

BUSI 1005 A
Managerial Accounting for Business Students
Fall 2015

Course Information:

Class: Wed. & Fri. 4:05-5:25 pm

University Centre UC182

Tutorials: Weekly topics on pg. 6

Tutorial Room DT905

Class Website: **cuLearn** Link at Carleton homepage OR <https://carleton.ca/culearn/>

Instructor:

Gulraze Wakil, BCOMM, MA(Econ), PhD, CPA, CGA

Office: 1015 Dunton Tower **Phone:** 613-520-2600 x1759 **e-mail:** gulraze_wakil@carleton.ca

Office Hours: Wed. & Friday 2:00 - 3:00 pm *and by appointment for other times.*¹

Course Description & Learning Objectives

This course is 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. 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 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.

A listing the major topics and chapters are on Page of 5 of this syllabus

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)

¹ TA office Hours DT 910:

Mondays	14:30 – 16:00	18:00 – 19:30	Tuesdays	10:00 – 11:30	16:00 – 17:30
Wednesdays	11:00 – 13:00	15:00 – 16:30	18:30 – 20:00		
Thursdays	10:00 – 11:30	13:30 – 15:00	Fridays	9:00 – 10:30	

Required Course Materials

Textbook: ***Principles of Management Accounting, 1st Edition***,
Maurice, 2014
Available at Haven Books – 43 Seneca St (corner of Sunnyside and Seneca)

Course Pack: 1. PowerPoint Slides, 2. In-class Problems² and 3. Tutorial Problems
Available at Black Squirrel Bookstore (1073 Bank Street, near Sunnyside). Can use package from Winter 2015 of BUSI 1005.

Response Card: Turning Point Response Card (RCRF-03) - *Clicker*
Available at Haven Books and Carleton Bookstore

Financial Calculator:

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

Evaluation Methods (see details below)*

Clicker Questions - Participation	10%
Test 1- in class	20%
Test 2- in class	20%
Tutorials	10%
Final examination	<u>40%</u>
	<u>100%</u>

*Final grades are subject to the Dean's approval

Tests

There will be **two in class tests** tentatively scheduled to be held on the following dates: **Friday October 9 (from 4-5:30pm) and Friday November 20, 2015 (from 4-5:30pm)**. 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 two tests will cover the following material

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

Test 2: Chapters 6, 7, 8, 9

² In class problems (ICPs) are only taken up in class. Solutions will not be posted on the course website.

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.

Response Card Questions (i.e. clickers)

The *response card* grade will be calculated based on your answers to multiple choice questions during class. In each class (starting the week of January 19th), there will be multiple choice questions which you will answer using your Response Card. Correct responses will receive 1 full mark. Incorrect responses will receive 1/3 (one third) 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). To account for occurrences throughout the term where a student's clicker doesn't work (e.g. needs a new battery), etc., the final grade will be tabulated against 95% of the total marks available.

Tutorials

Tutorial times will be devoted to the individual completion of problem sets with the assistance of the teaching assistant. Therefore you need to make an earnest attempt at answering the question(s) before-hand.

Your tutorial grade will be based on tutorial attendance **and effort** at tutorial [*1 or 2 tutorial session marks will be based on your hand-in of the tutorial at the beginning of tutorial*]. If an earnest attempt has not been made, then you will not receive a mark for that tutorial. You can miss one tutorial without penalty. After that, every missed tutorial, or lack of effort at the 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.

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

CLASS WEBSITE on cuLearn

cuLearn is an integral part of the course. Much course related material and information will be found here. **Any announcements made in the course cuLearn page will be considered to have been made in class. You should visit cuLearn OFTEN!** If you have any concerns about your grade, please ask questions early in the semester and do not wait until the last week of classes.

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 (notwithstanding earning participation points for being here). We will do our best to make the class of value to you, and in turn, we expect you to bring your energy and good attitude with you to 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. On that 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 incredibly distracting to us and the other students in the class.** Talking to the class as a whole, though, 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, you are not as good a multitasker as you would like to believe. If you cannot discipline yourself sufficiently to stay on task for 80 minutes, we have no problem assisting in this capacity. Please turn your phone on silent (or off)

3) Being Prepared

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 Roadmap, and any prior in-class announcements to know what is expected from you at each class.

How to do Well

COME TO CLASS *PREPARED TO LISTEN AND BE ENGAGED*, GO TO TUTORIALS, AND PRACTICE, PRACTICE, PRACTICE...

What I hear, I forget. What I see, I remember. What I do, I understand. (Confucius, 551—479 B.C.)

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 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 me. Expect me to come to class with an organized outline of the day's topics. Expect me to answer any and all of your questions, either in-person during class and office hours, or email. Expect timely feedback on how well you understand the material.

Course Schedule (note: this is a tentative schedule; deviations may occur)

MONTH	Days	EXPECTED CLASS COVERAGE	REQUIRED READINGS
September	2	Introduction to Course & Chapter 1	Course Outline Chapter 1
	9, 11	Chapter 2 – Cost Concepts	Chapter 2
	16, 18	Chapter 3 - Job Order Costing	Chapter 3
	23, 25	Chapter 4 - Activity Based Costing	Chapter 4
	30, 2	Chapter 5 – Cost/Volume/Profit Chapter 6 - Absorption Costing	Chapter 5 Chapter 6
October	7	Finish Chapter 6	
	9	TEST 1 – IN CLASS	Chapters 1 - 5
	14, 16	Chapter 7 – Relevant Costing	Chapter 7
	21, 23	Chapter 7 – Relevant Costing	Read Ch. 7 again
	28, 30	Fall Break week – No classes	
November	4, 6	Chapter 8 - Budgeting	Chapter 8
	11, 13	Chapter 9 - Standard Costing	Chapter 9
	18	Chapter 10 – Responsibility Acctg.	Chapter 10
	20	TEST 2 – IN CLASS	Chapters 6-9
	25, 27	Chapter 11 - Transfer Pricing	Chapter 11
December	2, 4	Chapter 12 - Capital Budgeting	Chapter 12

Stay on Top of Course

Work Expected Each Week	Estimated Time (Minutes)
BEFORE CLASS	
Read chapter(s) for next class (see calendar)	60
Read slides for next class	10
Note down any questions you have for class	10
IN CLASS - attend class as active participant/learner	160
IN TUTORIAL - attend tutorial as active participant/learner	50
AFTER CLASS	
Review your class notes	30
Work through recommended Chapter Exercises (pdf's online)	70
Work through recommended Chapter Problems	90
Try self-assessment quiz for Chapter	60
TOTAL	540
	~9

minutes/week

hours/week

Tutorial Schedule

WEEK OF:		TUTORIAL COVERAGE
September	2	No Tutorials
	7	No Tutorials
	14	Chapter 2 - Cost Concepts
	21	Chapter 3 - Job Order Costing
	28	Chapter 4 - Activity Based Costing
October	5	Chapter 5 - Cost/Volume/Profit
	12	Chapter 6 - Absorption Costing
	19	Chapter 7 - Relevant Costing I
	26	Fall Break – No tutorials
November	2	Chapter 7 - Relevant Costing II
	9	Chapter 8 - Budgeting
	16	Chapter 9 - Standard Costing
	23	Chapter 10 – Responsibility Acctg.
	30	Chapter 11 - Transfer Pricing

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 accommodation for final exams for the December 2015 exam period is November 6, 2015 and for the April 2016 exam period is March 6, 2016.

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/>
-

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).

Important Dates

Graduate, Undergraduate and Special Students

Sessions:

- **Fall term: September 2, 2015 – December 7, 2015**
- **Winter term: January 6, 2016 – April 8, 2016**
- **Fall/winter: September 2, 2015 – April 8, 2016**

August 7

Carleton Central opens at 8:30 a.m. for registration for Special Students (see [Timeticket schedule](#)).

August 25

Payment deadline date for your entire student account. Click [here](#) for important payment information. [Late charges](#) may be applied to the student account any time after this date.

August 29-30

Residence move in weekend. Students will be advised in July of their assigned move in date.

August 31

Orientation for Teaching Assistants.

September 1

Last day for receipt of applications from potential fall (November) graduates.
Academic orientation.

All students are expected to be on campus. Class and laboratory preparations, departmental introductions for students and other academic preparation activities will be held.

September 2

Fall term begins.
Fall and fall/winter classes begin.

September 4

Classes follow a Monday schedule.

September 7

Statutory holiday. University closed.

September 18

Last day of registration for fall term and fall/winter courses.

Last day to change courses or sections (including auditing) for fall/winter and fall term courses.

Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in Fall 2015 and must register for the Fall 2015 term.

September 25-27

Summer deferred final examinations held.

September 30

Last day to withdraw from fall term and fall/winter courses with a full [fee adjustment](#). Withdrawals after this date will create no financial change to Fall term fees (financial withdrawal).

October 9

December examination schedule (fall term final and fall/winter mid-terms) available online.

October 12

Statutory holiday. University closed.

October 15

Last day for receipt of applications for admission to an undergraduate degree program for the winter term from applicants whose documents originate from outside Canada or the United States.

October 26-30

Fall break. Classes are suspended.

November 6

Last day to submit Formal Examination Accommodation Forms to the Paul Menton Centre for Students with Disabilities for December examinations.

November 15

Last day for receipt of applications for admission to an undergraduate degree program for the winter term.

November 24, 2015

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).

November 25

Final Payment Deadline. Click [here](#) for important payment information. [Late charges](#) may be applied to the student account any time after this date.

December 1

Last day for receipt of applications from potential winter (February) graduates.

Last day to upload your Master's or PhD thesis for your thesis defence in order to graduate this winter.

December 7

Fall term ends.

Last day of fall-term classes.

Last day for academic withdrawal from fall 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 term courses.

Last day for receipt of applications for undergraduate degree program transfers for winter term.

Last day to pay any remaining [fall tuition fees](#) to avoid a hold on access to marks through Carleton Central and the release of transcripts and other official documents.

December 8

No classes or examinations take place.

December 9 – 21

Final examinations in fall term courses and mid-term examinations in fall/winter courses may be held. Examinations are normally held all seven days of the week.

December 15, 2015

Fall Co-op Work Term Reports due.

December 22, 2015

All take home examinations are due.

December 25 to January 3

University closed

January 6, 2016

Winter classes begin