



BUSI 1005 B, C, D, E & F
Managerial Accounting for Business Students
Winter 2014

<i>Instructor</i>	Qiu Chen	Emily Gray	Yolana Junco-Pascual
<i>Sections</i>	B (Tue/Thu 14:35-15:55) ME 3275	D (Tue/Thu 8:35-9:55) SA 624	E (Mon/Wed 11:35-12:55) TB 210
	C (Wed/Fri 14:35-15:55) ME 3380	F (Mon/Wed 11:35-12:55) SA 416	
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<i>Office Hrs</i>	Wed 16:30-17:30 Wed 18:00-19:00 Thu 16:30-17:30	Mon 16:30-17:30 Tue 10:00-11:00 Wed 13:00-14:00	Tue 12:00-13:00 Thu 12:00-13:00

Tutorials: Weekly Schedule attached Tutorial Room DT905
cuLearn: Link at Carleton homepage OR <https://carleton.ca/culearn/>

Course description & Learning objectives

This course examines how accounting information is used for planning, evaluation, and control of organizations. 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 application for internal financial decisions and reporting.

Prerequisite

BUSI 1004, with a grade of D- or better. 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) Bus. finance
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, 1st Edition*,
Maurice, 2014
Available at Haven Books – 43 Seneca St (Sunnyside and Seneca)

Response Card: Turning Point Response Card (RCRF-03) - Clicker
Available at Haven Books

Course Pack: In-class Problems and Tutorial Problems
Available at Allegra Printing, 1069 Bank St

Financial Calculator:

Only the calculators listed below are permitted in *all* Business course tests. **You will also need to bring one for 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

Grading Scheme

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

There will be two *tests* tentatively scheduled to be held **between 6:30pm – 8:00pm** on the following dates: **Friday Feb 7 and Friday March 14, 2014**. 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 tests will cover the following material

Test 1: chapters 1, 2, 3, 4, 5

Test 2: chapters 6, 7, 8

The tests will be marked by the teaching assistants and the instructor 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.

The *response card* grade will be calculated based on your answers to multiple choice questions during class. Each class (starting the week of Jan. 13, unless problems arise), there will be multiple choice questions which you will answer using your Response Card. For each class you attend and use your response card, you will receive 2 marks for simply being in attendance. In addition, for each multiple choice question you answer correctly, you will receive an additional mark.

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 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.

Deferred Examination

To be eligible to write deferral in this course, and avoid an FND grade, you must

- have obtained a grade of 7/10 or higher for the tutorial component of the course,
- have obtained a grade of 6.5/10 or higher in the participation component of the course, and
- **score at least 40% in each of the two tests.**

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

How to do well in this course:

COME TO CLASS *PREPARED TO LISTEN AND BE ENGAGED*, COME 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.

Class Etiquette

1. Late arrival and early departure should be an exception.
2. Early preparation for departure - please don't.
3. Talking - talk with everyone or with no one. Consistent disturbances to the class will be directed to the Associate Dean.
4. Cell phones and other electronic devices....off.

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. You are unlikely to learn by merely watching someone else "do accounting."

These observations have a number of implications for you and us. First, you will have to spend many hours 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. For example, 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 that for all intents and purposes, we will be following the lecture class schedule.

<i>Week #</i>	<i>Week of</i>	<i>Topic</i>
1	Jan 6	Introduction to Management Accounting (ch 1) Cost Concepts (ch 2)
2	Jan 13	Job Order Costing (ch 3)
3	Jan 20	Activity Based Costing (ch 4)
4	Jan 27	Cost-Volume-Profit Analysis (ch 5)
5	Feb 3	Absorption vs. Variable Costing (ch 6)
6	Feb 10	Relevant Costing I (ch 7)
-	Feb 17	Winter Break – No Classes
7	Feb 24	Relevant Costing II (ch 7)
8	Mar 3	Budgeting (ch 8)
9	Mar 10	Standard Costs (ch 9)
10	Mar 17	Responsibility Accounting (ch 10)
11	Mar 24	Transfer Pricing (ch 11)
12	Mar 31	Capital Budgeting (ch 12)

Tutorial Schedule

<u>Tutorial #</u>	<u>Week of</u>	<u>Topic</u>
	Jan. 6	No Tutorial, read ahead on chapters
1	Jan. 13	Cost Concepts (ch 2)
2	Jan. 20	Job Order Costing (ch 3)
3	Jan. 27	Activity Based Costing (ch 4)
4	Feb. 3	Cost-Volume-Profit Analysis (ch 5)
5	Feb. 10	Absorption vs. Variable Costing
	Feb. 17	Winter Break – No tutorials
6	Feb. 24	Relevant Costing I (ch 7)
7	Mar. 3	Relevant Costing II (ch 7)
8	Mar. 10	Budgeting (ch 8)
9	Mar. 17	Standard Costs (ch 9)
10	Mar. 24	Responsibility Accounting (ch 10)
11	Mar 31	Transfer Pricing (ch 11)

IMPORTANT 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.

Medical certificate

Please note that in all occasions that call for a medical certificate you must use or furnish the information demanded in the standard university form.

<http://www1.carleton.ca/registrar/forms/>

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 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 December 2013 exam period is November 8, 2013 and for the April 2014 exam period is March 7, 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

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

Peer Assisted Study Sessions (PASS): 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**Winter 2014**

Date	Activity
January 2, 2014	University re-opens.
January 6, 2014	Winter-term classes begin.
January 17, 2014	Last day for registration for winter term courses. Last day to change courses or sections (including auditing) for winter term courses.
January 31, 2014	Last day for withdrawal from winter term and winter portion of fall/winter courses with full fee adjustment.
February 1, 2014	Last day for receipt of applications for admission to the Bachelor of Architectural Studies and the Bachelor of Social Work degree programs for the fall/winter session.
February 14, 2014	April examination schedule available online.
February 14-22, 2014	Fall-term deferred examinations will be written.
February 17, 2014	Statutory holiday. University closed.
February 17-21, 2014	Winter Break, no classes.
March 1, 2014	Last day for receipt of applications from potential Spring (June) graduates. Last day for receipt of applications to the Bachelor of Humanities, Bachelor of Industrial Design, Bachelor of Information Technology (Interactive Multimedia and Design), Bachelor of Journalism, and the Bachelor of Music degree program for the fall/winter session. Last day for receipt of applications for admission to a program for the summer term.
March 7, 2014	Last day to submit, to the Paul Menton Centre for Students with Disabilities, Formal Examination Accommodation Forms for April examinations.
March 25, 2014	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).
April 1, 2014	Last day for receipt of applications for admission to an undergraduate

Date	Activity
April 8, 2014	<p>degree program for the fall/winter session, from candidates whose documents originate outside Canada or the United States, except for applications due February 1 or March 1.</p> <p>Winter term ends. Last day of fall/winter and winter-term classes. Last day for academic withdrawal from fall/winter and winter-term courses.</p> <p>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.</p>
April 9-10, 2014	No classes or examinations take place.
April 11-26, 2014	<p>Final examinations in winter term and fall/winter courses may be held. Examinations are normally held all seven days of the week. Please note that examinations will not be held on April 18-20.</p>
April 15, 2014	Winter Co-op Work Term Reports are due.
April 18, 2014	Statutory holiday, University closed.
April 26, 2014	All take home examinations are due on this day.
May 1, 2014	<p>Last day for receipt of applications for internal degree transfers to allow for registration for the summer session.</p>
June 1, 2014	<p>Last day for receipt of applications for admission to an undergraduate program for the fall/winter session from mature applicants, from those presenting post-secondary education qualifications and from those transferring from other universities in Canada or the United States, and from applicants with high school qualifications from Canada and the United States, except for applications due March 1.</p>
June 9-19, 2014	Fall/winter and winter term deferred final examinations will be held.
June 15, 2014	Last day for receipt of applications for internal degree transfers to allow for registration for the 2013-2014 fall/winter session.