

MOS 3372 Management Accounting
Course Outline: All Sections September 2012 (Fall/Winter Terms)

Course Information:**Instructor, Class Location and Time:**

Bill Dawson Office: SSC 4430 Sections: 003, 007, 008
 (course coordinator) Phone: 519-661-2111 #82293

Email: bdawson@uwo.ca

Website Address: <https://owl.uwo.ca/portal>

Office Hours: See Instructor

Danny Morrison Office: SSC 4402 Sections: 004, 005
 Phone: 519-661-2111 # 84927

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Website Address: <https://owl.uwo.ca/portal>

Office Hours: See Instructor

Ruth Ann Strickland Office: SSC 4417 Sections: 001, 006, 011
 Phone: 519-661-2111 #84927

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Website Address: <https://owl.uwo.ca/portal>

Office Hours: See Instructor

MOS 3372 Sections:

Class Section	Days	Start Time	End Time	Bldg and Room	Instructor
001	Wednesday	7:00 pm	10:00 pm	SSC3006	Strickland
003	Friday	9:30 am	12:30 pm	SSC 3026	Dawson
004	Wednesday	1:30 pm	4:30 pm	SSC 3006	Morrison
005	Monday	2:30 pm	5:30 pm	UCC 41	Morrison
006	Tuesday	2:30 pm	5:30 pm	TH 3102	Strickland
007	Tuesday	1:30 pm	2:30 pm	HSB 11	Dawson
	Thursday	1:30 pm	3:30 pm	HSB 11	
008	Monday	1:30 pm	2:30 pm	SSC 2036	Dawson
	Wednesday	1:30 pm	3:30 pm	SSC 2036	
011	Tuesday	9:30 am	12:30 pm	UCC 63	Strickland

EMAIL TO INSTRUCTOR: Please use the email subject line to clearly identify the topic of your email.

DAN Management and Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities. Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 519-661-2111 ext 82147 for any specific question regarding an accommodation. More information about "Accessibility at Western" is available at:

<http://accessibility.uwo.ca>

Calendar Description

Management and cost accounting to support the decision-making process in both profit and non-profit organizations. Topics covered include cost behavior, cost allocation, variance analysis, relevant costs for short-term decisions, long-term investment decisions, budgeting, management control systems, financial statement analysis and choice of accounting policies.

Antirequisite(s): [Business Administration 3307K](#), [4407Q/R/S/T](#).

Prerequisite(s): [Business Administration 2257](#) and enrollment in third or fourth year of BMOS, Honors Specialization in Urban Development or Music Administrative Studies (MAS).

Corequisite(s):

Pre-or Corequisite(s):

Extra Information: 3 lecture hours, 1.0 course.

Senate Regulations state, “unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will 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.”

Textbook

Custom Course Pack (Includes 2 books):

- 1) Garrison/ Chesley/Carrol/Webb, Managerial Accounting, 9th Canadian edition, McGraw Hill Ryerson, 2012
- 2) Custom Text – Management Accounting. ISBN 978-1259068782

Course Objectives and Format

Course Objectives:

The course objective is to teach students to become competent users of accounting data and to fully integrate their understanding of basic transactions, profits, cost behavior, relevant costs and control systems into their analysis of business problems. Regardless of career objectives, all students will have to deal with some form of accounting information in their day-to-day activities. The task of this course is to ensure a thorough understanding of the nature and behavior of costs so that this type of information can be positively incorporated into the decision making framework

Course format:

Weekly classes will include lectures, group discussions and discussing assigned problems and cases. Participation is required. Solutions will be posted on OWL2.

Evaluation:

Closed book examinations. Dictionaries are NOT allowed into the examinations.

Only non-programmable calculators will be allowed into the exams. If you are unsure, please ask your

Exam #	Date	Percentage of Course Grade
1	Saturday, October 13 1-4 pm Multiple Choice (25 questions)	15%
2	Saturday, November 24 1-4 pm Calculation and analysis problems	25%
3	Saturday, February 9 1-4:30 pm Short term problems; long term case	25%
4	Final TBA Case Exam	25%
	Participation	10%

professor to check your calculator.

Students are responsible for material covered in the lectures as well as the assigned chapters/sections in the text. Exams will not be returned to students but may be reviewed in the instructor's office.

Students are **REQUIRED TO COMPLETE ALL COMPONENTS** of this course. There are no exceptions to this. Extra assignments to improve grades will **NOT** be allowed.

Exams will be scored using the program Scan Exam which examines the answer sheets for unusual coincidences in the pattern of answers given which may be indicative and used as supporting evidence of cheating.

Grades will **not** be adjusted on the basis of need. It is important to monitor your performance in the course. Remember: *You* are responsible for your grades in this course.

University Policy Regarding Illness

Illness

The University recognizes that a student's ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, **in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation supplied (see below for process) indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.**

Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy [<http://www.uwo.ca/univsec/handbook/general/privacy.pdf>].

Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty.

Academic accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete his/her academic responsibilities. (Note: it will not be sufficient to provide documentation indicating simply that the student was seen for a medical reason or was ill.)

A form to be completed by off-campus physicians is available at:

<http://counselling.ssc.uwo.ca/forms/medicalNote.pdf>

Whenever possible, students who require academic accommodation should provide notification and documentation **in advance of due dates, examinations**, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

In the case of a final examination in the course, the student must arrange for a Special Examination or Incomplete through their Dean's office, for which you will be required to provide acceptable documentation.

If you feel that you have a medical or personal problem that is interfering with your work, you should contact your instructor and the Faculty Academic Counselling Office as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence

rather than on a retroactive basis. In general, retroactive requests for grade revisions on medical or compassionate grounds will not be considered.

Make Up Examinations

The student must write a make-up exam if the regularly scheduled exam is missed for reasons for which adequate documentation is received by the instructor (this documentation must be supplied by the Academic Counselling office).

Attendance

It is expected that students will attend all classes. The professor does not provide access to lecture notes. Students are encouraged to obtain missed lecture notes from a fellow student.

University Policy on Cheating and Academic Misconduct

Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses (see section below). Looking at the test of another student, allowing another student to view your exam, or obtaining information about a test in advance are all examples of cheating. Students found cheating will receive a zero (0%) on that exam. A number of safeguards will be employed to discourage cheating. For example, examination supervisors (proctors) of the tests may ask students to move to another seat during the exam, cover their paper, avert their eyes from other students' papers, remove baseball caps, etc. This is not meant as a personal affront nor as an accusation of cheating, rather as vigilant attempts at proctoring. A copy of guidelines about how to avoid cheating can be obtained from the office of the Ombudsperson, Room 251 University Community Centre, (519) 661-3573.

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Students are urged to read the section on Scholastic Offenses in the Academic Calendar. Note that such offenses include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. If you are in doubt about whether what you are doing is inappropriate, consult your instructor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.

The penalties for a student guilty of a scholastic offense include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

Procedures For Appealing Academic Evaluations

In the first instance, all appeals of a grade must be made to the course instructor (informal consultation). If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Assistant Program Director or Designate of the BMOS program. If the response of the Assistant Director is considered unsatisfactory to the student, he/she may then appeal to the Dean of the Faculty in which the course of program was taken. Only after receiving a final decision from the Dean, may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office.

Student Responsibilities

Material covered in lectures will not always be the same as material covered in the textbook. These two sources should be viewed as complimentary and not redundant. As such, students who want to do well in this course are **strongly encouraged** to attend lectures on a regular basis. Please note that the instructor will not be providing copies of lectures notes or overheads. Therefore, if you miss a lecture, you should try to obtain this material from another student.

In this class, some students may be unaware that their private discussions are distracting to other people. If you feel that students are distracting your attention from the material, then you should ask them to be quiet. If you feel uncomfortable doing this (or the problem persists), then please see the instructor. In addition, please avoid engaging in private discussions with other students during the lectures.

To avoid unnecessary distractions, please arrive to each class on time.

Support Services

The Registrar's office can be accessed for Student Support Services at <http://www.registrar.uwo.ca> Student Support Services (*including the services provided by the USC listed here*) can be reached at: <http://westernusc.ca/services/> Student Development Services can be reached at: <http://www.sdc.uwo.ca/>

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.”

Other Issues

Grade Policy

The DAN Program has a grade policy which states that for courses in the 3000-4000 range, the class average must fall between 70% and 75% for all sections of a course taught by the same instructor. In very exceptional circumstances only, class averages outside this range may be approved by the Assistant Director or Director. Class averages are not grounds for appeal.

Short Absences.

If you miss a class due to minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or exam. Cover any readings and arrange to borrow the missed lectures notes from a classmate.

Extended Absences.

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. The Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed about your difficulties.

Academic Concerns.

If you are in academic difficulty, it is strongly recommended that you see your academic counsellor.

Important Dates:

September 6, 2012 Fall Term classes begin.
September 14, 2012 Last day to add a full course or a first-term half course
October 8, 2012 Thanksgiving Holiday
November 30, 2012 Last day to drop a full course without academic penalty
December 5, 2012 Fall Session classes end
December 6, 7, 2012 Study Days
January 7, 2013 Winter Session classes begin.
January 15, 2013 Last day to add a second-term half course
February 18, 2013 Family Day
February 18-22, 2013 Reading Week
March 29, 2013 Good Friday
April 11, 2013 Winter Session classes end.
April 12 & 13, 2013 Study Days.
April 14-30, 2013 April examination period.

Other Information

- Bring student identification to exams.
- Nothing is to be on/at one's desk during an exam except a pencil, an eraser, and the individual's student card

- Do not wear baseball caps to exams
- Do not bring music players, cell phones, beepers, or other electronic devices to exams

PARTICIPATION

Participation will be assessed on a weekly basis according to the following rubric:

Level	Description
0	Does not attend class, or attends and is disruptive.
1 - 33%	Attends class but does not contribute to the discussion.
2 - 66%	Contributes by asking/answering questions and making comments. Preparation for class is evident. Questions/comments are primarily factual in nature.
3 - 100%	Demonstrates good preparation for class, contributing content-based questions and answers, but also offers insights and adds significant value to the discussion.

For The University of Western Ontario Senate Regulations, please see the Handbook of Academic and Scholarship Policy at: <http://www.uwo.ca/univsec/handbook/>

Tentative Assignment ScheduleChanges may be made in class

WEEK	DAILY DISCUSSION & IN-CLASS PROBLEMS	SELF-STUDY
1	COURSE INTRO: CHAPTER 1 – PAGE 4-5 AND 8-9 CHAPTER 2: COST CLASSIFICATION	C6A-6 (USE DATA TO COMPLETE SCATTER GRAPH, HI-

SEPT 10-14	P2-26 CHAPTER 6 & 6A: COST BEHAVIOUR CUSTOM BOOK: NOTE ON REGRESSION ANALYSIS	LO METHOD AND REGRESSION IN EXCEL. COMPARE THE RESULTS.)
2 SEPT 17-21	C2-27; P6-14 (USE DATA TO COMPLETE SCATTER GRAPH, HI-LO METHOD AND REGRESSION IN EXCEL. COMPARE THE RESULTS.) CHAPTER 7: COST/VOLUME/PROFIT P7-19	P7-20; P7-32 CUSTOM BOOK: MISSING DATA PROBLEM
3 SEPT 24-28	P7-26; P7-30 CHAPTER 3: JOB ORDER COSTING P3-23 (2,3,4 ONLY) APPENDIX 4B (PG 152-156) CUSTOM BOOK: COST ALLOCATIONS	
4 OCT 1-5	P3-29; C4B-7 - USE DIRECT, STEP AND RECIPROCAL CAFETERIA – USE # OF EMPLOYEES CUSTODIAL – USE # OF SQUARE FEET MACHINE MAINT – USE # OF MACHINE HOURS FOR RECIPROCAL, USE CAFETERIA & CUSTODIAL ONLY CHAPTER 5: ACTIVITY BASED COSTING E5-13; P5B-3	
5 OCT 8-12	NO NEW MATERIAL THIS WEEK; THIS IS FOR STUDY/REVIEW FOR SATURDAY'S EXAM. EXTRA OFFICE HOURS WILL BE AVAILABLE. [MONDAY IS THANKSGIVING DAY – NO CLASSES ON MONDAY.]	
SAT OCT 13	TEST #1: 25 MCQ PROBLEMS: TIME: 1:00-4:00 PM LOCATION: DAWSON SH2355, SH2316, SH2317 MORRISON 3M3250 STRICKLAND NCB114, NCB117 CHAPTERS 2, 3, 4B, 5, 6, 7	
6 OCT 15-19	CHAPTER 4: PROCESS COSTING P4-10; P4A-7 CHAPTER 8: ABSORPTION VS. VARIABLE COSTING P8-16	P4-11 P4A-8

7 OCT 22-26	C4-17; C4A-9 P8-17; P8-18 CHAPTER 9: BUDGETING	P8-14
8 OCT 29 – Nov 2	P9-23; C9-27 (IGNORE Q3 & Q4) CHAPTER 10: VARIANCE ANALYSIS CUSTOM BOOK: KUDARSKI COMPANY	
9 Nov 5-9	P10-20; P10-21 CHAPTER 11A: MARKETING VARIANCES: PGS 532-536 E11-A1 CUSTOM BOOK: NOTE ON MARKETING VARIANCES	C10-37 P10-36 (POSTED IN OWL)
10 Nov 12- 16	CUSTOM BOOK: THE CARPET COMPANY CUSTOM BOOK: ABSORPTION VS. VARIABLE COSTING CUSTOM BOOK: IOTA COMPANY	
11 Nov 19- 23	NO NEW MATERIAL THIS WEEK; THIS IS FOR STUDY/REVIEW FOR SATURDAY'S EXAM. EXTRA OFFICE HOURS WILL BE AVAILABLE.	
SAT Nov 24	TEST #2: 6 CALCULATION AND ANALYSIS PROBLEMS TIME: 1:00-4:00 LOCATION: DAWSON SSC2020, SSC2024 MORRISON SSC 2036 STRICKLAND SSC 2028, SSC2032 CHAPTERS 4, 8, 9, 10, 11A	
12 Nov 26- 30	CUSTOM BOOK: JOINT PRODUCT COSTING CUSTOM BOOK: CHEM COMPANY	
14 JAN 7-11	CHAPTER 12: SHORT-TERM DECISIONS P12-13; P12-24 CUSTOM BOOK: LINER PROGRAMMING	
15 JAN 14-18	CUSTOM BOOK: LINK COMPANY E12-15; P12-19; P12A-5	

16 JAN 21-25	CHAPTER 13 & APPENDIX 13A & B: CAPITAL BUDGETING P13-16; P13B-4 CUSTOM BOOK: CAPITAL BUDGETING & SENSITIVITY	APPENDIX 13A (TIME VALUE OF \$\$) P13-29
17 JAN28 TO FEB 1	P13-28 (ASSUME CCA = 20% AND TAX = 40%) CUSTOM BOOK: CANADA COMPANY	
18 FEB 4-8	CUSTOM BOOK: KITCHEN SUPPLY COMPANY <u>THIS IS A REVIEW CASE, FOR PREP FOR SATURDAY'S EXAM.</u>	
SAT FEB 9	TEST #3: SHORT-TERM & LONG-TERM DECISIONS CHAPTERS 12 & 13, INCLUDING JOINT PRODUCT & LINEAR PROG TIME: 1:00-4:30 PM LOCATION: DAWSON SH2355, SH2316, SH2317 MORRISON 3M3250 STRICKLAND NCB114, NCB117	
19 FEB 11-15	CUSTOM BOOK: OUTLINE FOR MANAGEMENT CONTROL SYSTEMS CUSTOM BOOK: CHAPTER 22 – MANAGEMENT CONTROL CHAPTER 11: RESPONSIBILITY CENTRES – PAGES 484-485 CUSTOM BOOK: RESPONSIBILITY CENTRE PROBLEMS	
FEB 18-22	READING WEEK: NO CLASSES THIS WEEK.	
20 FEB25 - MAR 1	CHAPTER 11: TRANSFER PRICING – PAGES 485-492 P11-23; P11-30 CHAPTER 11: BALANCED SCORECARD – PAGES 500-505 P11-34; P11-35	C11-38
21 MAR 4-8	CUSTOM BOOK: SHUMAN AUTOMOTIVE CASE CUSTOM BOOK: CHAPTER 23 –CONTROL / PROCESS	
22	CUSTOM BOOK: ZUMWALD CASE	

MAR 11-15	CHAPTER 11: ROI-RI – PAGES 492-500 CUSTOM BOOK: INVESTMENT CENTRE PROBLEMS	
23 MAR 18- 22	CUSTOM BOOK: INDUSTRIAL ELECTRONICS CASE CHAPTER 24: STRATEGIC PLANNING AND BUDGETING CHAPTER 11: COST OF QUALITY – PAGES 505-514 P11-37	
24 MAR 25-29	CUSTOM BOOK: VERSHIRE COMPANY ISSUES IN NON-PROFIT ORGANIZATIONS POSTED IN OWL	
25 APR 1-5	CUSTOM BOOK: CHARLOTTESVILLE FIRE DEPT CUSTOM BOOK: SAMPSON ELECTRONICS	
TBA	FINAL EXAM: MANAGEMENT CONTROL SYSTEMS	

NOTE FOR EASTER WEEKEND: EACH SECTION WILL NEED TO WORK AROUND GOOD FRIDAY AND EASTER MONDAY TO ACCOMMODATE THE MATERIAL. WILL MEAN PEOPLE WILL NOT NECESSARILY BE IN SYNC ON THE SAME DAYS/WEEKS.