
MOS 3370A: Management Accounting Course Outline: Section – 650 / Fall 2015

1. Course Information:

1.1 Contact Information:

Instructor: Shannon Butler

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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>

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, 4407Q/R/S/T, the former MOS 3372.

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

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, 10th Canadian edition, McGraw Hill Ryerson, 2015 ISBN-10: 125902490-3 with Connect access card (mandatory)

OR

Digital access to the above text and connect site.

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

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

5. Evaluation

Item and Date	Percentage of Course Grade
Midterm, Saturday October 24th 2:00pm – 5:00 Location: P&AB 34	35%
Final Exam, Date & Location TBD	45%
Connect: LearnSmart Weekly Homework	10%
Connect: Assignments (see detailed course schedule for due dates)	10%

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.

6. Lecture and Examination Schedule

Tentative Assignment Schedule Changes may be made

Week	Course Material and Required Work
Week 1 Sept 14 - 18	<p><u>Course Intro: Chapter 1 Managerial Accounting and the Business Environment</u></p> <p><u>Chapter 2: Cost Terms, Concepts and Classifications</u></p> <p>Homework Questions: P2-25 & P2-26 Connect Walkthrough Animation Video: P2-24</p> <p>Connect LearnSmart Homework Due by: Sept 18th @ 11:59pm</p>
Week 2 Sept 21 - 25	<p><u>Chapter 3 & 3A: Cost Behaviour: Analysis and Use</u></p> <p>Homework Questions: P3-13, P3-14, P3-15 Connect Walkthrough Animation Video: P3-17</p> <p>Connect LearnSmart Homework Due by: Sept 25th @ 11:59pm</p> <p><u>Chapter 4: Cost-Volume-Profit Relationship</u></p> <p>Homework Questions: P4-20, P4-26, P4-30, & P4-32 & Missing Data Problem in OWL Connect Walkthrough Animation Video: P4-19</p> <p>Connect LearnSmart Homework Due by: Sept 25th @ 11:59pm</p>
Week 3 Sept 28 – Oct 2	<p><u>Chapter 5: Systems Design: Job-Order Costing</u></p> <p>Homework Questions: P5-23 (2,3,4 only) & P5-29 Connect Walkthrough Animation Video: P5-17</p> <p>Connect LearnSmart Homework Due by: Oct 2nd @ 11:59pm</p>
Week 4 Oct 5 - 9	<p><u>Chapter 6 and Appendix 6A: Systems Design: Process Costing</u></p> <p>Homework Questions: P6-10, P6A-7, P6-11, P6A-8, C6-17 & C6A-9 Connect Walkthrough Animation Video: P6-14</p> <p>Connect LearnSmart Homework Due by: Oct 9th @ 11:59pm</p> <p>Connect ASSIGNMENT #1 Due by: Oct 10th @ 11:59pm</p>
Week 5 Oct 12 - 16	<p><u>Chapter 7 and Appendix 7A: Activity-Based Costing: A Tool to Aid Decision Making</u></p> <p>Homework Questions: E7-15, E7-17, P7A-3 & C7-25 Connect Walkthrough Animation Video: P7-20</p> <p>Connect LearnSmart Homework Due by: Oct 16th @ 11:59pm</p>
Week 6 Oct 19 - 23	<p><u>Chapter 8: Variable Costing: A Tool for Management</u></p> <p>Homework Questions: P8-14, P8-16, P8-17, P8-18 & Absorption vs. Variable Costing Problem in OWL Connect Walkthrough Animation Video: P8-10</p> <p>Connect LearnSmart Homework Due by: Oct 23rd @ 11:59pm</p>

Saturday October 24	MIDTERM EXAM Time: 2:00pm-5:00pm & Location: P&AB 34 Covers Chapters 1-8 (all material covered to date)
Week 7 Oct 26 - 30	<u>Chapter 9: Budgeting</u> Homework Questions: P9-18, P9-23 & C9-27(ignore Q3 & Q4) Connect Walkthrough Animation Video: P9-12 Connect LearnSmart Homework Due by: Oct 30 th @ 11:59pm
Week 8 Nov 2 - 6	<u>Chapter 10: Standard Costs and Overhead Analysis</u> Homework Questions: P10-20, P10-21, C10-38, P10B-4 & IOTA Company in OWL Connect Walkthrough Animation Video: P10-22 Connect LearnSmart Homework Due by: Nov 6 th @ 11:59pm Connect ASSIGNMENT #2 Due by: Nov 7th @ 11:59pm
Week 9 Nov 9 - 13	<u>Appendix 10C: Sales Variance Analysis</u> Homework Questions: E10C-1 <u>Chapter 11: Reporting for Control</u> Homework Questions: P11-17 & C11-24 Connect Walkthrough Animation Video: P11-18 Connect LearnSmart Homework Due by: Nov 13 th @ 11:59pm
Week 10 Nov 16 - 20	<u>Appendix 11A: Transfer Pricing, Quality Costs and Service Department Cost Allocations</u> Homework Questions: P11A-9, P11A-10, P11A-14 & C11A-18 Connect LearnSmart Homework Due by: Nov 20 th @ 11:59pm Connect ASSIGNMENT #3 Due by: Nov 21st @ 11:59pm
Week 11 Nov 23 - 27	<u>Chapter 12: Relevant Costs for Decision Making</u> <u>Note on Linear Programming posted in OWL</u> Homework Questions: E12-13, E12-15, E12-19, P12-23, P12-24, P12A-5 & Link Company on OWL Connect Walkthrough Animation Video: P12-30 Connect LearnSmart Homework Due by: Nov 27 th @ 11:59pm
Week 12 Nov 30 – Dec 4	<u>Chapter 13: Capital Budgeting Decisions</u> <u>Appendix 13A: The Concept of Present Value</u> <u>Appendix 13B: Income taxes in Capital Budgeting Decisions</u> Homework Questions: P13-16, P13-28, P13-29 & P13B-4 Connect Walkthrough Animation Video: P13-18 Connect LearnSmart Homework Due by: Dec 4 th @ 11:59pm
Week 13 Dec 7 - 9	Partial week: Review

7. University Policy Regarding Illness

7.1 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

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

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.

7.2 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).

7.3 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.

8. 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 WSS, (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.

9. 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.

10. 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.

11. Support Services

11.1 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/ for a complete list of options about how to obtain help.

12. Other Issues

12.1 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 Undergraduate Chair or Chair. Class averages are not grounds for appeal.

12.2 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.

12.3 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.

12.4 Academic Concerns.

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

12.5 Important Dates:

September 10, 2015 Classes begin

September 18, 2015 Last day to add a full course or first-term half course

October 29 - 30, 2015 Fall Study Break

November 5, 2015 last day to drop a first term half course.

November 30, 2015 Last day to drop full course.

December 9, 2015 Fall Session classes end.

December 10, 2015 Study Day

December 11-22, 2015 December examination period.

13. 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