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## MOS 3370A Management Accounting Course Outline: Section – 001 / Summer 2018

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### 1. Course Information:

#### 1.1 Class Location and Time:

Room: SSC 3024  
May 15 – June 2  
Tuesday to Friday  
9:30 am – 12:30 pm

#### 1.2 Contact Information:

Instructor: Ruth Ann Strickland  
Office Hours: Immediately after class most days  
Email: [rstrickl@uwo.ca](mailto:rstrickl@uwo.ca)  
Website Address: <http://owl.uwo.ca/portal>

DAN Department of Management & 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>

### 2. Calendar Description

#### 2.1 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.

3 lecture hours, 0.5 course

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

Prerequisite(s): Business Administration 2257 and enrollment in 3rd or 4th year of BMOS, Honors Specialization in Urban Development or Music Administrative Studies

## 2.2 Senate Regulations

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.”

## 3. Textbook

GARRISON/CHESLEY/CARROL/WEBB, MANAGERIAL ACCOUNTING, 10<sup>TH</sup> CANADIAN EDITION, MCGRAW HILL RYERSON, 2015 ISBN 978-125902490-0

**ADDITIONAL COURSE MATERIALS WILL BE POSTED ON OWL.**

## 4. Course Objectives and Format

### 4.1 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

### 4.2 Course format

Daily classes will include a blend of lecture, discussion assigned problems, and group work. It is expected that all readings will be completed and all assigned problems will be attempted prior to class, and that each student will come to class prepared to discuss and work with the material.

This is a fast-paced course that has a high degree of work to be done outside of class. You will need to be dedicated to working on it daily, and on the weekends. Please plan your time accordingly. To help with class preparation, self-study problems are provided. These problems are not optional; they are considered a core part of the course and material from them will be included in examinations. Please work through these problems on your own, and then compare your solutions to posted solutions.

A benefit of taking the course in Intersession is that it is easy to see how course concepts build from day to day. For some students, this helps with long-term memory of the material.

## 5. Learning Outcomes

The learning outcomes for this course include:

- Understand the roles and responsibilities on managerial accountants.
- Prepare a Statement of Cost of Goods Manufactured.
- Classify costs as fixed, variable or mixed.
- Determine break-even levels given the cost structure and calculate operating profit at various levels.
- Predict the cost for manufacturing overhead using a scatter graph, hi-lo method and regression analysis. Predict total cost at various levels.
- Distinguish between various costing systems – Job Order Costing, Process Costing, Activity Based Costing.
- Prepare, compare, and reconcile financial statements prepared under Absorption versus Variable Costing.

- Prepare and analyze various types of budgets.
- Analyze manufacturing (cost) variances and marketing variances to explain differences between Budgeted and Actual results.
- Distinguish between relevant and irrelevant costs in decision making.
- Analyze various short-term decision situations. Add/drop a product or service; make or buy decisions; special orders; utilization of a constrained resource.
- Evaluate the acceptability of an investment project (Long-Term) using various analytic methods on an after-tax basis – Net Present Value (NPV), Internal Rate of Return (IRR), and Discounted Payback.
- Perform sensitivity analysis for capital budgeting projects.

## 6. Evaluation

Evaluation Component	Percentage of Course Grade
In-class Participation	10% - Daily in-class participation
Mid-term Test	35% - Tuesday, May 22: 9:30 am – 12:30 pm (3 hours)
Budget Assignment	5% - Budget Assignment – Due Tuesday, May 29
Final Exam	50% - Saturday, June 2: 9:30 am – 12:30 pm (3 hours)

Class Participation: This is an ACTIVE course! It requires a high degree of in-class participation. 10% of your final grade will be a result of your participation in class activities and discussions. Students are expected to come to class prepared to discuss the assigned reading material and the assigned problems. Additional problems will be worked on in groups during class. This class will keep you busy. Please do not bring other things to class to work on during class time.

Your participation efforts will be evaluated after each class, taking into consideration both the quality of your participation and the quantity. Quality is more important than quantity. The main objective of contributing to class discussion is not to be evaluated, but rather to learn, and to assist other members of the class to learn.

The following scale is used to grade participation. Please note that attendance does not equal participation.

0 - (0%) - did not attend, and it is not an excused absence.

0 - (0%) - attended but spent time during the class period working on other things.

1 - (25%) - attended, participated in class activities, but did not ask or answer any questions.

2 - (50%) - attended, participated in class activities, answered one or two basic questions related to items being discussed. This is 'fill-in-the blank' type of answers, such as 'What is the number?' for various problems we go through in class.

3 - (75%) - attended, participated in all class activities, answered questions throughout the class session. Preparation for class is apparent. Answered application-based questions, such as 'What would you do if...' or 'How could we change things to be more successful...' These questions go beyond restating of facts.

4 - (100%) - attended, participated in all class activities, answered questions that required interpretation or evaluation of alternatives. Preparation for class is apparent. Explained difficult concepts. Added considerable value.

Tests and Exams: The midterm test and the final exam may have multiple choice, calculation, and written answer problems. Only non-programmable calculators will be allowed into the exams. Dictionaries are NOT allowed into the examinations. No other materials of any kind may be used during the exams.

Students are responsible for material covered in the lectures as well as the assigned text material. Self-study material will be included for exams.

Students are **REQUIRED TO COMPLETE ALL WRITTEN and ORAL COMPONENTS** of this course. There are no exceptions to this. Extra assignments to improve grades will NOT be allowed. Failure to complete a component will result in a grade of zero for that component and may result in a zero for the course.

Multiple choice exams may 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.

## 7. Lecture and Examination Schedule

A tentative daily schedule is posted on OWL.

## 8. University Policy Regarding Illness

### 8.1 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/pdf/academic\\_policies/general/privacy.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/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://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.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.

## 8.2 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 Counseling office). Make-up exams may be different in structure from the original exam.

## 9. 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 9.0 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 3135 WSSB, (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.

## 10. 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.

## 11. 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.

## 12. Support Services

### 12.1 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.health.uwo.ca/mental\\_health/](http://www.health.uwo.ca/mental_health/) for a complete list of options about how to obtain help.

## 13. Other Issues

### 13.1 Grade Policy

The DAN Department 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 Undergraduate Chair or Chair. Class averages are not grounds for appeal.

### 13.2 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.

### 13.3 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.

### 13.4 Academic Concerns.

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

### 13.5 Important Dates:

May 14, 2018	Intersession begins
May 21, 2018	Victoria Day; no classes
May 22, 2018	Mid-Term Test
May 28, 2018	Last day to drop without academic penalty
June 1, 2018	Last day of class
June 2, 2018	Final Exam

### 14. 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

For The University of Western Ontario Senate Regulations, please see the Handbook of Academic and Scholarship Policy at: [http://www.uwo.ca/univsec/academic\\_policies/index.html](http://www.uwo.ca/univsec/academic_policies/index.html)

### 15. E-mail Policies

The following policies apply to all emails between students and the Professor. Please respect the fact that the Professor receives hundreds of emails from students and must deal with those emails in a fair and organized manner. Non-acceptable emails will receive a reply saying only "Please see Email Policies on the course outline".

#### 15.1 UWO.CA Email Addresses Only

For privacy reasons, students must use their Western email accounts to contact the Professor. The Professor will not respond to emails from non-uwo.ca addresses (e.g. hotmail.com, gmail.com, etc.).

#### 15.2 Subject Line Must Include Course and Section Number

The subject line of emails must contain the name or number of the course, and the section number in which the student is enrolled. The Professor teaches different courses and sections and cannot properly respond to questions if he does not know which course or section you are enrolled in.

#### 15.3 Acceptable Emails

- questions about the course content or materials
- asking to set up an appointment to ask questions or review an exam
- notification of illness or other special circumstances
- providing constructive comments or feedback about the course

#### 15.4 Non-Acceptable Emails

- questions that may be answered on OWL or on this course outline
- asking when grades will be posted
- asking what grade a student received
- asking where or when an exam is scheduled or the material covered on an exam
- requests for grade increases, extra assignments, or reweighting of course components