

Class Information		Instructor Information		First day of classes:	Tues., Jan. 12, 2016
Days	Tuesdays	Instructor:	David Adams, BBA, MBA, FCPA, FCA, CPA (US), CMA (Hon.)	Last day to add/drop, or change to audit:	Sun, Jan. 17, 2016
Time:	6:30 – 9:30	Email:	dadams@ambrose.edu	Last day to request revised exam:	Mon., Feb. 29, 2016
Room:		Phone:		Last day to withdraw from course:	Fri., Mar. 18, 2016
<b>Final Exam day</b>		Office:	L-2078	Last day to apply for time extension for coursework:	Tues., Mar 29, 2016
Tues., Apr. 19 6:30 – 9:30 PM Room: REL 110		Office Hrs:	After class for 1 hour or by Appointment	Last day of classes:	Wed., Apr. 13, 2016

**Textbook:** “Managerial Accounting” 10<sup>th</sup> Cdn. edition, Garrison, Libby, & Webb, McGraw-Hill, 2015 (including Connect)

**Connect Website:** <https://connect.mheducation.com/class/d-adams-winter-2016>

### Course Description:

Based on the concepts learned in ACC 200, this course explores the applications of accounting including information in the management context. Topics include: management planning and control, inventory and cost flow analysis, job order costing, standard costs and variance analysis, budgeting, break-even analysis, relevant costs and decision-making.

### Expected Learning Outcomes:

Managerial accounting is concerned with providing information that will assist internal decision-makers in running the organization effectively and efficiently. This includes both financial and non-financial information.

By the end of this course you will understand and apply the following:

- Key terms and concepts in managerial accounting;
- The analysis of cost behaviour and the use of cost behaviour patterns to predict future costs;
- The design and use of various inventory costing systems including job-order, process, ABC and variable costing;
- The design and use of budgets to plan and control the organization including standard costing and variance analysis;
- The design and use of reports to evaluate management performance in a variety of settings;
- The evaluation of decisions using relevant costing and capital budgeting techniques; and
- The analysis of financial statements.

## Course Schedule:

- Week 1 – (Jan 12) Introduction to managerial accounting & cost terms/classification (Chapters 1 & 2)
- Week 2 – (Jan 19) Cost behaviour & Cost-volume-profit relationships (Chapters 3 & 4)
- Week 3 – (Jan 26) Job-order costing (Chapter 5)
- Week 4 – (Feb 2) Process costing (Chapter 6)
- Week 5 – (Feb 9) Activity-based costing (Chapter 7)
- Week 6 – (Feb 16) No Class – Mid-Semester Break
- Week 7 – (Feb 23) Variable costing & MT Exam review (Chapter 8)
- Week 8 – (Mar 1) Mid-term Exam (Chapters 1 -7)
- Week 9 – (Mar 8) Budgeting (Chapter 9)
- Week 10 – (Mar 15) Standard costs and overhead analysis (Chapter 10)
- Week 11 – (Mar 22) Reporting for control & responsibility centres (Chapter 11)
- Week 12 – (Mar 29) Relevant costs for decision-making (Chapter 12)
- Week 13 – (Apr 5) Capital budgeting (Chapter 13)
- Week 14 – (Apr 12) Financial statement analysis and review (Chapter 14)

## Requirements:

The course is composed of two main activities: content assimilation and content application. Students will be expected to assimilate course content through textbook, other readings and through course content lectures. Students will be expected to participate in class problem-solving exercises in which course content is applied to simulated situations/problems. Students will demonstrate their understanding of the content and application by completing weekly assignments and comprehensive exams on the course materials.

Students will be evaluated on the basis of the following:

**Assignments/Participation:** Completion of weekly assignments and attendance/participation in class. (20% Note: 1% will be lost for every missed class) Assignments will be completed using the Connect website.

**Midterm:** Midterm exam based on course content and in-class lectures/problems in Chapters 1 - 7. (40%)

**Final Exam:** Final exam based on course content and in-class lectures/problems in Chapters 8 - 14. (40%)

The following is a summary of all evaluation methods and relative weights for the course:

Evaluation Method	Weight	Date	Material
Midterm	40%	March 1	Chps. 1 - 7
Assignments/Particip.	20%	As assigned	
Final exam	40%	April 19	Chps. 8 -13

## Attendance:

As there is a participation component in the course, attendance and participation in class problem-solving activities is important. As per the requirements above, missed classes will result in a 1% deduction in the assignment/participation grade.

## Grade Summary:

The available letters for course grades are as follows:

% Grade	Letter Grade	Description
95% to 100%	A+	
90% to 94%	A	Excellent
85% to 89%	A-	
80% to 84%	B+	Good
76% to 79%	B	
72% to 75%	B-	Satisfactory
68% to 71%	C+	
64% to 67%	C	
60% to 63%	C-	Minimal Pass
55% to 59%	D+	
50% to 54%	D	
0% to 49%	F	Failure

Because of the nature of the Alpha 4.00 system, there can be no uniform College-wide conversion scale. The relationship between raw scores (e.g. percentages) and the resultant letter grade will depend on the nature of the course and the instructor's assessment of the level of each class, compared to similar classes taught previously.

Please note that final grades will be available on student registration system. Printed grade sheets are not mailed out.

## Policies:

### Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions. If students do not wish to use their Ambrose accounts, they will need to forward all messages from the Ambrose account to another personal account.

### Registration

During the **Registration Revision Period** students may enter a course without permission, change the designation of any class from credit to audit and /or voluntary withdraw from a course without financial or academic penalty or record. Courses should be added or dropped on the student portal by the deadline date; please consult the List of Important Dates. After that date, the original status remains and the student is responsible for related fees.

Students intending to withdraw from a course after the Registration Revision Period must apply to the Office of the Registrar by submitting a "Request to Withdraw from a Course" form or by sending an email to the Registrar's Office by the **Withdrawal Deadline**; please consult the List of Important Dates on the my.ambrose.edu website. Students will not receive a tuition refund for courses from which they withdraw after the Registration Revision period. A grade of "W" will appear on their transcript.

### Exam Scheduling

Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

Students, who find a conflict in their exam schedule must submit a Revised Examination Request form to the Registrar's Office by the deadline date; please consult the List of Important Dates. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) the student has three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

### Electronic Etiquette

Students are expected to treat their instructor, guest speakers, and fellow students with respect. It is disruptive to the learning goals of a course or seminar and disrespectful to fellow students and the instructor to use electronics for purposes unrelated to the course during a class session. Turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. Do not use iPods, MP3 players, or headphones. Do not text, read, or send personal emails, go on Facebook or other social

networks, search the internet, or play computer games during class. Some professors will not allow the use of any electronic devices in class. The professor has the right to disallow the student to use a laptop in future lectures and/or to ask a student to withdraw from the session if s/he does not comply with this policy. Repeat offenders will be directed to the Dean. If you are expecting communication due to an emergency, please speak with the professor before the class begins.

### **Academic Policies**

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at [privacy@ambrose.edu](mailto:privacy@ambrose.edu).

### **Extensions**

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a course Extension from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the deadline date; please consult the List of Important Dates. Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."

### **Appeal of Grade**

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Registrar's Office in writing and providing the basis for appeal within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal. If the appeal is sustained, the fee will be refunded.

### **Academic Integrity**

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of

our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university college. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

**Note:** Students are strongly advised to retain this syllabus for their records.