CARLETON UNIVERSITY
SPROTT SCHOOL OF BUSINESS
BUSI 1005 B, C, D, E, F & G
WINTER 2017
MANAGERIAL ACCOUNTING FOR BUSINESS STUDENTS

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Shannon Butler</th>
<th>Gulraze Wakil</th>
<th>Lucille Perreault</th>
</tr>
</thead>
</table>
| Class times and location | **Section B**
   Wed/Fri 4:05-5:25pm
   Tory 208  
   **Section C**
   Wed/Fri 2:35-3:55pm
   Tory 208 | **Section D**
   Mon/Wed 11:35-12:55pm
   TB 210  
   **Section E**
   Tues/Thurs 1:05-2:25pm
   TB 208  
   **Section F**
   Tues/Thurs 11:35-12:55pm
   TB 208 | **Section G**
   Mon/Wed 10:05-11:25am
   TB 210 |
| Email | shannon.butler@carleton.ca | gulraze.wakil@carleton.ca | lucille.perreault@carleton.ca |
| Phone | X1874 | X1759 | N/A |
| Office | 1007 DT | 1015 DT | 1002 DT |
| Office Hours | Wednesdays 1:00 – 2:00
   And by appointment | Tuesday & Wednesday
   2:30 – 4:00pm
   And by appointment | Monday & Wednesday
   12:00 – 1:00pm
   And by appointment |

**Pre-requisites & precluded Courses:**

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)
Course Calendar description from the 2016/2017 University calendar:
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.

Course Description and Objectives:
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. 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.

Required Course Materials:
Available at Haven Books – 43 Seneca St (corner of Sunnyside and Seneca)

Course Pack: PowerPoint Slides & In-class Problems
Available at Black Squirrel Bookstore (1073 Bank Street, near Sunnyside)

Financial Calculator:
One of the following calculators is needed for chapter 12 in this course. If you do not wish to purchase a financial calculator, then you will be able to do the calculations using formulas. If you are planning on taking future business courses, you should consider purchasing one of the following financial calculators:
- Texas Instruments BAII- Plus (or Pro model)
- Hewlett-Packard 10BII Business Calculator or HP 12
- Staples Financial Calculator

CULearn:
This course uses CULearn extensively (theory videos, additional problem sets, self-assessment quizzes, announcements, etc). You should be on cULearn OFTEN. To access your courses on CULearn go to http://carleton.ca/culearn. For help and support, go to http://carleton.ca/culearn/students. Any unresolved questions can be directed to Computing and Communication Services (CCS) by phone at 613-520-3700 or via email at ccs_service_desk@carleton.ca
Teaching Method: The Flipped Classroom:
This course will be using a flipped classroom format. There will be no formal in class lecture component; instead you will need to watch videos before class. These videos will cover the same material that would normally be covered by way of an in class lecture.

You are expected to watch the videos before each class so that you are aware of the material and ready to work through problems in class. As you watch the videos you should be making notes and bringing these notes to class with you. If you come across questions from the videos please ask these questions in class or email a TA or your instructor. The PowerPoint slides that you have in your course pack accompany the video lectures.

Class time will be spent on topic review and summary, but mostly in-class problems from your course pack. It is very important that you come to class with the expectation that you will be doing work. **Class time is not meant to be passive. Class time will be active learning where you will be expected to be working through problems and actively working and learning.** If you are struggling with the work please put your hand up to ask questions. Alternatively, if you are getting through the in class problems well, then please try and help your classmates who may need help.

You are also expected to read the assigned readings from the textbook and course pack and work through the assigned homework practice problems.

Additional Problems with Solutions and Video Debriefs:
For every chapter in the textbook, you will have access to problems with detailed solutions in the textbook. In addition, a video debrief of certain problems (~2-5 problems per chapter) will be available for you in CULearn.

<table>
<thead>
<tr>
<th>Grading Scheme</th>
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</thead>
<tbody>
<tr>
<td>Participation</td>
<td>10%</td>
</tr>
<tr>
<td>Assignments</td>
<td>15%</td>
</tr>
<tr>
<td>Midterm (Friday March 3, 7pm-9pm, ch 1-6, special orders &amp; make vs. buy)</td>
<td>30%</td>
</tr>
<tr>
<td>Final examination</td>
<td>45%</td>
</tr>
<tr>
<td></td>
<td><strong>100%</strong></td>
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</tbody>
</table>

*Final grades are subject to the Dean’s approval

Participation:
See cuLearn for details regarding participation.

Assignments:
The assignments consist of answering 10 multiple choice questions and are to be submitted through cuLearn. The best 4 out of 5 assignments will count towards your final grade. Details regarding due dates and coverage for each assignment will be posted on cuLearn.
Mid-term and Final Exam:
The midterm is scheduled to be held on **Friday March 3rd from 7:00pm – 9:00pm**. The midterm will cover Chapters 1 to 6 and part of chapter 7 (special orders and make vs. buy decisions). Students who know in advance of a conflict with the midterm and provide appropriate documentation will have one opportunity to write an alternate midterm. The date and time for an alternate midterm will be determined in accordance with the School’s accommodation arrangements. Students in this situation will be informed by the professor of the alternate date and time.

With the exception of advanced accommodation, the only valid excuse for missing the midterm is for medical reasons or death in the family and must be documented with a medical certificate/obituary. In such circumstances, there will be no make-up midterm; the grade weighting of the midterm will be added to the grade weighting of the final exam (e.g. if you were to miss the midterm and provided a valid medical certificate, the weight of your final exam would be 75%). Students without a valid excuse for missing the midterm will receive a grade of 0 for the midterm.

The midterm 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 midterm, to the instructor or teaching assistant no later than seven calendar days following the handing back of the midterm. Please be sure to include your name and student number on the note to enable us to properly identify it.

The final examination will be held in the regular examination period (April 10-25). 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. Applications for a deferred final examination must be made with the University's Registrar's office.

Classroom Expectations & 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 and participation. We will do our best to make the class of value to you, and in turn, we expect you to come prepared for 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, and so should be avoided. On a similar 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 discouraged, however, talking to the class as a whole 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, humans are not as good at multitasking as we would like to believe. Please turn your phone on silent (or off).

3) **Being Prepared**

Have access to your textbook and course pack while in class and engage in solving problems that are covered in class. 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 schedule, and any prior in-class announcements to know what is expected from you at each class.

**How to do Well**

**WATCH THE VIDEOS, TAKE NOTES, COME TO CLASS, TRY YOUR BEST AT THE PROBLEMS DONE IN CLASS, ASK QUESTIONS, 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 need to 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: tentative; deviations may occur)

<table>
<thead>
<tr>
<th>MONTH</th>
<th>Week</th>
<th>EXPECTED CLASS COVERAGE</th>
<th>REQUIRED (BEFORE CLASS)</th>
<th>IN CLASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>5 &amp; 6</td>
<td>NO CLASSES. PLEASE MAKE SURE TO GET YOUR TEXTBOOK AND COURSE PACK BEFORE CLASSES START NEXT WEEK.</td>
<td><strong>Read:</strong> -Course Outline -Chapter 1 -Chapter 2  <strong>Watch:</strong> -Cost Classifications -ICP 2-1 Marshal Inc. -Cost Classification 2 -Cost Estimation -Optional: cost estimation using excel</td>
<td>ICP 2-2 ICP 2-3</td>
</tr>
<tr>
<td>9 – 13</td>
<td>Introduction to Course Chapter 1 – Introduction Chapter 2 – Cost Concepts</td>
<td><strong>Read:</strong> -Chapter 3  <strong>Watch:</strong> -Job Order Costing -ICP 3-1</td>
<td>ICP 3-2 ICP 3-3</td>
<td></td>
</tr>
<tr>
<td>16 - 20</td>
<td>Chapter 3 - Job Order Costing</td>
<td><strong>Read:</strong> -Chapter 4  <strong>Watch:</strong> -Activity Based Costing Example -Activity Based Costing</td>
<td>ICP 4-1</td>
<td></td>
</tr>
<tr>
<td>23 - 27</td>
<td>Chapter 4 - Activity Based Costing</td>
<td><strong>Read:</strong> -Chapter 5  <strong>Watch:</strong> -CVP Analysis 1 -CVP Analysis 2</td>
<td>ICP 5-1 ICP 5-2 ICP 5-3 ICP 5-4</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>30 - 3</td>
<td>Chapter 5 – Cost/Volume/Profit</td>
<td><strong>Read:</strong> -Chapter 6 -Direct vs. Absorption Costing Example -Direct vs. Absorption Costing – Part 2</td>
<td>ICP 6-1</td>
</tr>
<tr>
<td>6 - 10</td>
<td>Chapter 6 - Absorption Costing</td>
<td><strong>Read:</strong> -Chapter 7  <strong>Watch:</strong> -Relevant Costs &amp; the Special Orders -ICP 7-1 -The Make or Buy Decision -ICP 7-3 -Allocating Scarce Resources -ICP 7-7</td>
<td>ICP 7-2 ICP 7-4 ICP 7-8</td>
<td></td>
</tr>
<tr>
<td>13 - 17</td>
<td>Chapter 7 – Relevant Costing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>20 - 24</td>
<td>Reading Week – NO CLASSES</td>
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</tbody>
</table>
| March     | 27 - 3  | Chapter 7 - Relevant Costing | **Watch:**  
- Add/Drop a Product, Service or Department  
- ICP 7-5  
- The Sell of Process Further Decision  
- ICP 7-9  |
|           | 6 - 10  | Chapter 8 - Budgeting | **Read:**  
- Chapter 8  
**Watch:**  
- Budgeting  
- ICP 8-1  |
|           | 13 - 17 | Chapter 9 - Standard Costing | **Read:**  
- Chapter 9  
**Watch:**  
- Introduction to Standard Costing Systems  
- ICP 9-1 Part 1  
- ICP 9-1 Part 2  
- Standard Cost Systems  |
|           | 20 - 24 | Chapter 10 - Responsibility Accounting | **Read:**  
- Chapter 10  
**Watch:**  
- Responsibility Accounting  
- The Balanced Scorecard  |
|           | 27 - 31 | Chapter 11 - Transfer Pricing | **Read:**  
- Chapter 11  
**Watch:**  
- Transfer Pricing  |
| April     | 3 - 7   | Chapter 12 - Capital Budgeting | Read:  
- Chapter 12  
Watch:  
- Capital Budgeting – Net Present Value  
- Capital Budgeting - Payback  
- ICP 12-1  |
|           |         |                          | ICP 7-6  
ICP 7-10  |
|           |         |                          | ICP 8-2  
ICP 8-3  |
|           |         |                          | ICP 9-2  
ICP 9-3  |
|           |         |                          | ICP10-1  
ICP10-2  
ICP10-3  
ICP10-4  |
|           |         |                          | ICP11-1  
ICP11-2  
ICP11-3  |
|           |         |                          | ICP12-2  
ICP12-3  
ICP12-4  |
Stay on Top of the Course

<table>
<thead>
<tr>
<th>Work Expected Each Week</th>
<th>Estimated Time (Minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BEFORE CLASS</strong></td>
<td></td>
</tr>
<tr>
<td>Watch videos for next class (see calendar)</td>
<td>60-90</td>
</tr>
<tr>
<td>Read textbook chapter (see calendar)</td>
<td>40</td>
</tr>
<tr>
<td>Note down any questions you have for class</td>
<td>10</td>
</tr>
<tr>
<td><strong>IN CLASS</strong> - attend class as active participant/learner</td>
<td>160</td>
</tr>
<tr>
<td><strong>AFTER CLASS</strong></td>
<td></td>
</tr>
<tr>
<td>Review your class notes</td>
<td>30</td>
</tr>
<tr>
<td>Work through recommended textbook problems</td>
<td>150</td>
</tr>
<tr>
<td>Try self-assessment quiz for Chapter</td>
<td>60</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>540</td>
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</tbody>
</table>

540 minutes/week ≈ 9 hours/week

**ADDITIONAL INFORMATION**

**Course Sharing Websites**
Student or professor 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).

**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
- 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

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 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). Requests made within two weeks will be reviewed on a case-by-case basis. After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website (www.carleton.ca/pmc) for the deadline to request accommodations for the formally-scheduled exam (if applicable).

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 and instructors can confirm accommodation eligibility of a religious event or practice by referring to the Equity Services website (http://carleton.ca/equity/accommodation/religious-observances/) for a list of holy days and Carleton’s Academic Accommodation policies. If there are any questions on the part of the student or instructor, they can be directed to 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 cooperation 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 in 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: http://carleton.ca/studentaffairs/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’re 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/support-services/

Be in the know with what’s happening at Sprott: Follow @SprottStudents and find us on Facebook SprottStudents Sprott.

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, it would be easier to respond to your inquiries if you would send all email from your Carleton 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/
Important Dates

January 3
University reopens

January 5
Winter-term classes begin.

January 18
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 20-22, 27-29
Fall-term deferred examinations will be held.

February 17
April examination schedule available online.

February 20
Statutory holiday, University closed.

February 20-24
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 10
Last day to submit Formal Examination Accommodation Forms to the Paul Menton Centre for Students with Disabilities for April examinations.

March 20
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 2016 course selection.
Last day for tests or examinations in courses below the 4000-level before the final examination period (see Examination Regulations in the Academic Regulations of the University section of this Calendar).

**March 24**
Last day for tests or examinations in courses below the 4000-level before the final examination period.

**April 7**
Winter term ends.

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 10-25**
Final examinations in winter term and fall/winter courses may be held. Examinations are normally held all 7 days of the week.

**April 14**
Statutory holiday, University closed.

**April 25, 2016**
All take home examinations are due on this day.

**May 17-28**
Fall/winter and winter term deferred final examinations will be held.