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**MOS 3370A Management Accounting: Cost**  
**Course Outline: Section 650**  
Fall September 2014

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**Course Information:****Shannon Butler**

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**Section 650 Distance Studies**

**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](#), [MOS 3372](#)

**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, 0.5 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**

Garrison/ Chesley/Carrol/Webb, Managerial Accounting, 9<sup>th</sup> Canadian edition, McGraw Hill Ryerson, 2012  
ISBN-10: 007040189-6

**Course Objectives, Learning Outcomes 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 Learning Outcomes:

- Classify costs as fixed, variable or mixed and prepare a Statement of Cost of Goods Manufactured. 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 and predict total cost at various levels.
- Distinguish between various Costing Systems – Job Order Costing, Process Costing, Activity Based Costing and Absorption/Variable Costing. Determine cost of goods sold, ending inventory under each method. Prepare, compare and reconcile financial statements prepared under Absorption versus Variable Costing.
- Analyze manufacturing (cost) variances and marketing variances to explain differences between Budget and Actual results.

### Course format:

This is an online course. Please see the participation section below for more details regarding course format.

### Evaluation:

	Date	Percentage of Course Grade
Exam #1	Saturday, October 4 <b>9:00-11:30</b> Multiple Choice	25%
Exam #2	Saturday, November 8 <b>9:00-12:00</b> Calculation and analysis problems	30%
Exam #3	Final TBA Calculations (Variances)	30%
	Participation	15%

### Participation:

Participation is a key element to success in this course. Our online learning environment is to be a positive environment where everyone should feel comfortable asking and answering questions. Please use this environment to ask any questions you have and to discuss topics with other classmates. There will be a combination of discussion boards, question and answer forums, and various opportunities for you to present material to other students. All students are expected to stay up to date with course readings and other material so that they are able to participate effectively in online discussions.

Please note that OWL provides the instructor detailed statistics regarding each student's activity level in all areas of the course site. Participation will be assessed according to the following two elements:

1. **Helping Oliver (10%):** we will have a 'cartoon' student named Oliver joining our class. He is new to accounting and will be requiring a lot of help. He will be asking questions and looking to you for answers. Your mark in this section will be based on you answering his questions and discussing his questions with your classmates. The quality of your answers is just as important, if not more important than the quantity.
2. **Weekly Summary Sheet (5%):** you are required to prepare a weekly summary sheet according to the schedule set out below in the detailed course outline (10 Summary Sheets in total). Each sheet will be a summary of what you have learned during the week. It should contain concepts and definitions that you see as important. Each sheet should not exceed one page. The primary reason

for these sheets is to help you stay up to date with your work and to help you focus on what is important. Creating these sheets should also help you study for the exams. Your mark in this section will be based on you completing and submitting these sheets every week they are due and on time. You are required to submit your document through OWL using the link provided. **No marks will be given for late submissions.** Each sheet is worth 0.5% for a total of 5%. Don't wait until Friday to construct your sheet, start right away adding to it every time you work on new material. That way it will already be finished and ready to submit come Friday.

**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 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**

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 4, 2014 Fall Term classes begin.
- September 12, 2014 Last day to add a full course or a first-term half course
- October 13, 2014 Thanksgiving Holiday
- October 30-31 2014 Reading Days Break (No classes)
- November 5, 2014 Last day to drop a first-term half course without academic penalty
- December 3, 2014 Fall Session classes end
- December 4-5, 2014 Study Days
- December 6-17 Mid-year 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

**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 SCHEDULE, CHANGES MAY BE MADE.**

<b>Week</b>	<b>Assigned Work</b>
Week 1 Sept 8-12	<p><a href="#"><u>Course Intro: Chapter 1 (pages 4-5 and 8-9)</u></a></p> <p><a href="#"><u>Chapter 2: Cost Classification</u></a></p> <p>P2-26 &amp; C2-27</p> <p>Weekly Summary Sheet #1 <b>DUE: Friday Sept 12<sup>th</sup> by 11:00pm</b></p>
Week 2 Sept 15-19	<p><a href="#"><u>Chapter 6 &amp; 6A: Cost Behaviour</u></a></p> <p>Posted in OWL: Note on Regression Analysis</p> <p>P6-14, C6A-6 (Use data for scatter graph, hi-lo method and regression in Excel. Compare the results.)</p> <p>Weekly Summary Sheet #2 <b>DUE: Friday Sept 19<sup>th</sup> by 11:00pm</b></p>
Week 3 Sept 22-26	<p><a href="#"><u>Chapter 7: Cost/Volume/Profit</u></a></p> <p>P7-19, P7-20, P7-26, P7-30, P7-32</p> <p>Posted in OWL: Missing Data Problem</p> <p>Weekly Summary Sheet #3 <b>DUE: Friday Sept 26<sup>th</sup> by 11:00pm</b></p>
Week 4 Sept 29 - Oct 3	<p><a href="#"><u>Appendix 4B (pages 163-166)</u></a></p> <p>Posted in OWL: Cost Allocations</p> <p>Case 4B-7 - Use Direct, Step and Reciprocal</p> <p style="padding-left: 20px;">Cafeteria – use # of employees</p> <p style="padding-left: 20px;">Custodial – use # of square feet</p> <p style="padding-left: 20px;">Machine Maintenance – use # of machine hours</p> <p style="padding-left: 20px;">For reciprocal, use Cafeteria &amp; Custodial only</p> <p>No Summary Sheet Due this week; Study for the exam!</p>
<p><b>MID-TERM 1</b></p> <p><b>Saturday, October 4</b></p> <p><b><u>9:00am-12:30pm</u></b></p> <p><b>Location: TBA</b></p> <p><b>Covers Chapters 1, 2, Appendix 4B, 6, Appendix 6A, 7</b></p>	
Week 5 Oct 6-10	<p><a href="#"><u>Chapter 3: Job Order Costing</u></a></p> <p>P3-23 (2,3,4 only), P3-29</p> <p>Weekly Summary Sheet #4 <b>DUE: Friday Oct 10<sup>th</sup> by 11:00pm</b></p>
Week 6 Oct 13-17	<p><a href="#"><u>Chapter 4 and Appendix 4A: Process Costing</u></a></p> <p>P4-10, P4A-7, C4-17, C4A-9</p> <p>Weekly Summary Sheet #5 <b>DUE: Friday Oct 17<sup>th</sup> by 11:00pm</b></p>

Week 7 Oct 20-24	<p><a href="#"><u>Chapter 5: Activity Based Costing</u></a></p> <p>E5-13, E5-15, P5B-3</p> <p>Weekly Summary Sheet #6 <b>DUE: Friday Oct 24<sup>th</sup> by 11:00pm</b></p>
Week 8 Oct 27- 29	<p><a href="#"><u>Chapter 8: Absorption vs. Variable Costing</u></a></p> <p>P8-14, P8-16</p> <p>Shorter week due to Oct 30 &amp; 31 Study Days. You still have your weekly summary sheet due this week but feel free to submit it earlier in the week if desired.</p> <p>Weekly Summary Sheet #7 <b>DUE: Friday Oct 31<sup>th</sup> by 11:00pm</b></p>
Week 9 Nov 3-7	<p><a href="#"><u>Chapter 8: Absorption vs. Variable Costing Continued</u></a></p> <p>P8-17, P8-18</p> <p>Posted in OWL: Absorption vs. Variable Costing</p> <p>No Summary Sheet Due this week; Study for the exam!</p>
<p><b>MID-TERM 2</b>  <b>Saturday, November 8<sup>th</sup></b>  <b><u>9:00am-12:00pm</u></b>  <b>Location: TBA</b>  <b>Covers Chapters 3, 4, 4A, 5, 8</b></p>	
Week 10 Nov 10-14	<p><a href="#"><u>Chapter 9: Budgeting</u></a></p> <p>P9-23, C9-27 (ignore Q3 &amp; Q4)</p> <p>Weekly Summary Sheet #8 <b>DUE: Friday Nov 14<sup>th</sup> by 11:00pm</b></p>
Week 11 Nov 17-21	<p><a href="#"><u>Chapter 10: Variance Analysis</u></a></p> <p>P10-20, P10-21, C10-37</p> <p>Posted in OWL: Kudarski Company</p> <p>Posted in OWL: IOTA Company - Production Variances</p> <p>Weekly Summary Sheet #9 <b>DUE: Friday Nov 21<sup>th</sup> by 11:00pm</b></p>
Week 12 Nov 24-28	<p><a href="#"><u>Chapter 11A: Marketing Variances (pages 544-549)</u></a></p> <p>Posted in OWL: Note on Marketing Variances</p> <p>Exercise 11-A1</p> <p>Posted in OWL: The Carpet Company</p> <p><a href="#"><u>Chapter 11: Cost of Quality (pages 505-514)</u></a></p> <p>Problems 11-34 and 11-37</p> <p>Weekly Summary Sheet #10 <b>DUE: Friday Nov 28<sup>th</sup> by 11:00pm</b></p>



Week 13 Dec 1-3	<p><b><u>Posted in OWL: Joint Product Costing</u></b></p> <p>Chapter 12 (pages 571-573)</p> <p>Posted in OWL: Chem Company</p> <p>No Summary Sheet Due this week; Study for the exam!</p>
<p style="text-align: center;"><b>FINAL EXAM</b> <b>3 HOURS</b> <b>DATE, TIME &amp; LOCATION TBD BY REGISTRAR</b> <b>Covers Chapters 9, 10, Cost of Quality, 11A, Joint Product Costing</b></p>	