



## **Spring/Summer 2023 Course Syllabus**

### **MOS 3370A Sections – 001 and 650 Management Accounting**

Course Mode (650-Online, 001-In-Person)

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#### **1. Course Information:**

##### **1.1 Class Time and Location:**

##### **1.2 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. The course will cover management accounting techniques related to cost: behaviour, allocation, determination, and strategic cost management.

Antirequisite: Business Administration 3307K

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

##### **1.3 Accessibility:**

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 519-661-2147 for any specific question regarding an accommodation.

More information about "Accessibility at Western" is available at: <http://accessibility.uwo.ca>

##### **1.4 Land Acknowledgement:**

We acknowledge that Western University is located on the traditional lands of the Anishinaabek, Haudenosaunee, Lūnaapéewak and Attawandaron peoples, on lands connected with the London Township and Sombra Treaties of 1796 and the Dish with One Spoon Covenant Wampum.

With this, we respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers. We acknowledge historical and ongoing injustices that Indigenous

Peoples (e.g. First Nations, Métis and Inuit) endure in Canada, and we accept responsibility as a public institution to contribute toward revealing and correcting miseducation as well as renewing respectful relationships with Indigenous communities through our teaching, research and community service.

<https://indigenous.uwo.ca/initiatives/docs/indigenous-land-acknowledgment.pdf>

## 1.5 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.”

**Students not in BMOS are permitted to enroll in up to 1.0 MOS courses**, per the Academic Timetable.

## 2. Course Materials

Garrison/Libby/Webb – Management Accounting – 12<sup>th</sup> Canadian edition – McGraw Hill Ryerson – ISBN 978-1-26-019327-5 – **ebook required.**

## 3. Course Objectives and Format

The DAN Department of Management and Organizational Studies as a whole draws upon an evidence-based management approach. Evidence-based management is the systematic process of gathering evidence from multiple sources, critically appraising the evidence, and using that evidence in making and evaluating management decisions to improve organizational performance.

### 3.1 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

### 3.2 Course format

**Section 001: 3 hours in class per week**

**Section 650: Asynchronous pre-recorded lectures weekly.**

This is a fast-paced course that has a high degree of work to be done on your own and completed by the dates and times that will be posted. 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, practice problems are provided in the SmartBook section of Connect (textbook online platform). Please work through these problems on your own before class.

## 4. Learning Outcomes

The learning outcomes for this course include:

- Understand the roles and responsibilities of managerial accountants.
- Understand the role of data analytics in business decisions. Use Excel to perform various analytic processes.

- 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.
- Understand centralized/decentralized organizations, segment reporting, responsibility centres, transfer pricing, departmental cost allocations, cost of quality.
- 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, joint product costing, linear programming, pricing.
- Understand procedures and issues related to determining the price of a product.

## 5. Evaluation

Connect Assignments – see weekly schedule to be posted on OWL = 7%

Budget Assignment – details to be posted on OWL = 5%

Midterm exam #1 – Saturday, June 10, 9:30 am = 31%

Midterm exam #2 – Saturday, July 8, 9:30 am = 26%

Final exam (during examination period scheduled by the Registrar) = 31%

Total = 100%

Students are responsible for material covered in the lectures as well as the assigned chapters/sections in the text and assigned readings. Exams will not be returned to students but may be reviewed by contacting your instructor.

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.

**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.**

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 77% 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.

### **Connect Assignments (7%)**

There are 7 Connect Assignments to be completed on online throughout the term. The due dates

and times are noted on the weekly schedule. All assignments are open at the beginning of the term, and must be completed prior to the due date given for each one. Due to this long period of availability, late assignments will not be accepted for any reason. However, only the best 6 Assignments will be counted toward your grade. This means that if you must miss one Assignment, or if you are late submitting one, it will not count against you. Please manage your schedule accordingly and ensure that you submit well before the deadline.

### **Budget Assignments (5%)**

A Budget Assignment will be assigned after the budgeting session and one week will be given to complete the assignment. There will NOT be any make up assignment.

### **Midterm #1 (31%) Midterm #2 (26%) and Final Exam (31%)**

Exams may consist of a combination of multiple-choice, long-answer, short-answer, written-response and case style questions. All exams are **closed book** and are **non-cumulative**. You may not use a phone as a calculator and all calculators must be non-programmable. No other materials will be permitted at your desk during the examination. This includes dictionaries, cell phones, smart watches, electronic devices of all kinds, etc.

Exams will not be returned to students. They may be reviewed during the instructor's office hours.

Exams will be examined for unusual coincidences in the pattern of answers which may be indicative, and used as supporting evidence, of cheating.

### **Makeup assessments for midterms and the final exam**

Please note that there will only be one makeup assessment for midterms and the final exam. We will not know the date and time of the makeup until after the original midterm or exam has been written. In addition, if you are unable to complete the makeup assessment, then the earliest time the assessment may be written (if you have academic approval) will be the next time the course is offered at the University.

## **6. Lecture and Examination Schedule**

See Schedule on OWL.

## **7. Student Responsibilities**

Students should familiarize themselves with Western University Senate Regulations, please see: [http://www.uwo.ca/univsec/academic\\_policies/index.html](http://www.uwo.ca/univsec/academic_policies/index.html).

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 classmate.

### **7.1 Respect**

Please act respectfully towards the classroom, the Professor and your fellow students. Acting respectfully means arriving on time, turning off phones, avoiding private discussions during lectures, refraining from viewing non-course material on your laptops, and cleaning up after

yourself. If you bring something into the classroom, you **MUST** take it back out with you. Acting respectfully provides a better learning experience for everyone.

Private in-class discussions are distracting to students and to the Professor. If other students are distracting your attention from the material, you should ask them to be quiet. If you feel uncomfortable doing this (or the problem persists), please see the instructor.

Late arrivals are also distracting. Please try to arrive on time for classes.

## **7.2 No Recording of Classes**

Students are not permitted to record any portion of a class, audio or video, without the prior written permission of the professor.

## **7.3 Copyright Notice**

Lectures and course materials, including power point presentations, outlines, lecture videos, and similar materials, are protected by copyright. You may take notes and make copies of course materials for your own educational use. You may **not** record lectures, reproduce (or allow others to reproduce), post or distribute lecture notes, wiki material, and other course materials publicly and/or for commercial purposes without my written consent. Doing so is an academic offense, and will be reported as such to the Chair of the Department and to the Academic Dean.

# **8. Exam Policies**

**Summer 2023 - ONLINE using ProctorTrack**

## **9. 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. Unacceptable emails will receive a reply saying only "Please see Email Policies on the course outline".

### **9.1 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.).

### **9.2 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.

### **9.3 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

### **9.4 Unacceptable 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

## 10. Attendance

IN-PERSON: It is expected that students will attend all classes. The instructor will not provide access to lecture notes. Students are encouraged to obtain missed lecture notes from another student.

### 10.1 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.

### 10.2 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.

## 11. Grade Fairness

Fairness requires that all students be treated equally and be evaluated using the criteria set out in this course outline. The evaluation criteria are based on actual achievement and not on how hard a student has tried.

Claims by students of an excellent academic history, good attendance record, need to obtain or maintain a scholarship, desire to be admitted to Ivey or graduate school, or other personal issues, cannot be used to justify a higher grade in the course or a reweighting of course components. There is no extra work or assignments available for extra credit or to “make up” for a course component that was missed or performed poorly.

## 12. Posting of Grades

Midterm exam grades will be posted on OWL once the grades are available. Final exam grades and final course grades are not posted on OWL and are available once they have been posted by the Registrar under “Academic Summary” at the [Student Centre](#) website.

## 13. University Policy Regarding Illness

### 13.1 Illness

For details on the Academic Consideration for Student Absences (including accommodation and illness, go to:

[https://www.uwo.ca/sci/counselling/procedures/academic\\_consideration\\_for\\_absences/index.html](https://www.uwo.ca/sci/counselling/procedures/academic_consideration_for_absences/index.html)

### 13.2 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 submitted to the Academic Counselling office. Academic Counselling will notify instructors of any accommodation that is approved.

The date and time of the make-up examination will be set by the instructor, who will communicate the date to the student. This will be done AFTER the original test has been written.

If a student is unable to meet the scheduled make-up as agreed, then the student is responsible for obtaining new accommodations from Academic Counselling, and seeking a new make-up date with the instructor within a reasonable time frame. Students that miss both the regularly schedule test

and the make-up test may be granted the opportunity to write the test the next time the course is offered at Western University. See Section 5 of this Syllabus for policies on make-up exams.

## 14. University Policy on Cheating and Academic Misconduct

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.

A copy of guidelines about how to avoid cheating can be obtained from the Office of the Ombudsperson, Room 3135 WSSB, (519) 661-3573, [ombuds@uwo.ca](mailto:ombuds@uwo.ca).

Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses. 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.

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.

## 15. Procedures For Appealing Academic Evaluations

1. In the first instance, all appeals of a grade must be made to the course instructor (informal consultation).
2. If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Undergraduate Chair: Student Affairs of the Department of Management and Organizational Studies.
3. If the response of the Undergraduate Chair 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.
4. 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 Office of the Ombudsperson.

## 16. Support Services

### 16.1 Support Services

The Registrar's office provides you with information on services, courses, student finances, resources, latest news, as well as Student Central's hours of operation 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/your-services/>

Academic Support & Engagement can be reached at: <http://academicsupport.uwo.ca>

Students who are in emotional/mental distress should refer to Health and Wellness:  
<https://www.uwo.ca/health/> for a complete list of options about how to obtain help.

**16.2 Academic Concerns.**

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