answers to test their understanding. To maximize your learning, you should make an honest attempt at the question before peeking at the solution. Simply reading a question and then turning to the solution right away is next to useless. You will find that there is likely to be a direct correlation between the number of problems you prepare, your attendance in class and your course grade.

You are provided with detailed solutions to all of the problems in the textbook. In addition, some of the problems are identified with a video icon (□). These problems are accompanied with a video that takes up the problem in detail.
Teaching Assistants and Support

Teaching assistants are available to support you throughout this course. This is done in one of the following ways:
- answering any questions posted to the Discussion Forums in a timely manner
- holding office hours every week. Office hours will be a combination of in-person office hours and on-line office hours using Big Blue Button.
The office hour schedule will be posted to CULearn.

FINAL THOUGHTS

For many students, this course is a difficult one. Part of this difficulty stems from a challenging subject matter, but the biggest difficulty comes from failing to devote enough effort to working with the material. Like calculus and other courses where no two problems look alike, financial accounting requires that you practice working with it—over and over and over.

These observations have a number of implications for you and us. First, you will have to spend many hours during, and after watching the videos working on the course. This course contains lots of new vocabulary and concepts, so don't be afraid to ask the TA's for clarification or examples. After watching the videos, you should review both your class notes and the suggested solutions to the assigned problems to improve your understanding. It is absolutely essential that you keep up with the assigned reading and end-of-chapter problems.

In exchange for your hard work, you can expect the same from us. For example, expect us to enthusiastically answer any and all of your questions. Expect us to provide timely feedback on how well you are understanding the material.

In past years, many students struggled in this course mainly because they underestimated the time and commitment required to be successful. This is an elective course for most students so when times get tough, for example when term work and exams start piling up for their major courses of study, BUSI 1002 takes a back seat often resulting in poor marks.

To be successful in this course, you need to answer yes to the following questions:

Am I interested in business and accounting?

Can I devote 15 - 20 hours consistently every week to this course? (note that because this course is concentrated over a 6 week period in the summer, it will be especially intense)

If your answer is NO to either of the questions, you should seriously rethink your decision to take BUSI 1002.

Ensure you watch the Introductory Video to the course before you do anything else. This video will go over the course outline and provide you with tips to allow you to be successful in this course.
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<td>July 3</td>
<td>Introduction to Management Accounting (ch 1)</td>
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<td>Cost Concepts (ch 2)</td>
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<td>2 - 3</td>
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<td>Absorption vs. Variable Costing (ch 7)</td>
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<td>6 – 7</td>
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<td>10 – 11</td>
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<td>12</td>
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