

**BUSI 1005 B, C, D, E & F**  
**Managerial Accounting for Business Students**  
**Winter 2015**

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Class times and location	<b>Section B</b> Tues/Thurs 10:05-11:25am ME 4499 <b>Section D</b> Wed/Fri 2:30-4:00 SA 416	<b>Section E</b> Tues/Thurs 1:05-2:25pm SA 416	<b>Section C</b> Mon/Wed 1:05-2:25pm SA 416	<b>Section F</b> Tues/Thurs 10:05-11:25am MC 5050
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Office Hours	Tuesdays and Thursdays 12:00pm – 1:30pm And by appointment	Tuesdays 2:30–3:30pm Thursdays 2:30–3:30pm And by appointment	Tuesdays 4:30-5:30pm Wednesdays 2:30-3:30pm And by appointment	Tuesdays 9:00-10:00am

**Course Website:** cuLearn Link at Carleton homepage OR <https://carleton.ca/culearn/>

**Tutorials:** Weekly Schedule attached; Tutorial Room DT905

### Course Description & Learning Objectives

This course is an introduction to the development and use of accounting information within a business organization for effective management including: planning, directing, motivating, and controlling activities and behaviours. 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 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 application for internal financial decisions and reporting.

***A listing the major topics and chapters covered follows at end of this syllabus.***

### Prerequisite

BUSI 1004. Restricted to students registered in the Bachelor of Commerce or BIB programs. The School of Business enforces all prerequisites.

*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

- Textbook: ***Principles of Management Accounting, 1<sup>st</sup> Edition***,  
Maurice, 2014  
**Available at Haven Books – 43 Seneca St (corner of Sunnyside and Seneca)**
- Response Card: Turning Point Response Card (RCRF-03) - Clicker  
**Available at Haven Books**
- Course Pack: PowerPoint Slides, In-class Problems and Tutorial Problems  
**Available at Black Squirrel Bookstore (1073 Bank Street, near Sunnyside)**

### Financial Calculator:

Only the calculators listed below are permitted in *all* Business course tests. **You will need to bring it to every class.** Computations are a large part of this course.

- Texas Instruments BAII- Plus (or Pro model)- \$44 at Staples
- Hewlett-Packard 10BII Business Calculator or HP 12C
- Staples Financial Calculator \$28
- Sharp EL-738C

### Evaluation Methods (see details below)\*

Response Card Questions - Participation	10%
Test 1	20%
Test 2	20%
Tutorials	10%
Final examination	<u>40%</u>
	<u>100%</u>

\*Final grades are subject to the Dean's approval

### Tests

There will be two **tests** tentatively scheduled to be held on the following dates: **Saturday February 7<sup>th</sup>, 2015 (from 9am-10:30am) and Friday March 20, 2015 (from 6pm-7:30pm)**. 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. *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.

### The two tests will cover the following material

**Test 1: Chapters 1, 2, 3, 4, 5**

**Test 2: Chapters 6, 7, 8, 9**

The tests 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 tests and 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 issue with the awarded grade and provide this note, together with the graded test or assignment, to your instructor no later than seven calendar days following the date the tests were handed back. Please be sure to include your name and student number on the note to enable us to properly identify it. Tests will be returned to you within a week of receipt.

### **Response Card Questions (i.e. clickers)**

The *response card* grade will be calculated based on your answers to multiple choice questions during class. In each class (starting the week of January 19th), there will be multiple choice questions which you will answer using your Response Card. Correct responses will receive 1 full mark. Incorrect responses will receive 1/3 (one third) of a mark.

You must bring your clicker to class to obtain marks (no marks will be awarded for a student who forgot his/her clicker). To account for occurrences throughout the term where a student's clicker doesn't work (e.g. needs a new battery), etc., the final grade will be tabulated against 95% of the total marks available. Grades will also be normalized between sections to account for the range of difficulty asked by different instructors.

### **Tutorials**

*Tutorial* times will be devoted to the individual completion of problem sets with the assistance of the teaching assistant. Your tutorial grade will be based on tutorial attendance **and effort** at tutorial. Therefore, you must work on the tutorial assignment during tutorial. You can miss one tutorial without penalty. After that, every missed tutorial, or lack of effort at the tutorial, will cost you one mark.

### **Final Examination**

This examination will be held in the regular examination period. The duration of the exam will be 3 hours. The final examination will cover the whole course. You need to obtain a minimum of 45% on the final exam to pass this course.

All tests and exams will test both the technical and conceptual aspects of the course.

Applications for a deferred final examination must be made with the University's Registrar's office.

### **CLASS WEBSITE on cuLearn**

cuLearn is an integral part of the course. Much course related material and information will be found here. **Any announcements made in the course cuLearn page will be considered to have been made in class. You should visit CuLearn OFTEN! If you have any concerns about your grade, please ask questions early in the semester and do not wait until the last week of classes.**

## **Conduct**

Professional conduct is built upon the idea of mutual respect. Such conduct includes (but is not limited to):

1) *Attendance & Punctuality*

Doing well in the course is highly correlated to your attendance (notwithstanding earning participation points for being here). We will do our best to make the class of value to you, and in turn, we expect you to bring your energy and good attitude with you to each and every class. If circumstances prevent attendance, please remember that you are responsible for all materials discussed, handouts distributed, problems covered, and announcements made. Late arrivals are disruptive to instructors and the other students in the class. On that note, early departures should also be an exception.

2) *Other Disruptions*

This is a very broad category, and includes leaving and re-entering class (although we understand that there are times that this is a necessity). Side conversations are incredibly distracting to us and the other students in the class. Talking to the class as a whole, though, is encouraged. Texting, other cell phone use, internet surfing or completing other classwork while in class is a poor use of your time and will not be tolerated. Unfortunately, you are not as good a multitasker as you would like to believe. If you cannot discipline yourself sufficiently to stay on task for 80 minutes, we have no problem assisting in this capacity. Please turn your phone on silent (or off)

3) *Being Prepared*

You should be ready to discuss any assigned readings and to answer any assigned questions for each day's class. Please refer to the course Roadmap, and any prior in-class announcements to know what is expected from you at each class.

## How to do Well

**COME TO CLASS *PREPARED TO LISTEN AND BE ENGAGED*, GO TO TUTORIALS, AND PRACTICE, PRACTICE, PRACTICE...**

To maximize your learning, you should also read the textbook chapter and do *several* (if not all) of the textbook problems from each chapter on your own. 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 likely find a high association between the number of problems **you** prepare, your attendance in class and your course grade.

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. It's like learning to drive a car, or to swim. You can't simply listen or watch; you have to do it yourself.

These observations have a number of implications for you and us. First, you will have to spend many hours before, during, and after class working on this course. During class, you should ask questions whenever they arise and don't stop asking until you are satisfied that you understand our explanations. This class contains lots of new vocabulary and concepts, so don't be afraid to ask us for clarification or examples. After class, 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. Expect us to come to class with an organized outline of the day's topics. Expect us to enthusiastically answer any and all of your questions, either in-person during class and office hours, or email. Expect us to provide timely feedback on how well you are understanding the material.

**Course Schedule (note: this is a planned schedule only; deviations may occur)**

MONTH	Week	EXPECTED CLASS COVERAGE	REQUIRED READINGS
January	5 - 9	Introduction to Course Chapter 1 – Introduction Chapter 2 – Cost Concepts	Course Outline Chapter 1 Chapter 2
	12 - 16	Chapter 3 - Job Order Costing	Chapter 3
	19 - 23	Chapter 4 - Activity Based Costing	Chapter 4
	26 - 30	Chapter 5 – Cost/Volume/Profit	Chapter 5
February	2 - 6	Chapter 6 - Absorption Costing	Chapter 6
	9 - 13	Chapter 7 - Relevant Costing	Chapter 7
	16 - 20	Reading Week	
	23 - 27	Chapter 7 – Relevant Costing	Chapter 7
March	2 - 6	Chapter 8 - Budgeting	Chapter 8
	9 - 13	Chapter 9 - Standard Costing	Chapter 9
	16 - 20	Chapter 10 - Responsibility Accounting	Chapter 10
	23 - 27	Chapter 11 - Transfer Pricing	Chapter 11
March/April	30 - 3	Chapter 12 - Capital Budgeting	Chapter 12
April	6 - 8	Review	

**Stay on Top of Course**

	Estimated Time (Minutes)
<b>Work Expected Each Week</b>	
<b>BEFORE CLASS</b>	
Read chapter(s) for next class (see calendar)	60
Read slides for next class	10
Note down any questions you have for class	10
<b>IN CLASS</b> - attend class as active participant/learner	160
<b>IN TUTORIAL</b> - attend tutorial as active participant/learner	50
<b>AFTER CLASS</b>	
Review your class notes	30
Work through recommended Chapter Exercises (pdf's online)	70
Work through recommended Chapter Problems	90
Try self-assessment quiz for Chapter	60
<b>TOTAL</b>	<b>540</b>
	~9

minutes/week  
hours/week

## Tutorial Schedule

WEEK OF:		TUTORIAL COVERAGE
January	5	No Tutorials
	12	Chapter 2 - Cost Concepts
	19	Chapter 3 - Job Order Costing
	26	Chapter 4 - Activity Based Costing
February	2	Chapter 5 - Cost/Volume/Profit
	9	Chapter 6 - Absorption Costing
	16	Reading Week
	23	Chapter 7 - Relevant Costing I
March	2	Chapter 7 - Relevant Costing II
	9	Chapter 8 - Budgeting
	16	Chapter 9 - Standard Costing
	23	Chapter 10 - Responsibility Accounting
	30	Chapter 11 - Transfer Pricing

### Group work

The Spratt 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      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 April 2015 exam period is March 6, 2015.

#### *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/>
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## Important Dates

### December 25 to January 2

University closed

### January 5

Winter-term classes begin. [Late Charges](#) now apply.

### January 16

Last day for registration for winter term courses.

Last day to change courses or sections (including auditing) for winter term courses.

Students who have not deposited (via automated upload) the final copy of their thesis to the office of the Faculty of Graduate and Postdoctoral Affairs must register.

### January 31

Last day for a [fee adjustment](#) when withdrawing from Winter term courses or the Winter portion of two-term courses. Withdrawals after this date will create no financial change to Winter term fees (financial withdrawal).

### February 13

April examination schedule available online.

### February 13-21

Fall-term deferred examinations will be held

### February 16

Statutory holiday, University closed.

### February 16-20

Winter Break. Classes are suspended.

### March 1

Last day for UHIP refund applications for International Students who will be graduating this academic year.

Last day for receipt of applications from potential spring (June) graduates.

### March 6

Last day to submit, to the Paul Menton Centre for Students with Disabilities, Formal Examination Accommodation Forms for April examinations.

### Late March (Date TBA)

[Last day to pay any remaining balance on your Student Account](#) to avoid a hold on access to marks through Carleton Central and the release of transcripts and other official documents. An account balance may delay Summer 2014 course selection.

**April 3**

Statutory holiday, University closed.

**April 8**

Last day of fall/winter and winter-term classes.

Last day for academic withdrawal from fall/winter and winter-term courses.

Last day for handing in term work and the last day that can be specified by a course instructor as a due date for term work for fall/winter and winter-term courses.

**April 9-10**

No classes or examinations take place

**April 11-23**

Final examinations in winter term and fall/winter courses may be held. Examinations are normally held all 7 days of the week.

**June 8-18 (including Saturdays)**

Fall/winter and winter term deferred final examinations will be held.