

# COURSE SYLLABUS



COURSE TITLE:	ACCT 220 – Managerial Accounting 1
CLASS SECTION:	D02
TERM:	Winter 2022
COURSE CREDITS:	3.0
DELIVERY METHOD(S):	Online Synchronous

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](#).

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

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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:	Erin Egeland, MBA, CPA,CGA, CFI
EMAIL:	Please use D2L email system
OFFICE:	Online
HOURS:	By Appointment (Zoom)

*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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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. This is an online section with midterm & final exam online; exams may be taken on campus by request. This is a virtual classroom course meaning that you attend class online from wherever you are located. Classes are also recorded.

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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a) **Cost Accounting: A Managerial Emphasis.** Horngren, Datar, Rajan, Beaubien, and Graham. Ninth Canadian Edition.

b) Non-transmitting calculator

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

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

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.

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
WEEK 1 – January 12 <sup>th</sup>	Course Introduction Chapter 1 - Accountant's Vital Role in Organizational 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> <li>• Identify changes and trends in managerial accounting.</li> </ul>
WEEK 2 – January 19 <sup>th</sup>	Chapter 2 – Cost Terms and Purposes	<ul style="list-style-type: none"> <li>• Define the three classes of manufacturing costs and differentiate between product costs and period costs, variable and fixed costs, direct and indirect costs.</li> <li>• Demonstrate how to calculate cost of goods manufactured and prepare financial statements for a manufacturer.</li> </ul>
WEEK 3 – January 26 <sup>th</sup>	Chapter 3 – CVP Analysis (Introduction)	<ul style="list-style-type: none"> <li>• Prepare a cost-volume-profit income statement to determine contribution margin.</li> <li>• Calculate the break-even point using three approaches.</li> <li>• Determine the sales required to earn target the operating income and define the margin of safety.</li> <li>• Understand how to apply basic cost-volume-profit concepts in a changing business environment. <b>ASSIGNMENT #1 DUE TUESDAY, JANUARY 25 TH.</b></li> </ul>
WEEK 4 – February 2 <sup>nd</sup>	Chapter 10 - Quantitative Analysis of Cost Functions	<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>
WEEK 5 – February 9 <sup>th</sup>	Unit Test 1	
WEEK 6 – February 16 <sup>th</sup>	Chapter 11 – Relevant Information & Decision Making	<ul style="list-style-type: none"> <li>• Describe management's decisionmaking 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, deciding whether to retain or replace equipment, and whether to eliminate an unprofitable segment.</li> <li>• Determine the sales mix when a company has limited resources.</li> </ul>

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
WEEK 7 – February 23 <sup>rd</sup>	READING WEEK – NO CLASSES 😊	
WEEK 8 – March 2 <sup>nd</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>• Use a job cost sheet to assign costs to work in process.</li> <li>• Demonstrate how to determine and use the predetermined 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> <p><b>ASSIGNMENT #2 DUE TUESDAY, MARCH 1 ST .</b></p>
WEEK 9 – March 9 <sup>th</sup>	Chapter 5 – Activity Based Costing	<ul style="list-style-type: none"> <li>• Recognize the difference between traditional costing and activity-based costing (ABC) and understand the nature of ABC.</li> <li>• Apply activity-based costing to a manufacturer.</li> <li>• Understand the benefits and limitations of activity-based costing.</li> <li>• Apply ABC to service industries.</li> </ul>
WEEK 10 – March 16 <sup>th</sup>	Unit Test 2	
WEEK 11 – March 23 <sup>rd</sup>	Chapter 18 – Process Costing	<ul style="list-style-type: none"> <li>• Understand the concept of equivalent units of production using the weighted average method.</li> <li>• Compute the cost per equivalent unit using the weighted average method.</li> <li>• Assign costs to units using the weighted average method.</li> <li>• Compute the equivalent units of production using the FIFO method.</li> <li>• Compute the cost per equivalent unit using the FIFO method.</li> </ul>
WEEK 12 – April 6 <sup>th</sup>	Chapter 6 - Budgeting	<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, and direct materials.</li> <li>• Prepare budgets for direct labour, manufacturing overhead, and selling and administrative expenses, and a budgeted income statement.</li> <li>• Prepare the cash budget and the budgeted balance sheet.</li> </ul> <p><b>ASSIGNMENT #3 DUE TUESDAY, MARCH 29TH .</b></p>
WEEK 13 – April 13 <sup>th</sup>	Chapter 7 - Flexible Budgets/Variance Analysis - Introduction	<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</li> </ul>

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
		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.
WEEK 14 – April 13 <sup>th</sup>	Chapter 7 - Flexible Budgets/Variance Analysis - Continued	• Compute the variable manufacturing overhead spending and efficiency variances and explain their significance. • Compute and interpret the fixed overhead budget and volume variances. <b>ASSIGNMENT #4 DUE TUESDAY, APRIL 12 TH .</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](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Homework Assignments (4 in total)	10%
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>

## COURSE GUIDELINES & EXPECTATIONS

This course will be taught primarily online and it is expected that students have a microphone and webcam along with a strong Internet connection. Exams will be either online (invigilated live or through monitoring software using a microphone and webcam). 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.

## Zoom

During our regularly scheduled class times Wednesday @ 6:00 pm (Pacific time zone), I will be hosting Zoom seminars. These will be an opportunity for you to participate in a seminar-style

class via video. These will not be like traditional lectures but rather an opportunity for me to highlight some of the content in its application and, most importantly, to answer your questions (so be sure to come with some).

These sessions will end when there are no more questions or the material is covered in depth. They won't go beyond the scheduled class times. These virtual sessions will no doubt evolve after our first week together. The recurring Zoom link will be posted in D2L You can participate using a phone, tablet or computer. Note that zoom captures the full name and IP address of each attendee in a meeting. If this creates privacy concerns for you, you can sign on using your first name only. This is something that you need to set up prior to joining the meeting. Course resources will be available in D2L that should be reviewed before the virtual seminars occur. The seminars will be recorded so if you are unable to attend 'live' or you want a refresh of the material, you will have the opportunity to access the discussions at a later date. Examples used during the virtual seminars may not be available in the text and will be provided in D2L in advance of these seminars. Managerial accounting is a complex subject and one that requires a dedicated, methodical approach. While it may appear that each chapter is distinct, in fact, each chapter is a building block. Before each virtual seminar, review the chapter material as per the course syllabus from start to finish. Attempt all in-chapter exercises unless specifically advised otherwise. After each seminar, re-read the chapter carefully from start to finish, review any discussion notes and examples, and attempt the self-study problems. Work through the assigned homework carefully and thoroughly. There is a large amount of information to learn in this course. It is imperative that students read the assigned work in advance of class. Students must keep up with the work or risk failure in the course.

obtained from: <https://camosun.ca/registration-records/student-records/camosun-grading-systems>

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F		0

**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.

- 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.

## SCHOOL OR DEPARTMENTAL INFORMATION

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[INSERT TEXT HERE]

## 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>

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Support Service	Website
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>

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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.

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## 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](#) (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.