

**MANAGEMENT AND ORGANIZATIONAL STUDIES 3370A
MANAGEMENT ACCOUNTING
FALL 2017**

CONTACT INFORMATION

Vicki Sweeney
Office: O'Neil/Ridley 146
Phone: 519.438.7224 Extension 367
Email: vsweeney@uwo.ca
Office Hours: Tuesday 1:00-2:00
Wednesday 2:00-3:00
Or by appointment
Website: <https://owl.uwo.ca>

CLASS INFORMATION

Monday 11:30-12:30
Wednesday 11:30-1:30
Room W6

COURSE DESCRIPTION

What does it cost? This question is asked in every organization. The determination of cost is a key accounting process that supports decision making. This course will cover management accounting techniques related to cost: behaviour, allocation, determination, and strategic cost management.

COURSE LEARNING OBJECTIVES

By the end of this course, students should be able to:

1. Describe the role of management accounting within an organization.
2. Apply the various cost classification concepts that are fundamental to the language of management accounting.
3. Evaluate how costs behave and use this information in a range of decisions.
4. Apply various product costing methods.
5. Discuss the features of different budgeting systems and undertake budget variance analysis.
6. Identify the relevant inflows and outflows in different situations and use this information to analyze and make a variety of short-term, operational decisions.
7. Expand the concept of relevant inflows and outflows to analyze and make long-term, capital budgeting decisions.
8. Demonstrate expected workplace behaviour; for example, participation, leadership, collaboration, engagement and attendance.

COURSE PREREQUISITES AND ANTIREQUISITES

Prerequisite(s)

Business Administration 2257 and enrolment in third or fourth year of BMOS, Honors Specialization in Urban Development or Music Administrative Studies (MAS).

Antirequisite(s)

Business Administration 3307K, 4407Q/R/S/T, the former MOS 3372.

COURSE MATERIALS

Managerial Accounting, Tenth Canadian Edition (Connect Access Card is optional)
Garrison, Libby & Webb
McGraw-Hill Ryerson: 2015

TEACHING METHODOLOGY AND EXPECTATIONS OF STUDENTS

A combination of lectures, textbook problems and cases, and in-class exercises will be used in the course. Some class content will either mirror or complement the reading assignments, while other classes will cover material in addition to the assigned readings.

Students are expected to be fully engaged in the entire learning process. This means devoting time and energy to preparation before class, listening to others during class discussions and engaging in class discussions. By doing so, students will enhance both their own learning and that of their classmates.

Attendance at all classes in this course is expected; however, circumstances may arise which make it impossible for you to attend. If you are unable to attend a class, you are expected to advise your instructor in advance. Under University regulations, your instructor can determine at what point absenteeism has become excessive and approach the Dean who may prevent you from writing the final exam, thus preventing you from passing the course. Additionally, at the instructor's discretion, any student who misses more than 25% of scheduled classes will receive a class contribution grade of 0 out of 10 for the course.

EVALUATION

All components of evaluation must be completed for a student to be eligible for a passing grade in the course. There will be no reweighting of components within the course. Please note that grades cannot be adjusted on the basis of student need. Your grade in the course will be the grade that you earn based on your demonstrated understanding of the course content. Extra credit assignments are not available and exams cannot be rewritten to obtain a higher grade.

Mid-term Exam 1	Wednesday, October 4, 2017, 11:30-1:30, Kingsmill Room	20%-40%*
Mid-term Exam 2	Wednesday, November 8, 2017, 11:30-1:30, Kingsmill Room	20%-40%*
Final Exam	December Exam Period	30%
Class Contribution		<u>10%</u>
		100%

EVALUATION COMPONENT DESCRIPTIONS

Exams

Exams will be based on all readings, assignments, and course material; consequently, students are expected to understand not just what is discussed in class. The exams will consist of problems requiring computations and (often) subsequent analysis of the results. A formula sheet will be provided for each exam and will be made available ahead of time on the website. As well, non-programmable calculators will be permitted.

* The weight assigned to each of these exams will be based on maximizing a student's overall grade in the course. The lower of the two exam grades will be weighted at 20% and the higher of the two exam grades will be weighted at 40%. If a student earns the same grade on both exams, Mid-term Exam 1 will be weighted at 20% and Mid-term Exam 2 will be weighted at 40%.

Class Contribution

Contribution by each and every student is a cornerstone of an engaging course experience. Active class involvement augments the learning experience, increases assimilation of material and stimulates the level of class discussion. Students' contributions to this course are initiated through thorough class preparation.

Contribution is expected to be relevant to the current discussion and includes answering questions, volunteering answers, advancing the discussion to a new issue, developing one side of an argument, clarifying difficult concepts and asking questions pertinent to the topic. Students should be prepared to start the class, lead the discussion, develop agendas and suggest topics of importance. Just as important is listening attentively to your classmates and critiquing ideas constructively.



**MANAGEMENT AND ORGANIZATIONAL STUDIES 3370A
ASSIGNMENT SCHEDULE
FALL 2017**

The work noted for each class is to be completed *before* you attend the class. The completed work will be discussed during class. There may be times when a topic must be carried over into the following class. I will always announce what, specifically, will be carried over.

Session 1 — Monday, September 11

Topic: Introduction to MOS 3370
Read: Chapter 1 (pp. 2-19)

Session 2 — Wednesday, September 13

Topic: Costs
Read: Chapter 2 (pp. 26-45)
Assignment: P2-19

Topic: Cost Behaviour
Read: Chapter 3 (pp. 65-83), Appendix 3A (pp. 96-99) and Chapter 4 (pp. 103-129)
Assignment: P3-13, P3-14

Session 3 — Monday, September 18

Topic: Cost Behaviour
Assignment: P4-30

Session 4 — Wednesday, September 20

Topic: Variable Costing vs. Absorption Costing
Read: Chapter 8 (pp. 306-323)
Assignment: P8-12, P8-13

Session 5 — Monday, September 25

Topic: Variable Costing vs. Absorption Costing
Assignment: C8-19

Session 6 — Wednesday, September 27

Topic: Service Department Cost Allocations
Read: Appendix 11A (OWL) and Reciprocal Method (OWL)
Assignment: Victoria College (OWL), P11A-15 (OWL), C11A-18 (OWL)

Session 7 — Monday, October 2

Topic: Review for Mid-term Exam 1

Session 8 — Wednesday, October 4

MID-TERM EXAM 1
11:30-1:30
Kingsmill Room

THANKSGIVING & FALL READING WEEK
October 9 – 13, 2017

Session 9 — Monday, October 16

Topic: Job-Order Costing
Read: Chapter 5 (pp. 153-180)
Assignment: P5-24

Session 10 — Wednesday, October 18

Topic: Job-Order Costing
Assignment: P5-29

Topic: Process Costing
Read: Chapter 6 (pp. 212-226) and Appendix 6A (pp. 240-245)
Assignment: Refer to the completed production report presented in Review Problem 1 of the textbook (pp. 227-228). Prepare a revised production report for the department using the FIFO method. Round costs per equivalent unit to three decimals where applicable.

Session 11 — Monday, October 23

Topic: Process Costing
Assignment: P6-10, P6A-7

Session 12 — Wednesday, October 25

Topic: Activity-Based Costing
Read: Chapter 7 (pp. 249-274) and Appendix 7A (pp. 298-300)
Assignment: P7-19, P7-21

Session 13 — Monday, October 30

Topic: Activity-Based Costing
Assignment: C7A-6

Session 14 — Wednesday, November 1

Topic: Budgeting
Read: Chapter 9 (pp. 343-370)
Assignment: P9-23

Topic: Review for Mid-term Exam 2

Session 15 — Monday, November 6

Topic: Standard Costs and Overhead Analysis
Read: Chapter 10 (pp. 399-435)
Assignment: P10-19

Session 16 — Wednesday, November 8

MID-TERM EXAM 2
11:30-1:30
Kingsmill Room

Session 17 — Monday, November 13

Topic: Standard Costs and Overhead Analysis
Assignment: C10-38

Session 18 — Wednesday, November 15

Topic: Sales Variance Analysis
Read: Appendix 10C (pp. 474-477)
Assignment: P10C-2

Along with the variances listed, also calculate the sales volume variance. Analyze the variances, based on the products being either poor or good substitutes for one another.

Topic: Joint-Product Costing
Read: Joint Products and By-Products (OWL)

Session 19 — Monday, November 20

Topic: Joint-Product Costing
Assignment: Chem Company (OWL)

When allocating joint costs to products, you must consider the number of units produced (not simply the number sold).

Session 20 — Wednesday, November 22

Topic: Relevant Costs for Decision Making
Read: Chapter 11 (pp. 482-490) and Chapter 12 (pp. 526-548)
Assignment: P12-23, P12-24

Session 21 — Monday, November 27

Topic: Relevant Costs for Decision Making
Assignment: P12-28

Session 22 — Wednesday, November 29

Topic: Time Value of Money
Read: Appendix 13A (pp. 625-632)

Topic: Capital Budgeting
Read: Chapter 13 (pp. 583-608)
Assignment: P13-22

Session 23 — Monday, December 4

Topic: Capital Budgeting
Assignment: P13-28

Session 24 — Wednesday, December 6

Topic: Capital Budgeting — Income Taxes
Read: Appendix 13B (pp. 635-641)
Assignment: P13B-4

Topic: Review for Final Exam

FINAL EXAM
Date, Time and Location TBA



Appendix to Course Outlines

Prerequisite Information

Students are responsible for ensuring that they have successfully completed all course prerequisites. Unless you have either the requisites for this course or written special permission from your Provost and Dean to enrol in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

Conduct of Students in Classes, Lectures, and Seminars

Membership in the community of Huron University College and the University of Western Ontario implies acceptance by every student of the principle of respect for the rights, responsibilities, dignity and well-being of others and a readiness to support an environment conducive to the intellectual and personal growth of all who study, work and live within it. Upon registration, students assume the responsibilities that such registration entails. The academic and social privileges granted to each student are conditional upon the fulfillment of these responsibilities.

In the classroom, students are expected to behave in a manner that supports the learning environment of others. Students can avoid any unnecessary disruption of the class by arriving in sufficient time to be seated and ready for the start of the class, by remaining silent while the professor is speaking or another student has the floor, and by taking care of personal needs prior to the start of class. If a student is late, or knows that he/she will have to leave class early, be courteous: sit in an aisle seat and enter and leave quietly.

Please see the *Code of Student Rights and Responsibilities* at:

<http://www.huronuc.ca/CurrentStudents/StudentLifeandSupportServices/StudentDiscipline>

Technology

It is not appropriate to use technology (such as, but not limited to, laptops, cell phones) in the classroom for non-classroom activities. Such activity is disruptive and is distracting to other students and to the instructor, and can inhibit learning. Students are expected to respect the classroom environment and to refrain from inappropriate use of technology and other electronic devices in class.

Academic Accommodation for Medical/Non-Medical Grounds

Students who require special accommodation for tests and/or other course components must make the appropriate arrangements with the Student Development Centre (SDC). Further details concerning policies and procedures may be found at:

http://www.sdc.uwo.ca/ssd/?requesting_acc

(a) Medical Grounds for assignments worth 10% or more of final grade: Go Directly to Academic Advising

University Senate policy, which can be found at

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf,

requires that all student requests for accommodation on medical grounds for assignments worth 10% or more of the final grade be made directly to the academic advising office of the home faculty (for Huron students, the “home faculty” is Huron), with supporting documentation in the form (minimally) of the

Senate-approved Student Medical Certificate found at:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform_15JUN.pdf.

The documentation is submitted in confidence and will not be shown to instructors. The advisors will contact the instructor when the medical documentation is received, and will outline the severity and duration of the medical challenge as expressed on the Student Medical Certificate and in any other supporting documentation. The student will be informed that the instructor has been notified of the presence of medical documentation, and will be instructed to work as quickly as possible with the instructor on an agreement for accommodation. The instructor will not normally deny accommodation where appropriate medical documentation is in place and where the duration it describes aligns with the due date(s) of assignment(s). Before denying a request for accommodation on medical grounds, the instructor will consult with the Provost and Dean. The instructor's decision is appealable to the Provost and Dean.

**(b) Accommodation on Medical Grounds for assignments worth less than 10% of final grade:
Consult Instructor Directly**

When seeking accommodation on medical grounds for assignments worth less than 10% of the final course grade, the student should contact the instructor directly. The student need only share broad outlines of the medical situation. The instructor **may** require the student to submit documentation to the academic advisors, in which case she or he will advise the student and inform the academic advisors to expect documentation. The instructor may not collect medical documentation. The advisors will contact the instructor when the medical documentation is received, and will outline the severity and duration of the medical challenge as expressed on the Student Medical Certificate and in any other supporting documentation. The student will be informed that the instructor has been notified of the presence of medical documentation, and will be instructed to work as quickly as possible with the instructor on an agreement for accommodation. The instructor will not normally deny accommodation where appropriate medical documentation is in place and where the duration it describes aligns with the due date(s) of assignment(s). Before denying a request for accommodation on medical grounds, the instructor will consult with the Provost and Dean. The instructor's decision is appealable to the Provost and Dean.

(c) Non-medical Grounds: Consult Instructor Directly

Where the grounds for seeking accommodation are not medical, the student should contact the instructor directly. Late penalties may apply at the discretion of the instructor. Apart from the exception noted below, academic advisors will not be involved in the process of accommodation for non-medical reasons.

Where a student seeks accommodation on non-medical grounds where confidentiality is a concern, the student should approach an academic advisor with any documentation available. The advisors will contact the instructor after the student's request is received, and will outline the severity and duration of the challenge without breaching confidence. The student will be informed that the instructor has been notified that significant circumstances are affecting or have affected the student's ability to complete work, and the student will be instructed to work as quickly as possible with the instructor on an agreement for accommodation. Before denying a request for accommodation where documentation has been submitted to an academic advisor, the instructor will consult with the Provost and Dean. The instructor's decision is appealable to the Provost and Dean.

Statement on Academic Offences

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf

Statement on Academic Integrity

The International Centre for Academic Integrity defines academic integrity as "a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behaviour that enable academic communities to translate ideals to action." (CAI Fundamental Values Project, 1999).

A lack of academic integrity is indicated by such behaviours as the following:

- Cheating on tests;
- Fraudulent submissions online;
- Plagiarism in papers submitted (including failure to cite and piecing together unattributed sources);
- Unauthorized resubmission of course work to a different course;
- Helping someone else cheat;
- Unauthorized collaboration;
- Fabrication of results or sources;
- Purchasing work and representing it as one's own.

Academic Integrity: Importance and Impact

Being at university means engaging with a variety of communities in the pursuit and sharing of knowledge and understanding in ways that are clear, respectful, efficient, and productive. University communities have established norms of academic integrity to ensure responsible, honest, and ethical behavior in the academic work of the university, which is best done when sources of ideas are properly and fully acknowledged and when responsibility for ideas is fully and accurately represented.

In the academic sphere, unacknowledged use of another's work or ideas is not only an offence against the community of scholars and an obstacle to academic productivity. It may also be understood as fraud and may constitute an infringement of legal copyright.

A university is a place for fulfilling one's potential and challenging oneself, and this means rising to challenges rather than finding ways around them. The achievements in an individual's university studies can only be fairly evaluated quantitatively through true and honest representation of the actual learning done by the student. Equity in assessment for all students is ensured through fair representation of the efforts by each.

Acting with integrity at university constitutes a good set of practices for maintaining integrity in later life. Offences against academic integrity are therefore taken very seriously as part of the university's work in preparing students to serve, lead, and innovate in the world at large.

A university degree is a significant investment of an individual's, and the public's, time, energies, and resources in the future, and habits of academic integrity protect that investment by preserving the university's reputation and ensuring public confidence in higher education.

Students found guilty of plagiarism will suffer consequences ranging from a grade reduction to failure in the course to expulsion from the university. In addition, a formal letter documenting the offence will be filed in the Provost and Dean's Office, and this record of the offence will be retained in the Provost and Dean's Office for the duration of the student's academic career at Huron University College.

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers

submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com.

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

Personal Response Systems (“clickers”) may be used in some classes. If clickers are to be used in a class, it is the responsibility of the student to ensure that the device is activated and functional. Students must see their instructor if they have any concerns about whether the clicker is malfunctioning. Students must use only their own clicker. If clicker records are used to compute a portion of the course grade:

- the use of somebody else’s clicker in class constitutes a scholastic offence,
- the possession of a clicker belonging to another student will be interpreted as an attempt to commit a scholastic offence.

Policy on Special Needs

Students who require special accommodation for tests and/or other course components must make the appropriate arrangements with the Student Development Centre (SDC). Further details concerning policies and procedures may be found at:

http://www.sdc.uwo.ca/ssd/?requesting_acc

Attendance Regulations for Examinations

A student is entitled to be examined in courses in which registration is maintained, subject to the following limitations:

- 1) A student may be debarred from writing the final examination for failure to maintain satisfactory academic standing throughout the year.
- 2) Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course will be reported to the Provost and Dean of the Faculty offering the course (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Provost and Dean of that Faculty, the student will be debarred from taking the regular examination in the course. The Provost and Dean of the Faculty offering the course will communicate that decision to the Provost and Dean of the Faculty of registration.

Class Cancellations

In the event of a cancellation of class, every effort will be made to post that information on the Huron website, <http://www.huronuc.ca/AccessibilityInfo> (“Class Cancellations”).

Mental Health @ Western

Students who are in emotional/mental distress should refer to Mental Health @ Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

Academic Advising

For advice on course selections, degree requirements, and for assistance with requests for medical accommodation [see above], students should contact an Academic Advisor in Huron’s Student Support Services (huronsss@uwo.ca). An outline of the range of services offered is found on the Huron website at: <http://www.huronuc.ca/CurrentStudents/AcademicAdvisorsandServices>

Department Chairs and Program Directors and Coordinators are also able to answer questions about their individual programs. Their contact information can be found on the Huron website at:

<http://www.huronuc.ca/Academics/FacultyofArtsandSocialScience>