

# COURSE SYLLABUS



COURSE TITLE: ACCT 220 – Management Accounting 1

CLASS SECTION: D01

TERM: Winter 2023

COURSE CREDITS: 3 Credits

DELIVERY METHOD(S): Online synchronous – Wednesdays 6:00 PM – 8:50 PM

For COVID-19 information please visit <https://camosun.ca/about/covid-19-updates>

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

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*Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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NAME: Kevin Kilpatrick, CPA, CA

EMAIL: Please use D2L email system

OFFICE HOURS: By Appointment (Zoom or Collaborate)

*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

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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.

## COURSE LEARNING OUTCOMES / OBJECTIVES

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[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.libguides.com/c.php?g=715210&p=5099302>
- 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. You will require a strong internet connection, webcam, microphone, a computer, a secondary mobile device (smart phone or tablet), exam monitoring software such as D2L Respondus Lockdown Browser or Integrity Advocate (provided) and ZOOM for the unit tests and final exam.

### 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.

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

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Attendance is mandatory for the first class of the course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

The evening version of this course includes up to two hours and fifty minutes of synchronous instruction. In addition to 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.

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
Week 1 January 11	Course Introduction  Chapter 1 - Accountant's Vital Role in Organizational Decision Making	-Explain the distinguishing features of managerial accounting.  -Identify the three broad functions of management and the role of management accountants in an organizational structure.  -Explain the importance of business ethics.  -Identify changes and trends in managerial accounting.
Week 2 January 18	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 1 (chapter 2) – Jan 25</b>
Week 3 January 25	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 2 (chapter 3) – Feb 1</b>
Week 4 February 1	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 3 (chapter 10) – By Feb 8</b>
Week 5 February 8	<b>Unit Test 1</b>	<b>Chapters 1, 2, 3 and 10</b>

Week 6 February 15	Chapter 11 – Relevant Information & Decision Making	<p>-Describe management’s decision- making process and the concept of incremental analysis.</p> <p>-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.</p> <p>-Determine the sales mix when a company has limited resources.</p> <p>Quiz 4 (chapter 11) – March 1</p>
Week 7 February 22	Reading week	
Week 8 March 1	Chapter 4 – Job Costing	<p>-Explain the characteristics and purposes of cost accounting.</p> <p>-Describe the flow of costs in a job-order cost accounting system.</p> <p>-Use a job cost sheet to assign costs to work in process.</p> <p>-Demonstrate how to determine and use the predetermined overhead rate.</p> <p>-Prepare entries for manufacturing and service jobs completed and sold.</p> <p>-Distinguish between under and over applied manufacturing overhead.</p> <p>Quiz 5 (chapter 4) – March 8</p>
Week 9 March 8	Chapter 5 – Activity Based Costing	<p>-Recognize the difference between traditional costing and activity-based costing (ABC) and understand the nature of ABC.</p> <p>-Apply activity-based costing to a manufacturer.</p> <p>-Understand the benefits and limitations of activity-based costing.</p> <p>-Apply ABC to service industries.</p> <p>Quiz 6 (chapter 5) – By March 15</p>
Week 10 March 15	Unit Test 2	Chapters 11, 4 and 5
Week 11 March 22	Chapter 18 – Process Costing	-Understand the concept of equivalent units of production using the weighted average method.

		<p>-Compute the cost per equivalent unit using the weighted average method.</p> <p>-Assign costs to units using the weighted average method.</p> <p>-Compute the equivalent units of production using the FIFO method.</p> <p>-Compute the cost per equivalent unit using the FIFO method.</p> <p>Quiz 7 (chapter 18) – March 29</p>
Week 12 March 29	Chapter 6 – Budgeting	<p>-Understand the essentials of effective budgeting and the components of a master budget.</p> <p>-Prepare budgets for sales, production, and direct materials.</p> <p>-Prepare budgets for direct labour, manufacturing overhead, and selling and administrative expenses, and a budgeted income statement.</p> <p>-Prepare the cash budget and the budgeted balance sheet.</p> <p>Quiz 8(chapter 6) – April 5</p>
Week 13 April 5	Chapter 7 - Flexible Budgets/Variance Analysis – Introduction	<p>-Describe budgetary control and static budget reports.</p> <p>-Explain the development of flexible budgets and the usefulness of flexible budget reports.</p> <p>-Explain how direct materials and direct labour standards are set.</p> <p>-Compute the direct materials price and efficiency variances and explain their significance.</p> <p>-Compute the direct labour rate and efficiency variances and explain their significance.</p>
Week 14 April 12	Chapter 7 - Flexible Budgets/Variance Analysis - Introduction	<p>-Compute the variable manufacturing overhead spending and efficiency variances and explain their significance.</p> <p>-Compute and interpret the fixed overhead budget and volume variances.</p>
Final Exam - TBD	Date and Time Set by Camosun College	April 17 to April 25

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 noticed is required. Deadlines scan be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## EVALUATION OF LEARNING

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DESCRIPTION	NOTES	WEIGHTING
Quizzes - extensions are not provided for any reason.	If you do not complete two quizzes, they will be dropped. If you complete all quizzes, your lowest two scores will be dropped.	8%
Participation	Requirements in D2L	2%
Unit Tests (2 @ 25% each)		50%
Comprehensive final exam		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](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.  
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

The Unit Tests and Final Exam are written using exam writing procedures commonly used in the School of Business. Students must agree to follow the exam writing procedures.

## 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 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.

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.

## 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.

## 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 <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</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

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### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](http://camosun.ca/services/accessible-learning/) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>



### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/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 <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### 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. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

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 or misconduct 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 and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-3703841

### 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 <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

**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.