



BUSI 1005
Management Accounting for Business Students
Winter 2018

COURSE OUTLINE

Course Coordinator Jacques Maurice
E-mail jmaurice@sprott.carleton.ca

| Instructor | Section | Office | E-Mail (@cunet.carleton.ca) | Office Hours |
|-------------------|----------------|---------------|--|---------------------|
| Maryam Firoozi | BCD | DT1015 | MaryamFiroozi | Thu 11:00 – 13:00 |
| Rebecca Renfroe | E | DT1009 | RebeccaRenfroe | Mon 8:00 – 11:00 |
| Silviu Neculita | F | DT919 | SilviuNeculita | Tue 17:30 – 19:30 |
| Lucille Perreault | G | DT1002 | LucillePerreault | Tue 10:30 – 12:30 |

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

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.

Precludes additional credit for BUSI 1002 and BUSI 1003.

Prerequisites

BUSI 1004 – Financial Accounting for Business Students (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

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

Financial Calculator: One of the following calculators:
Texas Instruments BAI- Plus (including Pro model)
Hewlett-Packard 10BII Business Calculator
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 Information Technology Services (ITS) by phone at 613-520-3700 or via email at its.service.desk@carleton.ca. You can also visit them on the 4th floor of the library.

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.

Grading Scheme

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

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 and will not be considered. In such circumstances there will be no make-up mid-term. 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 90% of the grade).

The tests/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 distributed back in class. Please be sure to include your name and student number on the note to enable us to properly identify it.

The mid-term will be held on Friday March 2 from 18:00 – 20:00. Locations will be announced in cuLearn about a week before the mid-term. 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 final examination will be held in the regular examination period (Apr 14-26). 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 quizzes will be due on the following dates at midnight as follows:

| Quiz # | Chapter Coverage | Due Date |
|--------|------------------|------------|
| 1 | 2 | Sun Jan 14 |
| 2 | 3 | Sun Jan 21 |
| 3 | 4 | Sun Jan 28 |
| 4 | 5 | Sun Feb 4 |
| 5 | 6 | Sun Feb 11 |
| 6 | 7A* | Tue Feb 27 |
| 7 | 7B* | Tue Mar 6 |
| 8 | 8 | Sun Mar 11 |
| 9 | 9 | Sun Mar 18 |
| 10 | 10 | Sun Mar 25 |
| 11 | 11 | Sun Apr 1 |
| 12 | 12 | Sun Apr 8 |

The quizzes consist of answering 5 multiple choice questions and are to be submitted through cuLearn.

- If you answer 1 question out of 5 correctly, you get 25%
- If you answer 2 question out of 5 correctly, you get 50%
- If you answer 3 question out of 5 correctly, you get 75%
- If you answer 4 question out of 5 correctly, you get 100%
- If you answer 5 question out of 5 correctly, you get 100%

You will be allowed two attempts at each quiz. The best of the two attempt grades will count as your quiz grade. Your final quiz grade will consist of the best 11 out of 12 quizzes.

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

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

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 in this course:

WATCH THE VIDEOS, COME TO CLASS, 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 Technical Issues

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. 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, managerial 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/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 readings 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.

Course Schedule

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

Note that for classes running on Fridays, that there will be no class on Friday March 30. For these classes, the last class will be on Monday April 11.

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 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

DEF = Deferred

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 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/>

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/>
-