



**BUSI 1002R**  
**Management Accounting**  
**Fall 2018**

**COURSE OUTLINE**

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<i>Class Time and Location</i>	N/A - OnLine
<i>Office Hours</i>	By appointment. Send me an e-mail if you need to meet and we can set up a suitable time.

**Course description**

This course examines how accounting information is used within organizations to plan, monitor and control. Managers in all functional areas, whether they like it or not, will have to deal with the management accounting system of the organization they work for. Better the devil that you know than the devil you don't know. The purpose of this course is therefore to ensure you have a basic understanding of how such systems operate, the language it uses, and its limitations. Successful completion of this course will also give you a solid foundation for additional study and careers in business.

**Calendar Description**

An introduction to the use of accounting data for the purposes of planning and control of operations.

Precludes additional credit for BUSI 1003 and BUSI 1005.

## Prerequisites

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

*This course is a prerequisite to:*

1. BUSI 2001 (with a grade of C or higher)
2. BUSI 2505 (with a grade of C or higher)
3. BUSI 3008 (with a grade of C- or higher)

## Required Course Materials

Textbook: *An Introduction to Management Accounting*, 1<sup>st</sup> Edition,  
Maurice, 2014  
Available at Haven Books (Sunnyside and Seneca)

If you are taking this course by distance and need to have Haven Books send you a copy of the book, you can order it on-line at [havenbooks.ca](http://havenbooks.ca)

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

Note that the financial calculator will only be used for one chapter (ch 12). If you do not wish to purchase a financial calculator, then you will be able to do the calculations using formulas (these will be provided). If you are planning on taking future business courses, you should consider purchasing a financial calculator.

If you choose to not acquire a financial calculator, any calculator will do as long as it is **not programmable**. Note that you will not be allowed to use a programmable calculator on exams. You cannot use the calculator functions of your cel. phone on exams.

## Grading Scheme

Quizzes	20%
Mid-Term	30%
Final Exam – 3 hours	<u>50%</u>
	<u>100%</u>

The mid-term will be marked by the teaching assistants and myself. We follow a rigorous quality control process that reasonably assures that the grade awarded on your mid-term 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. If this happens, drop by the TA office hours to

discuss the issue within seven calendar days following the date the exams were made available in the CUOL office.

The **mid-term examination** will be held on Saturday November 3 from 12:00 (noon) – 14:00. The mid-term locations will be announced on cuLearn. The mid-term will cover chapters 1 – 7I (the first 6 weeks of the term). Mid-term locations will be posted to cuLearn approximately one week before the mid-term.

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 the make-up mid-term will be held on Monday November 12 from 06:30 – 08:30am. If you miss the make-up midterm for any reason, your grade on the mid-term will be zero, i.e. there will be no make-up-make up mid-term and it is absolutely not possible to write an 80% final exam.

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 graded midterm to you. Please send a request for a scanned copy from your Carleton email account to [cuol@carleton.ca](mailto: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 (Dec 9-21). The duration of the exam will be 3 hours. The final examination will cover the whole course. You need to obtain a minimum grade of 40% on the final exam to pass this course.

If you are planning on writing the mid-term and final exam off campus, you must make these arrangements with the CUOL office (<http://carleton.ca/cuol/>) early in the term. If you miss the deadline to apply for on off campus exam, you will be required to write your exam on campus.

The quizzes will be due on the following dates at midnight as follows:

Quiz #	Chapter Coverage	Due Date
1	2	Sep 16
2	3	Sep 23
3	4	Sep 30
4	5	Oct 7
5	6	Oct 14
6	7A*	Oct 21
7	7B*	Nov 6
8	8	Nov 11
9	9	Nov 18
10	10	Nov 25
11	11	Dec 2
12	12	Dec 7

The quizzes consist of answering 5 multiple choice questions and are to be submitted through cuLearn. If you answer 4 out of 5 questions correctly, you will receive 100% on your assignment. You will be allowed two attempts at each quiz. The best of the two attempt grades will count as your quiz grade. All of the quizzes count towards your final grade.

\* 7A consists of Special Orders and Make vs. Buy

7B consists of Add/Drop, Scarce Resources and Sell or Process Further

Note that the conversion above will only occur when I submit the final grades. The grades appearing in cuLearn will be the raw grade you obtained on the quiz.

### **Student's Responsibilities with regards to deadlines**

It is your responsibility to ensure that you meet (1) the quiz deadlines above, (2) the mid-term date and time, and (3) the final exam date and time. It's as easy as entering these in your calendar on your smart phone or paper agenda. If you send me an e-mail asking me for any sort of accommodation on any of the above, I will reply in the negative.

When you register for this course, you are doing so on the assumption that you are fully available during the final exam period that runs from December 7-21 and are available to write the mid-term on Saturday November 3 from 12:00 – 14:00. I will not accommodate any requests to write the mid-term or final exam early or late.

### **The 'Slides and In-Class Problems' files**

These documents (one for each chapter) located in cuLearn provide you with the road map to the course:

- the first page of the 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 your 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. They will answer any questions posted to the Discussion Forums in a timely manner. In addition, senior accounting TA's will be holding office hours. The office hour schedule will be posted to cuLearn.

### **Videos**

If you encounter technical issues watching the videos, usually the solution is to try to view them using a different browser. If this does not work, send an e-mail to [capture@carleton.ca](mailto:capture@carleton.ca). Make sure you specify which course you are registered and which specific video is giving you trouble.

### **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 I. First, you will have to spend many hours during, and after watching the videos/going to class 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 me. For example, expect the TA and I 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 your 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 5 - 7 hours consistently every week to this course?*

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.

### Course Schedule

<i>Week #</i>	<i>Week of</i>	<i>Topic</i>
1	Sep 10	Introduction to Management Accounting (ch 1) Cost Concepts (ch 2)
2	Sep 17	Job Order Costing (ch 3)
3	Sep 24	Activity Based Costing (ch 4)
4	Oct 1	Cost-Volume-Profit Analysis (ch 5)
5	Oct 8	Absorption vs. Variable Costing (ch 6)
6	Oct 15	Relevant Costing I (ch 7) - Special Orders; Make vs. Buy
	Oct 22	Fall Break – No Classes
7	Oct 29	Relevant Costing II (ch 7) – cont'd - Add/Drop; Scarce Resources; Sell or Process Further
	<b>Nov 3</b>	<b>Mid-Term</b>
8	Nov 5	Budgeting (ch 8)
9	Nov 12	Standard Costs (ch 9)
10	Nov 19	Responsibility Accounting (ch 10)
11	Nov 26	Transfer Pricing (ch 11)
12	Dec 3	Capital Budgeting (ch 12)

## ADDITIONAL INFORMATION

### Course Sharing Websites

Materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

### Required calculator in BUSI course examinations

If you are purchasing a calculator, we recommend any one of the following options: Texas Instruments BA II Plus (including Pro Model), Hewlett Packard HP 12C (including Platinum model), Staples Financial Calculator, Sharp EL-738C & Hewlett Packard HP 10bII

### Group work

The Sprott School of Business encourages group assignments in the school for several reasons. They provide you with opportunities to develop and enhance interpersonal, communication, leadership, follower-ship and other group skills. Group assignments are also good for learning integrative skills for putting together a complex task. Your professor may assign one or more group tasks/assignments/projects in this course. Before embarking on a specific problem as a group, it is your responsibility to ensure that the problem is meant to be a group assignment and not an individual one.

In accordance with the Carleton University Undergraduate Calendar (p 34), the letter grades assigned in this course will have the following percentage equivalents:

A+ = 90-100	B+ = 77-79	C+ = 67-69	D+ = 57-59
A = 85-89	B = 73-76	C = 63-66	D = 53-56
A - = 80-84	B - = 70-72	C - = 60-62	D - = 50-52
F = Below 50			

Grades entered by Registrar:

WDN = Withdrawn from the course

DEF = Deferred

### Course Outline (Syllabus) Information on Academic Accommodations

#### Academic Regulations

University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university's website, here:

<http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/>

#### Requests for Academic Accommodation

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

#### Pregnancy obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: [carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf](http://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf)

### **Religious obligation**

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: [carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf](https://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf)

### **Academic Accommodations for Students with Disabilities**

If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with your instructor as soon as possible to ensure accommodation arrangements are made. [carleton.ca/pmc](https://carleton.ca/pmc)

### **Survivors of Sexual Violence**

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and is survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: [carleton.ca/sexual-violence-support](https://carleton.ca/sexual-violence-support)

### **Accommodation for Student Activities**

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

For more information on academic accommodation, please contact the departmental administrator or visit: [students.carleton.ca/course-outline](https://students.carleton.ca/course-outline)

### **Academic Integrity**

Violations of academic integrity are a serious academic offence. Violations of academic integrity – presenting another's ideas, arguments, words or images as your own, using unauthorized material, misrepresentation, fabricating or misrepresenting research data, unauthorized co-operation or collaboration or completing work for another student – weaken the quality of the degree and will not be tolerated. Penalties may include; a grade of Failure on the submitted work and/or course; academic probation; a refusal of permission to continue or to register in a specific degree program; suspension from full-time studies; suspension from all studies at Carleton; expulsion from Carleton, amongst others. Students are expected to familiarize themselves with and follow the Carleton



University Student Academic Integrity Policy which is available, along with resources for compliance at: <https://carleton.ca/registrar/academic-integrity/>.

### **Sprott Student Services**

The Sprott student services office, located in 710 Dunton Tower, offers academic advising, study skills advising, and overall academic success support. If you are having a difficult time with this course or others, or just need some guidance on how to successfully complete your Sprott degree, please drop in any weekday between 8:30am and 4:30pm. Our advisors are happy to discuss grades, course selection, tutoring, concentrations, and will ensure that you get connected with the resources you need to succeed! <http://sprott.carleton.ca/students/undergraduate/learning-support/>

### **Centre for Student Academic Support**

The Centre for Student Academic Support (CSAS) is a centralized collection of learning support services designed to help students achieve their goals and improve their learning both inside and outside the classroom. CSAS offers academic assistance with course content, academic writing and skills development. Visit CSAS on the 4th floor of MacOdrum Library or online at: [carleton.ca/csas](http://carleton.ca/csas).

### **Important Information:**

- Students must always retain a hard copy of all work that is submitted.
  - All final grades are subject to the Dean's approval.
  - For us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid CARLETON address. Therefore, in order to respond to your inquiries, please send all email from your Carleton CMail account. If you do not have or have yet to activate this account, you may wish to do so by visiting <http://carleton.ca/ccs/students/>
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