

# COURSE SYLLABUS



COURSE TITLE: ACCT220

CLASS SECTION: 002

TERM: F24

COURSE CREDITS: 3

DELIVERY METHOD(S): In Person – M/W 2:30-4:20 CBA212

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Ləkʷəŋən (Songhees and Kosapsum) and WSÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

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## INSTRUCTOR DETAILS

NAME: Martha Thomas

EMAIL: thomasm@camosun.ca

OFFICE: CBA263

HOURS: By Appointment

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

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## CALENDAR DESCRIPTION

As part of the management accounting course trilogy, ACCT 220 is an introductory course to the role, concepts, and practices of management accounting. The management accounting function is responsible for contributing to sound decision-making within organizations, by preparing and communicating contextually-relevant information, designing frameworks, and modelling value creation to enable and support organizations to plan, implement and control the execution of strategy. Students will explore and apply the foundations of management accounting including relevant theory and terminology, and fundamental systems, tools, and processes.]

**PREREQUISITE(S):** C in ACCT 111 - Must be completed prior to taking this course.

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## COURSE LEARNING OUTCOMES / OBJECTIVES

[Upon successful completion of this course, the student will be able to:

1. Describe the role and purpose of the management accounting function within organizations.
2. Describe and interpret management accounting terms and foundational concepts.
3. Identify and relate fundamental management accounting systems, tools, and processes to business and/or accounting situations.
4. Recognize the pervasive competencies expected of an accounting professional, including ethical decision making, teamwork, and leadership.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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### Computer and software requirements

- a. The course will be delivered online using Camosun College's Desire2Learn ("D2L") platform which you can access at [online.camosun.ca](http://online.camosun.ca). For instructions for how to first access D2L, please see [https://camosun.teamdynamix.com/TDClient/67/Portal/KB/ArticleDet?ID=1609#domain\\_account](https://camosun.teamdynamix.com/TDClient/67/Portal/KB/ArticleDet?ID=1609#domain_account)
- b. As a Camosun student, you qualify for a free Office 365 subscription. Please see details at <http://camosun.ca/services/its/other-services.html>. If you need to borrow a laptop or hotspot, there is a limited supply that are loaned to students by Camosun College at the beginning of the term. Please see details at <https://camosun.ca/services/library/borrow>
- c. Your computer hardware and software need to meet the minimum standards set by Camosun <http://camosun.ca/services/orientation/online-learning.html>. For D2L, it is recommended that you use Chrome as your browser.
- d. **Exams in this course will be in-person.**

### Textbook and other materials

- a. A non-programmable calculator is required. Texas Instruments BAII recommended, but not required. Cellphones cannot be used as calculators in the course during examinations.
- b. **Cost Accounting: A Managerial Emphasis. Horngren, Datar, Rajan, Beaubien, and Graham. Ninth Canadian Edition. (eText is also available and less expensive)**

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
<b>September 2<sup>nd</sup>, 2024 is Labour Day – College Closed</b>		
Week 1 – Sept 2 & 4 <b>Foundations</b>	Course Introduction  Chapter 1 - Accountant’s Vital Role in Organizational Decision Making	-Comparison of financial and management / cost accounting. -Introduction to strategic decisions and value chain analysis. -Features of management and the basis for managerial accounting. -Professional ethics and the management accountant. <b>Quiz Ch. 1 – Sept 8 (2 attempts)</b>
Week 2 – Sept 9 & 11 <b>Foundations</b>	Chapter 2 – Cost Terms and Purposes	-Define the three classes of manufacturing costs and differentiate between product costs and period costs, variable and fixed costs, direct and indirect costs. -Demonstrate how to calculate cost of goods manufactured and prepare financial statements for a manufacturer. <b>Quiz Ch. 2 – Sept 15 (2 attempts)</b>
Week 3 – Sept 16 & 18 <b>Analysis and Decision Support</b>	Chapter 3 - CVP Analysis (Introduction)	-Prepare a cost-volume-profit income statement to determine contribution margin. -Calculate the break-even point using three approaches. -Determine the sales required to earn target the operating income and define the margin of safety. -Understand how to apply basic cost- volume-profit concepts in a changing business environment. <b>Quiz Ch. 3 – Sept 22 (2 attempts)</b>
Week 4 – Sept 23 & 25 <b>Analysis and Decision Support</b>	Chapter 10 - Quantitative Analysis of Cost Functions	-Explain variable, fixed, and mixed costs and the relevant range. -Apply the high-low method to determine the components of mixed costs. -Create a cost function and use it to estimate total costs. <b>Quiz Ch. 10 – Sept 29 (2 attempts)</b>
<b>September 30<sup>th</sup>, 2024 is National Day of Truth and Reconciliation – College Closed</b>		
Week 5 – Oct 2	Midterm Review	<b>Midterm#1 Review – Ch. 1, 2, 3, 10</b>
Week 6 – Oct 7 & 9 <b>Analysis and Decision Support</b>	<b>Monday – Midterm#1</b>	<b>In Class Midterm</b>

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
	<b>Wednesday</b> Chapter 11 – Relevant Information & Decision Making	-Describe management’s decision- making process and the concept of incremental analysis. -Identify the relevant costs in accepting an order at a special price, a make-or- buy decision, deciding whether to sell or process materials further, deciding whether to retain or replace equipment, and whether to eliminate an unprofitable segment. -Determine the sales mix when a company has limited resources.
<b>October 14th, 2024 is Thanksgiving Day – College Closed</b>		
Week 7 – Oct 16 <b>Product Costing Systems</b>	Chapter 4 – Job Costing	-Explain the characteristics and purposes of cost accounting. -Describe the flow of costs in a job-order cost accounting system. -Use a job cost sheet to assign costs to work in process. -Demonstrate how to determine and use the predetermined overhead rate. -Prepare entries for manufacturing and service jobs completed and sold. -Distinguish between under and over applied manufacturing overhead. <b>Quiz Ch. 11 – Oct 20 (2 attempts)</b>
Week 8 – Oct 21 & 23 <b>Product Costing Systems</b>	Chapter 5 – Activity Based Costing	-Recognize the difference between traditional costing and activity-based costing (ABC) and understand the nature of ABC. -Apply activity-based costing to a manufacturer. -Understand the benefits and limitations of activity-based costing. -Apply ABC to service industries. <b>Quiz Ch. 4 – Oct 27 (2 attempts)</b>
Week 9 – Oct 28 & 30	Continue Chapter 4 & 5	<b>Catch up/Review Week (holiday catch up)</b> <b>Quiz Ch. 5 – Nov 3 (2 attempt)</b>
Week 10 – Nov 4 & 6	<b>Unit Test 2 – Ch. 11, 4, 5</b> Chapter 18 – Process Costing	<b>Midterm#2 - Monday,</b>  <b>Wednesday Start Chapter 18</b>
<b>November 11th, 2024 is Remembrance Day – College Closed</b>		
Week 11 – Nov 13 <b>Product Costing Systems</b>	Chapter 18 – Process Costing	-Understand the concept of equivalent units of production using the weighted average method. -Compute the cost per equivalent unit using the weighted average method. -Assign costs to units using the weighted average method.

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
		-Compute the equivalent units of production using the FIFO method. -Compute the cost per equivalent unit using the FIFO method. <b>Quiz Ch. 18 – Nov 17 (2 attempts)</b>
Week 12 – Nov 18 & 20 <b>Planning and Control</b>	Chapter 6 – Budgeting	-Understand the essentials of effective budgeting and the components of a master budget. -Prepare budgets for sales, production, and direct materials. -Prepare budgets for direct labour, manufacturing overhead, and selling and administrative expenses, and a budgeted income statement. -Prepare the cash budget and the budgeted balance sheet. <b>Quiz Ch. 6 – Nov 24 (2 attempts)</b>
Week 13 – Nov 25 & 27 <b>Planning and Control</b>	Chapter 7 - Flexible Budgets/Variance Analysis – Introduction	-Describe budgetary control and static budget reports. -Explain the development of flexible budgets and the usefulness of flexible budget reports. -Explain how direct materials and direct labour standards are set. -Compute the direct materials price and efficiency variances and explain their significance. -Compute the direct labour rate and efficiency variances and explain their significance. <b>Quiz Ch. 7 – Dec 1 (2 attempts)</b>
Week 14 – Dec 2 & 4	<b>Final Exam Review</b>	
<b>Final Exam - TBD</b>	Date and Time Set by Camosun College	Dec 7 to Dec 17
<b>Please do not book any travel during the exam period. Alternative exam times will <u>not</u> be provided.</b>		

## EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
<b>Quizzes</b> – 10 weekly quizzes. Two attempts for each. Lowest grade will be dropped	10%
<b>Unit Tests</b> x 2 (2*25%) – 110 Minutes each	50%
<b>Comprehensive Final Exam</b> – 180 Minutes	40%
	<b>TOTAL</b>
	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf) policy for more information.  
<https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf>

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page. https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams)

## COURSE GUIDELINES & EXPECTATIONS

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All submitted work in this course for assessment is to be your own work. Please see the College-Wide Academic Integrity policy below regarding academic expectations and implications. Examinations are closed book and held at the time and date scheduled. Please see the School of Business policy below regarding missed examinations and assignments.

## SCHOOL OR DEPARTMENTAL INFORMATION

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**Assignment formatting.** The School of Business uses APA style for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College (2018) Library Citation Guides retrieved from: <http://camosun.ca.libguides.com/apa7>

- In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- All submitted work must be properly referenced to sources where required by your instructor.
  
- Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the college's Academic Integrity policy. See Camosun College (2021) Academic Integrity Policy

**Deadlines and exams.** You must submit your assignments on the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, midterm/unit test or final exam.

- a) **EXAM DATES WILL NOT BE RESCHEDULED** Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for personal emergencies or unforeseeable extenuating circumstances in accordance with the College's Final Exam Reschedule and Repeat Policy <https://camosun.ca/sites/default/files/2022-11/e-1.17.pdf> Students registered through the Centre for Accessible Learning (CAL) should discuss timelines with their instructors at the beginning of each semester.
- b) Medical notes must be dated, signed, and be written on letterhead or prescription paper imprinted with the physician's name and address. Notes are accepted from Physician (GP or medical specialist), Nurse Practitioner, Psychiatrist, Psychologist, Counsellor and Aboriginal Elder. Electronic notes will not be accepted. Medical documentation must be received as soon as reasonably possible.

**Academic Integrity.** The School of Business is committed to promoting competence, professionalism and integrity in our students and developing their core skills to succeed throughout their academic programs and in their careers. The purpose of the Academic Integrity policy is to provide clear expectations of appropriate academic conduct and to establish processes for discipline in appropriate circumstances. It is your responsibility to become familiar with the content and the consequences of academic dishonesty.

- See Camosun College (2021) Academic Integrity Policy: "Students' Rights and Responsibilities".
- Acts of academic dishonesty include, but are not limited to:

- Using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words.
- Duplicating a table, graph, or diagram, in whole or in part, without referencing the source.
- Paraphrasing the ideas of another person, whether written or verbal, without referencing the source.
- Providing answers to another student in any test, examination, or take-home assignment.
- Taking any unauthorized materials into an examination or test.
- Submitting the same paper or portions thereof for more than one assignment in different courses without the instructor's permission.

If you are uncertain or have any questions regarding academic integrity, please do not hesitate to discuss these with your instructor.

#### Accounting and Finance Students

Want to know more about events happening in the Accounting and Finance department, including recruiting and networking events? Check out <http://camosun.ca/cpa2b> for current events.

### STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

**Chat GPT and other AI tools:** All work in this course must be prepared by you. Use of AI tools is not permitted.

### SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit [camosun.ca/services](http://camosun.ca/services).

Support Service	Website
Academic Advising	<a href="http://camosun.ca/services/academic-supports/academic-advising">camosun.ca/services/academic-supports/academic-advising</a>
Accessible Learning	<a href="http://camosun.ca/services/academic-supports/accessible-learning">camosun.ca/services/academic-supports/accessible-learning</a>
Counselling	<a href="http://camosun.ca/services/health-and-wellness/counselling-centre">camosun.ca/services/health-and-wellness/counselling-centre</a>
Career Services	<a href="http://camosun.ca/services/co-operative-education-and-career-services">camosun.ca/services/co-operative-education-and-career-services</a>
Financial Aid and Awards	<a href="http://camosun.ca/registration-records/financial-aid-awards">camosun.ca/registration-records/financial-aid-awards</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/services/academic-supports/help-centres">camosun.ca/services/academic-supports/help-centres</a>

Support Service	Website
Indigenous Student Support	<a href="https://camosun.ca/programs-courses/iecc/indigenous-student-services">camosun.ca/programs-courses/iecc/indigenous-student-services</a>
International Student Support	<a href="https://camosun.ca/international">camosun.ca/international</a>
Learning Skills	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>
Library	<a href="https://camosun.ca/services/library">camosun.ca/services/library</a>
Office of Student Support	<a href="https://camosun.ca/services/office-student-support">camosun.ca/services/office-student-support</a>
Ombudsperson	<a href="https://camosun.ca/services/ombudsperson">camosun.ca/services/ombudsperson</a>
Registration	<a href="https://camosun.ca/registration-records/registration">camosun.ca/registration-records/registration</a>
Technology Support	<a href="https://camosun.ca/services/its">camosun.ca/services/its</a>
Writing Centre	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

### Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

### Academic Accommodations for Students with Disabilities

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines:

<https://camosun.ca/cal>

### Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.



### Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

### Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal (see [Medical/Compassionate Withdrawals policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/services/sexual-violence-support-and-education](https://camosun.ca/services/sexual-violence-support-and-education).

To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-370-3841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

### Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

**Changes to this Syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.