CARLETON UNIVERSITY – SPROTT SCHOOL OF BUSINESS

BUSI1005 – SECTION A

Managerial Accounting for Business Students

SUMMER 2016

Instructor: Patti Proulx, CPA, CMA  
Email: patti.proulx@carleton.ca

Office: Room 1009 Dunton Tower  
Office Hours: Mondays, 1:15 to 2:15 p.m.

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, a senior accounting TA will be holding office hours as follows:

-Mondays from 16:30 – 18:00  
-Tuesdays from 16:30 – 18:00  
-Thursdays from 10:00 – 11:30

Office hours will start on July 11 and end on August 19. Location: Room 910B Dunton Tower

Course meets: Mondays and Wednesdays 2:35 to 5:25 p.m. Room 182 University Centre

Course Calendar description from the 2015/2016 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.

Prerequisite: BUSI 1004. Restricted to students registered in the Bachelor of Commerce or BIB programs. The School of Business enforces all prerequisites. Precludes additional credit for BUSI 1002 and BUSI 1003.

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, 1st Edition*, Maurice, 2013, 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 (if you have one from last semester, you can still use it here!)

- **Course Pack**: PowerPoint Slides, In-class Problems and Tutorial Problems - Available on cuLearn – if you have taken BUSI1005 before, I will be using the same course pack as last year.

- **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)
  - Hewlett-Packard 10BII Business Calculator or HP 12
  - Staples Financial Calculator
  - Sharp EL-738

**CLASS WEBSITE on cuLearn**: This course uses CULearn extensively (theory videos, additional problem sets, self-assessment quizzes, announcements, etc). To access your courses on cuLearn go to [http://carleton.ca/culearn](http://carleton.ca/culearn). For help and support, go to [http://carleton.ca/culearn/students](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

**The Flipped Classroom**

We will be using a flipped classroom format.

1) Before coming to class, you are required to have watched the assigned video lectures on cuLearn. The PowerPoint slides you have in your course pack accompany the video lectures. Please take notes for yourself as you watch. If ever you don’t understand something in a video, please ask your instructor or teaching assistant during class time, send your instructor an e-mail, visit your instructor during his/her office hours or visit the super TA office hours. Don’t delay! The material builds from week to week, so any confusion should be addressed in a timely manner.

2) During class, you will work on the in-class problems from your course pack on your own or with your peers. When you get stuck, want to check your answer or have a question, you will put up your hand and the instructor or teaching assistant will come over to help. I will then take them up as a group. It is important to give the problems I am working on your best attempt, asking questions when you need to from your peers or instructor/TA. You will learn very little from simply copying the solution when I take it up. If you understand the material well, please check-in with the students around you in class to see if you can help them.

**Grading Scheme (see details below)**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation (Turning Point)</td>
<td>15%</td>
</tr>
<tr>
<td>Mid Term Exam</td>
<td>40%</td>
</tr>
<tr>
<td>Final examination</td>
<td>45%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

*Final grades are subject to the Dean’s approval*
There will be a **mid-term exam** on **July 20**. 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 mid-term will cover Chapters 1-5 inclusive.**

The **Participation grade** will be calculated based on your answers to multiple choice questions during class. Each class (starting July 11, unless problems arise), there will be multiple choice questions which you will answer using your Response Card (clicker). Correct responses will receive 1 full mark. Incorrect responses will receive 1/2 (one half) 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 or who are absent). Clicker questions are an individual assessment, which means you are not permitted to converse with other students while the question is still “open”, even if you have finished answering the question yourself.

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

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

**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 me. 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 my explanations. This class contains lots of new vocabulary and concepts so don’t be afraid to ask me 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.
## Additional Problems with Solutions and Podcast Debrief

For every chapter in the textbook, you will have access to problems with detailed solutions. In addition, a video debrief of certain problems will be available for you in cuLearn.

### Tentative Course Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter covered in class</th>
<th>Required work for you to complete before class</th>
<th>We will take up In Class Problem (ICP) #</th>
</tr>
</thead>
</table>
| Monday, July 4   | Course Outline  
Chapter 1 – Introduction  
Chapter 2 – Cost Concepts | Read:  
- Course outline  
- Chapter 1  
- Chapter 2  
Watch:  
- ICP 2-1 Marshal Inc.  
- Cost Classification 2  
- Cost estimation  
- Optional: cost estimation using excel | ICP 2-2  
ICP 2-3 |
| Wed., July 6     | Chapter 3 – Job Order Costing                     | Read:  
- Chapter 3  
Watch:  
- Job order costing  
- ICP 3-1 | ICP 3-2  
ICP 3-3 |
| Monday, July 11  | Chapter 4 – Activity Based Costing                | Read:  
- Chapter 4  
Watch:  
- Activity based costing example  
- Activity based costing | ICP 4-1 |
| Wed., July 13    | Chapter 5 – Cost/Volume/Profit                    | Read:  
- Chapter 5  
Watch:  
- CVP Analysis 1  
- CVP Analysis 2 | ICP 5-1  
ICP 5-2  
ICP 5-3  
ICP 5-4 |
| Monday, July 18  | Chapter 6 – Absorption Costing                    | Read:  
- Chapter 6  
Watch:  
- Direct vs. Absorption costing example  
- Direct vs. Absorption costing | ICP 6-1 |
| Wed., July 20    | 2:35 TO 4:00 - MID TERM EXAM  
4:00 TO 5:25 Chapter 7 – Relevant Costing | Study for the mid term exam  
Read:  
- Chapter 7  
Watch:  
- The Special Order Decision  
- ICP 7-1 | ICP 7-2 |
<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter covered in class</th>
<th>Required work for you to complete before class</th>
<th>We will take up In Class Problem (ICP) #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, July 25</td>
<td>Chapter 7 – Relevant Costing</td>
<td>Watch:</td>
<td>ICP 7-4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- The Make or Buy Decision</td>
<td>ICP 7-6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- ICP 7-3</td>
<td>ICP 7-8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Add/Drop a Product, Service or Dept</td>
<td>ICP 7-10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Allocating scarce resources</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- ICP 7-7</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- The sell off or process further decision</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- ICP 7-9</td>
<td></td>
</tr>
<tr>
<td>Wed., July 27</td>
<td>Chapter 8 – Budgeting</td>
<td>Read:</td>
<td>ICP 8-2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Chapter 8</td>
<td>ICP 8-3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Watch:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Budgeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- ICP 8-1</td>
<td></td>
</tr>
<tr>
<td>Monday, Aug.1</td>
<td>CIVIC HOLIDAY – UNIVERSITY IS CLOSED – NO CLASS!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed., Aug.3</td>
<td>Chapter 9 – Standard Costing</td>
<td>Read:</td>
<td>ICP 9-2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Chapter 9</td>
<td>ICP 9-3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Watch:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Introduction to standard costing systems</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- ICP 9-1 Parts 1 &amp; 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Standard cost systems</td>
<td></td>
</tr>
<tr>
<td>Monday, Aug.8</td>
<td>Chapter 10 – Responsibility Accounting</td>
<td>Read:</td>
<td>ICP 10-1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Chapter 10</td>
<td>ICP 10-2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Watch:</td>
<td>ICP 10-3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Responsibility Accounting</td>
<td>ICP 10-4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- The Balanced Scorecard</td>
<td></td>
</tr>
<tr>
<td>Wed., Aug.10</td>
<td>Chapter 11 – Transfer Pricing</td>
<td>Read:</td>
<td>ICP 11-1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Chapter 11</td>
<td>ICP 11-2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Watch:</td>
<td>ICP 11-3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Transfer pricing</td>
<td></td>
</tr>
<tr>
<td>Monday, Aug.15</td>
<td>Chapter 12 – Capital Budgeting</td>
<td>Read:</td>
<td>ICP 12-2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Chapter 12</td>
<td>ICP 12-3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Watch:</td>
<td>ICP 12-4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Capital budgeting – net present value</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Capital budgeting – payback</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- ICP 12-1</td>
<td></td>
</tr>
</tbody>
</table>
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).

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.

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). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. The deadlines for contacting the Paul Menton Centre regarding accommodations for June exams is June 3rd 2016, and for August exams is July 24th.
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; 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://www2.carleton.ca/sasc/advisingcentre/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 and deadlines:

Sessions:
- **Early Summer**: May 2, 2016 to June 14, 2016
- **Late Summer**: July 4, 2016 to August 16, 2016
- **Full Summer**: May 2, 2016 to August 16, 2016

**March 1** - Last day for receipt of applications for admission to an undergraduate degree program for the summer term.

**March 22** - Last day for receipt of tuition payment to avoid a hold that will prevent access to marks through Carleton Central and the release of official documents. An account balance may also delay Summer 2016 course selection. Allow adequate processing time as payments normally take 2 days to be applied to your student account.

**March 23** - **Carleton Central opens at 8:30 a.m. for registration** for Carleton University degree students (graduate and undergraduate). Check your timeticket [here](#).

**March 24** - Registration for Carleton Special (non-degree) students begins at 8:30 a.m.

**April 11** - Registration for University of Ottawa undergraduate students begins. Registration opens at 8:30 a.m.

**April 25** - Deadline for fee payment or assignment of funding to ensure payment is processed to your account without incurring a late charge. Payment of fees is due by the posted deadlines.

**May 1** - Last day for receipt of applications for undergraduate degree program transfers for the summer term.

**May 2** - Early summer and full summer courses begin.

**May 9** - Last day for registration and course changes (including auditing) for early summer courses.

**May 13** - Last day for registration and course changes (including auditing) for full summer courses.

Graduate students who have not electronically submitted their thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in Spring 2016 and must register for the Summer 2016 term.

**May 20** - Last day for a full fee adjustment when withdrawing from early and full summer courses (financial withdrawal).

**May 23** - Statutory holiday, University closed.

**June 3** - Last day to submit to the Paul Menton Centre for Students with Disabilities, formal Examination Accommodation Forms for June examinations

**June 6-16** - Fall/Winter and Winter term deferred final examinations will be held.

**June 7** - Last day for tests or examinations in early and full summer courses below the 4000-level before the final examination period (see Examination Regulations in the Academic Regulations of the University section of this Calendar).

**June 13** - Final Summer term payment deadline. Any balance owing on your student account will prevent access to registration for future terms. Holds will be placed on unpaid summer accounts, which will prevent access to marks and/or registration for the 2016-17 Fall/Winter course selection. Payment of fees is due by the posted deadlines.

**June 14** - Last day of early summer classes (NOTE: Full summer classes resume July 4). Last day for academic withdrawal from early summer courses.

**June 17-23** - Early summer examinations may be held. It may be necessary to schedule examinations during the day for classes held in the evening and vice versa. Examinations are normally held all seven days of the week.

**July 1** - Statutory holiday, University closed.
July 4 - **Late registration charges** take effect at 12:00 a.m. (midnight) for students registering **only** in late summer courses (July-August courses). Payment of fees is due by the **posted deadlines**. **Late** summer courses begin and **Full** summer courses resume.

**July 11** - Last day for registration and course changes (including auditing) for **late** summer courses.

**July 24** - Last day to submit to the Paul Menton Centre, for Students with Disabilities, formal examination accommodation forms for August examinations.

**July 25** - Last day for a full fee adjustment when withdrawing from **late** Summer courses (financial withdrawal)

**August 1** - Civic holiday, University closed.

Last day for graduate students to submit to their thesis supervisor an examination copy of their Master’s or PhD thesis for Fall graduation.

**August 2** - Last day for tests or examinations in full summer courses below the 4000-level before the final examination period (see **Examination Regulations** in the Academic Regulations of the University section of this Calendar).

**August 9** - Last day for tests or examinations in late summer courses below the 4000-level before the final examination period (see **Examination Regulations** in the Academic Regulations of the University section of this Calendar).

**August 16** - Last day of **late** and **full** summer term classes.

Last day for academic withdrawal from **late** summer and **full** summer courses and any other courses that end this term.

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 courses that end on this day.

**August 19-25** - Final examinations in **full** and **late** summer courses may be held. It may be necessary to schedule examinations during the day for classes held in the evening and vice versa Examinations are normally held all seven days of the week.

**September 23-25** - Summer term deferred final examinations will be held.

**September 30** - Last day for receipt of applications for appeal of final grades in summer term courses.