

BUSI 1005
MANAGERIAL ACCOUNTING FOR BUSINESS STUDENTS

COURSE OUTLINE
WINTER 2024

Professor:	Bruce Millar CIM, FCSI, FICB, MBA, CPA, CMA
Office Hours:	As I don't have an office on campus, appointments outside of class hours will be coordinated via zoom.
Carleton E-mail:	BruceMillar3@cunet.carleton.ca
Class time:	Thursdays from 8:30 am to 11:30 am
Class Structure:	In-person but subject to change as necessary
Mentor/TAs:	tbd

CALENDAR DESCRIPTION

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.

COURSE DESCRIPTION

This course focuses on the role of cost accounting information in managerial planning and control. The purpose of this course is to ensure you have a basic understanding of how the management accounting system of organizations operate, the language it uses, and its limitations. Successful completion of this course may also give you a solid foundation for additional study and careers in business.

PREREQUISITES

Precludes additional credit for BUSI 1002 and BUSI 1003.

Prerequisite(s): BUSI 1004. Restricted to B.Com. and B.I.B. students.

This course is a prerequisite to BUSI 2505 and BUSI 3008 (with a grade of C or higher)

LEARNING OBJECTIVES AND OUTCOMES

The overall objective of this course is to provide students with the knowledge and tools required to make informed business decisions. The learning objectives (LO) for the course are focused on –

1. Managerial accounting cost terms, concepts, behaviours and relationships.
2. Management accounting costing systems and analysis.
3. Effective management including planning, directing, motivating and controlling activities and human behaviours.
4. Relevant costing and short- and long-term decision making.

Contribution to Learning Goals of the Program (BComm and BIB):

Program Learning Goal	Competencies Not Covered	Competencies Introduced (only)	Competencies Taught But Not Assessed	Competencies Taught and Assessed
BC1 Knowledge <i>Graduates will be skilled in applying foundational business knowledge to appropriate business contexts.</i>		X		
BC2 Collaboration <i>Graduates will be collaborative and effective contributors in team environments that respect the experience, expertise and interest of all members.</i>	X			
BC3 Critical Thinking <i>Graduates will be discerning critical thinkers, able to discuss different viewpoints, challenge biases and assumptions, and draw conclusions based on analysis and evaluation.</i>		X		
BC4 Communication	X			

<i>Graduates will be effective and persuasive in their communications.</i>				
B15 Global Awareness (BIB ONLY) <i>Graduates will be globally-minded.</i>	X			

REQUIRED TEXTBOOK

The textbook for this course is *“Managerial Accounting,”* 13th Canadian edition by Garrison, Libby and Webb; McGraw Hill, 2024. We will also be using McGraw Hill’s Connect. The registration link is - <https://connect.mheducation.com/class/b-millar-winter-2024-busi-1005>

“Learning is not a spectator sport!” – This textbook includes many practice questions and cases at the back of each chapter. I will be assigning and posting solutions for recommended questions for your own “active learning.” We will also use some of these questions to solidify the concepts that we learn, by working through these together as needed, along with case studies. Summary lecture slides will be posted weekly on Brightspace, prior to each scheduled class to augment the chapter readings.

INSTRUCTION METHODS AND EVALUATION

All class materials will be available to students in advance of each class on Brightspace. The key concepts are highlighted and discussed and then applied to solving problems. The primary role of the instructor is to facilitate student learning by helping students understand and apply key concepts. This approach requires students to develop and apply significant time management and active learning (self-study) skills.

This course primarily focuses on individual functional/technical competencies. Therefore, the evaluation of student performance is via weekly assignments, a midterm exam and a final exam. The allocation of marks for the final grade will be as follows:

Weekly Chapter Assignments	20%
Weekly Tutorial Engagement	10%
Midterm exam	30%
Final Exam	40%

Weekly Chapter Assignments

There are weekly, online assignments for each chapter to reinforce the concepts covered. These are completed through McGraw Hill’s Connect.

Weekly Tutorial Engagement

There are weekly tutorial sessions that you are required to participate in. If you attend all tutorials, but do not engage during the class, you will not receive the full 10%. It is important that you come to your tutorials ready to take part, ask questions, answer questions and be an active and engaged learner.

Midterm and Final Examination

The questions for the midterm exam will be drawn from the material covered up to the exam date. The final examination questions are drawn from all the chapters covered.

e-Proctoring

Please note that the final examinations in this course will use a remote proctoring service provided by Scheduling and Examination Services. You can find more information at <https://carleton.ca/ses/e-proctoring/>.

The minimum computing requirements for this service are as follows:

Hardware: Desktop, or Laptop

OS: Windows 10, Mac OS 10.14

Internet Browser: Google Chrome, Mozilla Firefox, Apple Safari, or Microsoft Edge

Internet Connection (High-Speed Internet Connection Recommended)

Webcam (HD resolution recommended)

Note: Tablets, Chromebooks and Smartphones are not supported at this time. Windows-based tablets are not supported at this time.

Late Submissions

To ensure fairness for all students, penalties will be applied to late submissions. Failure to submit an assignment on time may result in an initial penalty of ten (10) percentage points, followed by an additional ten (10) percentage points per day thereafter. Requests for extension will be considered in cases of illness, family emergency, or other exceptional circumstances.

Deferred Final Examination. Students unable to take the final examination because of illness or other circumstances beyond their control must contact the instructor in writing to request a deferred exam. Permission may be granted when the absence is supported by a medical certificate and or appropriate documents to support the reason for the deferral. Deferred exams are not granted to students who have made travel arrangements that conflict with the examination schedule.

Drop Course Policy: The deadline for academic withdrawal is the last day of classes (each term).

WEEKLY COURSE SCHEDULE (subject to change as necessary)

The material in the textbook chapters indicated on the following course schedule provides a review of competencies in management accounting, strategy and governance, and finance. The chapters and the related problems noted are primarily for “active learning” by students. Class time is dedicated to solving and discussing selected comprehensive problems and cases.

Class Date	Subject	Required Readings	Activities
Learning Objective Focus – Costing Terms, Concepts, Cost Behaviour, and Strategy			
(1) Jan 11	1. Introduction and overview of course syllabus 2. Managerial Accounting and the Business Environment	Chapter 1	Connect Assignment
(2) Jan 18	Cost terms, concepts, and classifications	Chapter 2	Connect Assignment Problems 2-16, 2-18, and 2-19
(3) Jan 25	Cost Behaviour – Analysis and Use	Chapter 3	Connect Assignment Problems 3-11,3-12, 3-15, 3-16, and 3-18
(4) Feb 1	Cost-Volume-Profit Relationships	Chapter 4	Connect Assignment Problems 4-18, 4-19, 4-20, 4-21, and 4-22
(5) Feb 8	Cost-Volume-Profit Relationships	Chapter 4	Connect Assignment
(6) Feb 15	Job Order Costing	Chapter 5	Connect Assignment Problems 5-2, 5-3, 5-4, 5-5, 5-15, 5-17, and 5-18
Winter Study Break – Feb 19-23			
(7) Feb 29	Midterm exam - in class		
Learning Objective Focus – Activity Based Costing, Budgeting, Responsibility Accounting, Relevant Short-term Financial Decisions, Strategy and Governance			
(8) Mar 7	Activity Based Costing – a tool to aid decision making	Chapter 7	Connect Assignment Problems 7-1, 7-2, 7-3, 7-4, 7-6, 7-19, and 7-24
(9) Mar 14	Budgeting	Chapter 9	Connect Assignment Problems 9-11, 9-12, 9-13, 9-14, 9-15, 9-16, 9-17, 9-18, 9-19, 9-20. While this looks like a lot(!), each question looks at the individual budgets that make up a master budget in a manufacturing environment.
(10) Mar 21	Reporting for Control	Chapter 11	Connect Assignment

Class Date	Subject	Required Readings	Activities
			Problems 11-17, 11-18, 11-22, 11-23
(11) Mar 28	Relevant Costs for Decision Making	Chapter 12	Connect Assignment Problems 12-2, 12-3, 12-4, 12-5, 12-6, 12-7, 12-23, 12-25
(12) Apr 4	Relevant Costs for Decision Making	Chapter 12	Connect Assignment
Final Exam – TBD (Apr 13-25)			

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).

Recommended calculator

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, 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			

Grades entered by Registrar:

WDN = Withdrawn from the course

DEF = Deferred

Academic Regulations



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 Accommodation

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

Pregnancy obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Religious obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Academic Accommodations for Students with Disabilities

If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC 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 your instructor as soon as possible to ensure accommodation arrangements are made.

carleton.ca/pmc

Survivors of Sexual Violence

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and its survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: carleton.ca/sexual-violence-support

Accommodation for Student Activities

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp->

<content/uploads/Accommodation-for-Student-Activities-1.pdf>

For more information on academic accommodation, please contact the departmental administrator or visit: students.carleton.ca/course-outline

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 at 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/>

Centre for Student Academic Support

The Centre for Student Academic Support (CSAS) is a centralized collection of learning support services designed to help students achieve their goals and improve their learning both inside and outside the classroom. CSAS offers academic assistance with course content, academic writing and skills development. Visit CSAS on the 4th floor of MacOdrum Library or online at: carleton.ca/csas.

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/>

PROFESSOR PROFILE

A Little Bit About My Background

I have corporate experience in the areas of financial and managerial accounting, enterprise risk management, international trade financing, investing, strategic planning, leadership, and governance.

In addition to my professional background, I have also taught University courses at the graduate and undergraduate levels, in financial and managerial accounting, corporate finance, investing, and strategy. In addition to teaching with the Sprott School of Business at Carleton, I also teach with the University of Ottawa's Telfer School of Management, and Nipissing University. I have also facilitated in the CPA Professional Education Program (facilitating modules Core One & Two, Financing, and Capstone One & Two) and in the earlier CMA Strategic Leadership Program for eight years prior to the amalgamation of the accounting bodies.

I earned my BA from the Royal Military College of Canada and my MBA from the Université du Québec à Montréal. In addition to holding a Chartered Professional Accountant designation, I have also earned fellowships with the Canadian Securities Institute (FCSI) and the Institute of Canadian Bankers (FICB).

I remain active in my community, having served as a Board of Director for a few not-for-profit corporations in the Ottawa area. I currently serve as Chair of the Board of Governors of the Winchester District Memorial Hospital and the Hospital's Charitable Foundation.