

# COURSE SYLLABUS



COURSE TITLE:	ACCT 220 Management Cost Accounting 1
CLASS SECTION:	D01
TERM:	Summer 2024
COURSE CREDITS:	3
DELIVERY METHOD(S):	Online synchronous (meeting T/Th 6:00 pm to 9:00 pm).

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.

---

## INSTRUCTOR DETAILS

---

NAME:	Erin Egeland, EdD (C), MBA, CPA, CGA, CFI
EMAIL:	egelande@camosun.bc.ca
OFFICE:	Virtual
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.*

## 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' grade in ACCT 111

CO-REQUISITE(S): N/A

EQUIVALENCIES: N/A

## COURSE LEARNING OUTCOMES / OBJECTIVES

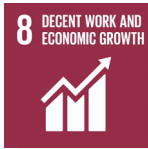


---

After successful completion of this course, you will be able to:

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

## SUSTAINABLE DEVELOPMENT GOALS (SDGS)

As a learning community, we are committed to responsible business practices that can have transformative impacts on society. One of the ways we can reinforce our commitment to responsible business is by showcasing relevant content in our courses via the lens of the [United Nations Sustainable Development Goals](#). In this course, we will touch on topics that relate to the following goals:

Sustainable Development Goal	Description of how and when the goal is covered in the course
<p><b>Goal 8: Decent Work and Economic Growth</b></p> 	<p>In Week 1, we will engage in class discussions centered on the impacts of economic growth to examine how we may shift our mindsets from economic wellness to wellness economics, and how we determine and value economic growth in a local and global setting. These discussions will form the foundation of future classroom discussions as they relate to the weekly content.</p>
<p><b>Goal 12: Responsible Consumption and Production</b></p> 	<p>Throughout the course, we will engage in discussions and activities that will allow us to think more critically about how managing the financial aspects of producing goods and services (procurement, distribution, food waste, life cycle analysis, recycling and reuse, ecological footprint, corporate social responsibility, fair trade, circular economy, responsible sourcing, low emission supply chain design, responsible/ethical supply chain) impacts the climate. This discussion will lead to the Climate Action goal noted below.</p>
<p><b>Goal 13: Climate Action</b></p> 	<p>All seminars will address the practice of managerial accounting and its impact on the dire state of the climate and attitudes toward revitalization efforts. We will examine the ISSB initiatives and current environmental disclosure, ESG accounting and reporting and how they may impact management control efforts.</p>

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

- a) Mandatory: Datar, S. M., Rajan, M. V., & Beaubien, L. (2021) Horngren's Cost Accounting: A Managerial Emphasis. (9th Canadian Edition) North York, ON. Pearson Canada Inc.
- b) Other: Non-programmable calculator. Texas Instruments BAI1 + Recommended.
- c) Exams in this course will be online, invigilated live at a scheduled time via zoom using a microphone and webcam. You will require a reliable computer along with a strong Internet connection, the ability to install examination lockdown software, and a private space to write your exams. You will also require a secondary device with webcam and microphone (i.e., a smartphone or tablet) that has the ability to run Zoom. Please see Camosun's Online Learning requirements at <http://camosun.ca/services/orientation/online-learning.html>. Please contact the library early in the semester if you need a loaner laptop or a wireless Internet hotspot.

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.

DATES	ACTIVITY or TOPIC	KEY LEARNING OUTCOMES/OTHER NOTES
Seminar 1 - May 7 <sup>th</sup>	Introduction to ACCT 220 (Please view the Acct 220 Introduction video 😊 ) Chapter 1: The Accountants Vital Role in Decision Making	<ul style="list-style-type: none"> <li>• Explain the distinguishing features of managerial accounting.</li> <li>• Identify the three broad functions of management and the role of management accountants in an organizational structure.</li> <li>• Explain the importance of business ethics.</li> </ul>
Seminar 2 - May 9 <sup>th</sup>	Chapter 2: An Introduction to Cost Terms & Purposes	<ul style="list-style-type: none"> <li>• Define the three classes of manufacturing costs and differentiate between product/period costs, variable/fixed costs, direct/indirect costs.</li> <li>• Calculate cost of goods manufactured and prepare financial statements for a manufacturer.</li> </ul>
Seminar 3 - May 14 <sup>th</sup>	Chapter 3: Cost-Volume-Profit Analysis	<ul style="list-style-type: none"> <li>• Prepare a cost-volume-profit (CVP) income statement to determine contribution margin.</li> <li>• Calculate the break-even point using three approaches.</li> <li>• Define and apply the margin of safety and degree of operating leverage tools.</li> <li>• Understand how to apply basic CVP concepts in a dynamic business environment.</li> </ul>
Seminar 4 - May 16 <sup>th</sup>	Chapter 4: Job Costing	<ul style="list-style-type: none"> <li>• Explain the characteristics and purposes of cost accounting.</li> <li>• Describe the flow of costs in a job-order cost accounting system.</li> <li>• Determine and use an applied overhead rate.</li> <li>• Prepare entries for manufacturing and service jobs completed and sold.</li> <li>• Distinguish between under and over applied manufacturing overhead.</li> </ul>
Seminar 5 - May 21 <sup>st</sup>	Chapter 5: Activity-Based Costing	<ul style="list-style-type: none"> <li>• Differentiate between traditional costing and activity-based costing (ABC); understand the nature of ABC.</li> <li>• Apply activity-based costing to a manufacturer and service industries.</li> <li>• Understand the benefits and limitations of activity-based costing.</li> </ul>
Seminar 6 - May 23 <sup>rd</sup> Midterm Exam Review	Chapters 1,2,3,4, and 5.	Please see midterm review questions in D2L.
<b>Seminar 7 - May 28<sup>th</sup> Midterm Exam</b>	<b>Midterm Exam - 6:00 pm to 7:40 pm.</b>	<b>Online synchronous - details will be provided.</b>
Seminar 8 - May 30 <sup>th</sup>	Chapter 18: Process Costing	<ul style="list-style-type: none"> <li>• Understand the concept of equivalent units of production using the weighted average and FIFO methods.</li> <li>• Compute the cost per equivalent unit of production using the weighted average and FIFO methods.</li> <li>• Assign costs to units using the weighted average and FIFO methods.</li> </ul>

DATES	ACTIVITY or TOPIC	KEY LEARNING OUTCOMES/OTHER NOTES
Seminar 9 - June 4 <sup>th</sup>	Chapter 10: Analysis of Cost Behaviour	<ul style="list-style-type: none"> <li>• Explain variable, fixed, and mixed costs and the relevant range.</li> <li>• Apply the high-low method to determine the components of mixed costs.</li> <li>• Create a cost function and use it to estimate total costs.</li> </ul>
Seminar 10 - June 6 <sup>th</sup>	Chapter 11: Decision Making & Relevant Information	<ul style="list-style-type: none"> <li>• Describe management's decision-making process and the concept of incremental analysis.</li> <li>• 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, to retain or replace equipment, and to eliminate an unprofitable division and/or product.</li> </ul>
Seminar 11 - June 11 <sup>th</sup>	Chapter 13: Pricing Decisions: Profitability & Cost Management	<ul style="list-style-type: none"> <li>• Discuss the major influences on short- and long-term pricing decisions.</li> <li>• Apply target and cost-plus pricing methods.</li> <li>• Explain how pricing may impact current and future profitability targets.</li> </ul>
Seminar 12 - June 13 <sup>th</sup>	Chapter 6: Master Budget & Responsibility Accounting	<ul style="list-style-type: none"> <li>• Understand the essentials of effective budgeting and the components of a master budget.</li> <li>• Prepare budgets for sales, production, direct materials, direct labour, MOH, selling and administrative expenses, and a budgeted income statement.</li> <li>• Prepare the cash budget and the budgeted balance sheet.</li> </ul>
Seminar 13 - June 18 <sup>th</sup>	Chapter 7: Flexible Budgets, Variances & Management Control	<ul style="list-style-type: none"> <li>• Describe budgetary control and static budget reports.</li> <li>• Explain the development of flexible budgets and the usefulness of flexible budget reports.</li> <li>• Explain how direct materials and direct labour standards are set.</li> <li>• Compute the direct materials price and efficiency variances and explain their significance.</li> <li>• Compute the direct labour rate and efficiency variances and explain their significance.</li> </ul>
Seminar 14 - June 20 <sup>th</sup>	Final Exam Review	
<b>Final Exam Period – June 24<sup>th</sup> to 26<sup>th</sup> - PLEASE DO NOT BOOK TRAVEL PLANS UNTIL THE EXAM SCHEDULE IS RELEASED.</b>		

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>

## EVALUATION OF LEARNING

---

DESCRIPTION	WEIGHTING
Engagement Activities (in class)	30%
Midterm Examination (100 minutes - 1 hour 40 minutes)	30%
Final Examination (180 minutes - 3 hours)	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>

## COURSE GUIDELINES & EXPECTATIONS

---

### Engagement - 30%

To achieve the learning outcomes above, each student will engage in a cycle of pre-reading, thinking about and hearing about the materials during seminars, solving problems that utilize the readings and completing cases that help to demonstrate how ideas are applied. The main purpose of the assignments and other participation is to prepare you for the midterm and final exam. I grade engagement activities both to assess your effort-level and to get feedback about how the class is “doing”. The feedback helps me to know whether to slow down or speed up. Elements of engagement include:

- Class attendance. Please email me if you are unable to attend the class.
- Turned-in assignments from impromptu, flipped classroom activities, and from pre- or post-class assignments in D2L. These assignments range from minor (worth 1-4 points), moderate (worth 5-8 points), or harder (worth 10-15 points) activities. These may include textbook problems, news/media stories, and/or mini-case based group activities.
- There are no make-up or substitute assessments.

### Midterm Examination - 30%

The midterm exam content coverage included material from Chapters 1, 2, 3, 4, and 5. Examinations are closed book and held at the time and date scheduled. Please see the School of Business policy below regarding missed examinations and assignment.

### Final Examination - 40%

While the final examination focuses more on course content learned after the midterm examination, it will be comprehensive. Material learned in the first half of the course intersects with material learned in the latter half of the course.

### Exam Format

Exams in this course will be online, invigilated live at a scheduled time via zoom using a microphone and webcam. You will require a reliable computer along with a strong Internet connection, the ability to install examination lockdown software, and a private space to write your exams. You will also require a secondary

device with webcam and microphone (i.e., a smartphone or tablet) that has the ability to run Zoom. Please see Camosun's Online Learning requirements at <http://camosun.ca/services/orientation/online-learning.html>. Please contact the library early in the semester if you need a loaner laptop or a wireless Internet hotspot.

### **Evening Class**

The evening version of this course includes two hours and fifty minutes of synchronous and asynchronous online instruction. In addition to virtual attendance, students are expected to access online materials available on the course D2L site and ensure that sufficient homework is completed to make up the additional 50 minutes of day class coverage.

## **SCHOOL OR DEPARTMENTAL INFORMATION**

---

### **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. <https://camosun.ca/sites/default/files/2021-09/e-1.13.pdf>

### **Generative AI (Including ChatGPT) Not Permitted**

Any work submitted must be your own original work. Any use of generative artificial intelligence (AI), including ChatGPT, is prohibited and constitutes academic misconduct. Any student suspected of submitting work that includes AI generated content may be asked for preliminary work or other materials to evidence the student's original and unaided authorship. The student may also be asked to separately explain or support their work. AI identification methods may also be employed by the instructor. After review, if it is determined by the instructor that submitted work likely contains AI generated content, the work may receive a zero and may be subject to further misconduct measures set out in the See Camosun College (2021) Academic Integrity Policy. <https://camosun.ca/sites/default/files/2021-09/e-1.13.pdf>

### **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 or final exam. Other items to note are listed below.

- a) **EXAM DATES WILL NOT BE RESCHEDULED.** Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for medical reasons or extenuating circumstances that must be submitted and then accepted by the instructor. Please advise your instructor promptly.
- b) Students registered through the Centre for Accessible Learning (CAL) should discuss timelines with their instructors at the beginning of each semester.
- c) 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.

## STUDENT RESPONSIBILITY

---

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.

## SUPPORTS AND SERVICES FOR STUDENTS

---

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](https://camosun.ca/services).

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

### 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.

### 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.