



**Carleton**  
University

**Sprott**  
School of Business

**CARLETON UNIVERSITY  
BUSI 1002 SECTION R  
WINTER 2024  
MANAGEMENT ACCOUNTING**

**Instructor:** Shannon Butler  
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**Office Hours:** TBD and by appointment  
**Email:** [shannon.butler@carleton.ca](mailto:shannon.butler@carleton.ca)

**TA Information:** TBD and posted on Brightspace.

**Modality:** Online.

**Pre-requisites & precluded Courses:**

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Precludes additional credit for BUSI 1005 and BUSI 1003.

Prerequisite(s): BUSI 1001, or permission of the Sprott School of Business.

This course is a prerequisite to:

- BUSI 2505 (with a grade of C or higher)
  - BUSI 3008 (with a grade of C- or higher)
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**Course Calendar description from the [2023/2024 University calendar](#):**

An introduction to the use of accounting data for the purposes of planning and control of operations.

**Course Description:**

This course examines how accounting information is used within organizations to plan, monitor 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 will also give you a solid foundation for additional study and careers in business.

**Learning Outcomes:**

The objectives of this course are for every student to increase their knowledge and competency in the following main areas:

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 behaviours.
4. Relevant costing and short and long term decision making.

### **Required Course Materials:**

Textbook: An Introduction to Management Accounting, 2<sup>nd</sup> Edition, Maurice, 2019

The textbook will be posted on Brightspace in a PDF format. If you prefer a hard copy of the textbook it can be purchased at Haven Books – 43 Seneca St (corner of Sunnyside and Seneca)

Software: Full licensed version of Excel.

### **Teaching Method – Asynchronous Format:**

This is an online asynchronous course. You are expected to fully engage with the course material. Various material will be provided for you on Brightspace to help you throughout the course. I would encourage you to make it a priority to visit the Brightspace page often and to keep up with the weekly work. It is expected that if you are struggling with the material that you let me know, or a TA know so that we can help get you back on track for the course.

### **Methods of Evaluation:**

Engagement (Details to be posted on Brightspace)*	9%
Quizzes (7 quizzes @ 3% each; see details below)	21%
Term Test 1 & 2	30%
Final examination (3 hours) – in person & e-proctored – during the final exam period.	40%
	100%

\*Details regarding this 9% of your grade will be posted on Brightspace.

The term tests will be held on **Friday Feb 9<sup>th</sup>, time TBD and Friday March 22<sup>nd</sup>, time TBD**. Both term tests are part of the course expectations, however, if something causes you to not be able to write one of the tests, the weight of the missed test will shift to the other test. There will be no deferred term tests. Your highest term test grade will count for the full 30% weight. Therefore, it is highly encouraged for you to write both term tests.

The **final examination** will be held in the regular examination period (April 13-25). The duration of the exam will be 3 hours. The final examination will cover the whole course. You need to obtain a minimum grade of 40% on the final exam to pass this course.

The term tests and final exam will be marked by the teaching assistants and instructor. We follow a rigorous quality control process that reasonably assures that the grade

awarded on your exams are 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. If this happens, contact the TA and we will look into it.

**Note that the term tests will be online using online e-proctoring and the final exam will be in person and e-proctored.**

\*\*\*e-Proctoring: Please note that tests and 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.

### **Quizzes:**

The quizzes are due before 11:59pm on the following dates:

Quiz #	Chapter Coverage	Due Date
1	2	Monday Jan 22
2	3	Monday Jan 29
3	4	Monday Feb 5
4	5	Monday March 4
5	7A**	Monday March 11
6	7B**	Monday March 18
7	8	Monday April 1
8	10	Monday April 8

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

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

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 questions out of 5 correctly, you get 50%
- If you answer 3 questions out of 5 correctly, you get 75%
- If you answer 4 questions out of 5 correctly, you get 100%
- If you answer 5 questions 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 7 out of 8 quizzes. You have 45 minutes to attempt each quiz.

**Student's Responsibilities with regards to deadlines:**

It is your responsibility to ensure that you meet all the deadlines for assignments and exams. It's as easy as entering these in your calendar on your smart phone or paper agenda. When you register for this course, you are doing so on the assumption that you are fully available during the final exam period that runs from April 13-25. I will not accommodate any requests to write any exam early or late.

**How to do well in this course:**

WATCH ALL VIDEOS, 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 work on and your course grade. As well as watching videos, reading your textbook and practicing questions, you need to make sure you are attending and engaging in your tutorial section.

**Course Schedule:**

<b>Week</b>	<b>Topic</b>
<b>Jan 8</b>	Intro to MA (ch 1) & Cost Concepts (ch 2, part 1)
<b>Jan 15</b>	Cost Concepts (ch 2, part 2)
<b>Jan 22</b>	Job Order Costing (ch 3)
<b>Jan 29</b>	Activity Based Costing (ch 4)
<b>Feb 5</b>	<b>Review week &amp; Test 1 (Friday Feb 9<sup>th</sup>, time TBD)</b>
<b>Feb 12</b>	Cost-Volume-Profit Analysis (ch 5, part 1)
<b>Feb 19</b>	<b>Winter Break Week: Feb 19 - 23</b>
<b>Feb 26</b>	Cost-Volume-Profit Analysis (ch 5, part 2)
<b>Mar 4</b>	Relevant Costing (ch 7, part 1) – Special Orders; Make vs. Buy
<b>Mar 11</b>	Relevant Costing (ch 7, part 2) – Add/Drop; Scarce Resources; Sell or Process Further
<b>Mar 18</b>	<b>Review week &amp; Test 2 (Friday March 22<sup>nd</sup>, time TBD)</b>
<b>Mar 25</b>	Budgeting (ch 8)
<b>Apr 1</b>	Responsibility Accounting (ch 10)
<b>Apr 8</b>	<b>Review week &amp; course wrap up</b>

**Contribution to Learning Goals of the Program ([BCom](#), [BIB](#)):**

Program Learning Goal	Competencies Not Covered	Competencies Introduced (only)	Competencies Taught But Not Assessed	Competencies Taught and Assessed
<b>CHECK (X) ONE PER ROW</b>				
<b>BC1 Knowledge</b> <i>Graduates will be skilled in applying foundational business knowledge to appropriate business contexts.</i>		X		
<b>BC2 Collaboration</b> <i>Graduates will be collaborative and effective contributors in team environments that respect the experience, expertise and interest of all members.</i>	X			
<b>BC3 Critical Thinking</b> <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		
<b>BC4 Communication</b> <i>Graduates will be effective and persuasive in their communications.</i>	X			
<b>BI5 Global Awareness (BIB ONLY)</b> <i>Graduates will be globally-minded.</i>	X			

## 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 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.

### Grading

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 Accommodation**

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](https://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](https://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](mailto: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](https://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](https://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](https://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.

Process: If an alleged violation occurs, all relevant documentation will be forwarded to the Dean. If the allegation proves true, the 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. **For a first offence, at a minimum, the penalty assigned will normally be a zero on the submitted work and at least a minimum full grade reduction of the final course grade. For a second offence, at a minimum, the penalty assigned will normally lead to a suspension from studies.**

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 Undergraduate Student Services Office offers program advising and overall student success support. Our team is available to discuss your academic goals and your program progression plans. We can also work with you to develop strategies for success, including study skills for Business. If you experience any difficulty this term or if you would like to access support, please contact our team at [bcom@sprott.carleton.ca](mailto:bcom@sprott.carleton.ca) or at [bib@sprott.carleton.ca](mailto:bib@sprott.carleton.ca).

## 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](http://carleton.ca/csas).

## Important Information:

- Students must always retain a 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 <https://carleton.ca/its/get-started/new-students-2/>