



**BUSI 1002R (On-Line Section)  
Management Accounting  
Summer**

**COURSE OUTLINE**

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<i>Class Time and Location</i>	N/A - OnLine
<i>Office Hours</i>	Thursdays from 16:00 – 18:00 from July 3 to Aug 14. In person in office or on-line. On-line via GoTo Meetings - go to the following URL: <a href="https://global.gotomeeting.com/meeting/join/842918957">https://global.gotomeeting.com/meeting/join/842918957</a>
<i>Weekly Tutorial</i>	A 1.5 hour live interactive (on-line) tutorial each week where the instructor will take up problems. Will be scheduled at a time based on a student poll. The tutorial will be recorded for those who cannot attend the live session.

**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.

## 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 2504 (with a grade of D- or higher)
3. BUSI 2505 (with a grade of C or higher)
4. BUSI 3008 (with a grade of C- or higher)

## Required Course Materials

The course notes for this course (the textbook) is available at Haven Books:

An Introduction to Management Accounting, 1<sup>st</sup> Edition, Maurice, 2014

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.

## Grading Scheme

Assignments	10%
Mid-Term Examination – 2 hours	35%
Final Exam – 3 hours	<u>55%</u>
	<u>100%</u>

The only valid excuse for missing a test 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 and will not be considered. In such circumstances there will be no make-up test. 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 70% of the grade, or potentially 90% if you miss both tests).

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, to the instructor or teaching assistant no later than seven calendar days following

the date the tests were available for pickup in the CUOL office. 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 26 from 9 – 11am. The mid-term locations will be announced on the Carleton Website . The mid-term will cover chapters 1-5.

Graded tests 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 mid-term 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 (Aug 18-23). 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 at midnight on the following dates:

Assignment #	Chapter Coverage	Due Date
1	2 - 3	Sun July 13
2	4 - 5	Sun July 20
3	6 - 7	Wed July 30
4	8 - 9	Wed Aug 6
5	10 - 12	Sat Aug 16

The assignments consist of answering 10 multiple choice questions and are to be submitted through cuLearn. You will be given three attempts at each assignment and cuLearn will count the best attempt towards your final grade.

Your final assignment grade will be calculated as the best of 4 out of the 5 assignments.

### **The ‘Chapter Files’**

These documents located in cuLearn provide 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 (if you are watching the videos as opposed to attending the class),
- the remaining pages provide you with a copy of the powerpoint slides and in-class problems that are taken up in the videos/in class

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, a senior accounting TA will be holding office hours as follows:

Mondays 17:00 - 18:30

Tuesdays 17:00 - 18:30

Thursdays 19:30 - 21:00

Office hours will start the week of July 7 and end the week of August 18

Location: Room 905 Dunton Tower

**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, management accounting requires that you practice working with it—over and over and over.

These observations have a number of implications for you and me. 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 7 - 10 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	July 7	Introduction to Management Accounting (ch 1) Cost Concepts (ch 2) Job Order Costing (ch 3)
2	July 14	Activity Based Costing (ch 4) Cost-Volume-Profit Analysis (ch 5)
3	July 21	Absorption vs. Variable Costing (ch 6) Relevant Costing (ch 7)
4	July 28	Budgeting (ch 8) Standard Costs (ch 9)
5	August 4	Responsibility Accounting (ch 10) Transfer Pricing (ch 11)
6	August 11	Capital Budgeting (ch 12)

Additional Information:

**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 (Section 2.3 Standing in Courses/Grading System), 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	WDN = Withdrawn from the course		

ABS = Student absent from final exam

DEF = Deferred (See above)

FND = (Failed, no Deferred) = Student could not pass the course even with 100% on final exam

**Academic Regulations, Accommodations, Etc.**

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 Accommodations**

**Academic Accommodations for Students with Disabilities**

The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send

me your **Letter of Accommodation** at the beginning of the term, and 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 me to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodations for the formally-scheduled exam (*if applicable*).

- The deadlines for contacting the Paul Menton Centre regarding accommodation for final exams for the June 2014 exam period is June 6, 2014 and for the August 2014 exam period is July 25, 2014.

*For Religious Obligations:*

Students requesting academic accommodation on the basis of religious obligation should make a formal, written request to their instructors for alternate dates and/or means of satisfying academic requirements. Such requests should be made during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist, but no later than two weeks before the compulsory event.

Accommodation is to be worked out directly and on an individual basis between the student and the instructor(s) involved. Instructors will make accommodations in a way that avoids academic disadvantage to the student.

Students or instructors who have questions or want to confirm accommodation eligibility of a religious event or practice may refer to the Equity Services website for a list of holy days and Carleton's Academic Accommodation policies, or may contact an Equity Services Advisor in the Equity Services Department for assistance.

*For Pregnancy:*

Pregnant students requiring academic accommodations are encouraged to contact an Equity Advisor in Equity Services to complete a letter of accommodation. The student must then make an appointment to discuss her needs with the instructor at least two weeks prior to the first academic event in which it is anticipated the accommodation will be required.

**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 expulsion; suspension from all studies at Carleton; suspension from full-time studies; a refusal of permission to continue or to register in a specific degree program; academic probation; and a grade of Failure in the course, 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 <http://www2.carleton.ca/sasc/advisingcentre/academic-integrity/>.

**Assistance for Students:**

Student Academic Success Centre (SASC): [www.carleton.ca/sasc](http://www.carleton.ca/sasc)

Writing Tutorial Services: <http://www1.carleton.ca/sasc/writing-tutorial-service/>

Peer Assisted Study Sessions (PASS): [www.carleton.ca/sasc/peer-assisted-study-sessions](http://www.carleton.ca/sasc/peer-assisted-study-sessions)

**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.
- Please note that you will be able to link your CONNECT (MyCarleton) account to other non-CONNECT accounts and receive emails from us. However, 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 CONNECT address. Therefore, it would be easier to respond to your inquiries if you would send all email from your connect account. If you do not have or have yet to activate this account, you may wish to do so by visiting <https://portal.carleton.ca/>

**Important Dates**

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**SUMMER****TERM 2014**

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|---------------------|---|
| March 1,<br>2014    | Last day for receipt of applications for admission to an undergraduate degree program for the summer term.  |
| May 1, 2014         | Last day for receipt of applications for undergraduate degree program transfers for the summer term.  |
| May 5, 2014         | Early summer and full summer classes begin.   |
| May 12,<br>2014     | Last day for registration and course changes (including auditing) for early summer courses.   |
| May 16,<br>2014     | Last day for registration and course changes (including auditing) for full summer courses.  |
| May 19,<br>2014     | Statutory holiday. University closed.   |
| May 23,<br>2014     | Last day to withdraw from early summer and full summer courses with a full fee adjustment.  |
| June 6, 2014        | Last day to submit to the Paul Menton Centre for Students with Disabilities, formal Examination Accommodation Forms for June examinations.  |
| June 9-19,<br>2014  | Fall/winter and winter term deferred final examinations will be held.   |
| June 10,<br>2014    | Last day for tests or examinations in early summer courses below the 4000-level before the final examination period (see Examination Regulations in the Academic Regulations of the University section of this Calendar). |
| June 17,<br>2014    | Last day of early summer classes (NOTE: Full summer classes resume July 3). Last day for academic withdrawal from early summer courses. Last day for handing in term assignments, subject to any earlier course deadline. |
| June 20-26,<br>2014 | Early summer examinations may be held. Examinations are normally held all 7 days of the week.   |
| July 1, 2014        | Statutory holiday. University closed.   |
| July 3, 2014        | Late summer classes begin. Full summer classes resume.  |

- July 10, 2014 Last day for registration and course changes (including auditing) for late summer courses.
- July 23, 2014 Last day to withdraw from late summer courses with a full fee adjustment.
- July 25, 2014 Last day to submit to the Paul Menton Centre for Students with Disabilities, Formal Examination Accommodation Forms for August examinations.
- July 31, 2014 Last day for tests or examinations in full summer courses below the 4000-level before the final examination period (see Examination Regulations in the Academic Regulations of the University section of this Calendar).
- August 4, 2014 Statutory Holiday. University closed.
- August 7, 2014 Last day for tests or examinations in late summer courses below the 4000-level before the final examination period (see Examination Regulations in the Academic Regulations of the University section of this Calendar). Classes held on this day follow a Monday schedule. Last day of late summer and full summer classes. Last day for academic withdrawal from late summer and full summer courses and any other courses that end this term. Last day for handing in term assignments, subject to any earlier course deadline.
- August 15, 2014
- August 15, 2014 Summer Co-op Work Term Reports are due.
- August 18-23, 2014 Summer examinations may be held. Examinations are normally held all 7 days of the week.
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