



**BUSI 1002R**  
**Management Accounting**  
**Winter 2015**

**COURSE OUTLINE**

<i>Instructor</i>	Jacques Maurice, FCPA, FCA, FCMA
<i>Office</i>	DT 923
<i>E-mail</i>	jmaurice@sprott.carleton.ca
<i>Class Time and Location</i>	N/A - OnLine
<i>Office Hours</i>	On-line by appointment. Send me an e-mail, we will agree on a time and will connect on-line. Starting March 4 – Wednesdays from 13:00 – 15:00
<i>Teaching Assistant</i>	Devin Fraser <DevinFraser@cmail.carleton.ca>

**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.

## 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%
Test 1 – 1.5 hours	20%
Test 2 – 1.5 hours	20%
Final Exam – 3 hours	<u>50%</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 *tests* will be held on the following dates:

Saturday February 7 from 9:00 – 10:30	Coverage: ch 1 - 5
Friday March 20 from 18:00– 19:30	Coverage: ch 6 - 9

The test locations will be announced in cuLearn.

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 (Apr 11-23). 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 Sunday night at midnight as follows:

Assignment #	Chapter Coverage	Due Date
1	1, 2, 3	Jan 18
2	4 - 5	Feb 1
3	6 - 7	Mar 1
4	8 - 9	Mar 15
5	10 - 12	Apr 5

The assignments consist of answering 10 multiple choice questions and are to be submitted through cuLearn.

CuLearn uses a random number generator to calculate the numbers provided in each multiple choice question. One of the consequences of this is that, at times, you may get a multiple choice question with two or more identical answers. When this happens answer the question and, if you got the correct answer but are marked incorrectly, contact the TA who will manually adjust your grade.

### **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, two senior accounting TA's will be holding office hours each week as follows:

Mon 1230 – 1430 and 1630 - 1830

Tue 1400 - 1600

Wed 1430 - 1630

Thu 1730 - 1930

Fri 1130 - 1330

TA office hours will start on Monday January 12.

Location: Room 910B 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 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 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	Jan 5	Introduction to Management Accounting (ch 1) Cost Concepts (ch 2)
2	Jan 12	Job Order Costing (ch 3)
3	Jan 19	Activity Based Costing (ch 4)
4	Jan 26	Cost-Volume-Profit Analysis (ch 5)
5	Feb 2	Absorption vs. Variable Costing (ch 6)
	Feb 7	<b>Test 1</b>
6	Feb 9	Relevant Costing I (ch 7)
-	Feb 16	Winter Break
7	Feb 23	Relevant Costing II (ch 7)
8	Mar 2	Budgeting (ch 8)
9	Mar 9	Standard Costs (ch 9)
10	Mar 16	Responsibility Accounting (ch 10)
	Mar 20	<b>Test 2</b>
11	Mar 23	Transfer Pricing (ch 11)
12	Mar 30	Capital Budgeting (ch 12)