



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2019

AC3220 A3: Managerial Information and Control Systems – 3 (3-0-0) UT 45 Hours for 15 Weeks

INSTRUCTOR: Chelsea Antonio, CPA **PHONE:** (780) 539-2947
OFFICE: C416 **E-MAIL:** CAntonio@gprc.ab.ca
OFFICE HOURS: Tuesday and Wednesday 1:00 PM – 2:30 PM or by appointment

CALENDAR DESCRIPTION:

This course includes corporate goals, planning and control concepts, cost accumulation for pricing purposes and product costing.

PREREQUISITE(S)/COREQUISITE:

AC 3110 or equivalent.

REQUIRED TEXT/RESOURCE MATERIALS:

R. Garrison, T. Libby, and A. Webb, *Managerial Accounting*, 11th Canadian edition, McGraw-Hill Ryerson, 2018. ISBN # 9781260193770 (*textbook and Connect*)

This text includes *Connect with Smartbook Online Access*. **Both the text and *Connect* will be used extensively – bring your textbook to every class.** Students will require an appropriate calculator. The calculator function of a cell phone is not sufficient and therefore not allowed for classroom use or for examinations. Students may only use approved calculators for examinations.

DELIVERY MODE(S):

For each topic listed, there will be a classroom lecture/discussion and a demonstration of related accounting procedures. Regular classroom attendance is expected. Relevant textbook readings and problems will be assigned to test the student's knowledge, understanding and application of the material. Students are encouraged to supplement their studying with *Connect*. Assignments will be completed on *Connect*. Important information, announcements and grades will be posted on Moodle. The grades posted on Moodle are not final grades; please check your myGPRC account for final term grades.

COURSE OBJECTIVES:

This course is designed to help students understand the role of management accounting in contemporary business organizations. Topics covered are as follows:

- Cost Terms, Concepts and Classifications
- Systems Designs: Job-Order Costing.
- Activity-Based Costing
- Cost Behavior: Analysis and Use

- Cost-Volume-Profit and Accounting for Overhead
- Variable Costing
- Budgeting
- Standard Costs and Overhead
- Reporting for Control
- Relevant Costs for Decision Making
- Capital Budgeting Decisions

LEARNING OUTCOMES:

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

- Describe the role of management accountants and Prepare financial statements for a manufacturing firm, including a schedule of cost of goods manufactured.
- Identify, categorize and analyze the behavior of costs.
- Utilize cost-volume-profit analysis, margin of safety, and degree of operating leverage information in making decisions.
- Compare product costs computed using traditional and activity-based costing methods.
- Reconcile variable and absorption costing operating income.
- Prepare the supporting components of a master budget and the budgeted financial statements.
- Compute and interpret manufacturing variances. Prepare performance reports.
- Analyze performance based on return on investment and residual income.
- Determine the most profitable use of a constrained resource.
- Evaluate an investment project using net present value and internal rate of return.
- Explain and use the balanced scorecard to evaluate and motivate performance within organizations.
- Explain the nature and importance of ethics for accountants and discuss standards of ethical conduct.

TRANSFERABILITY:

- Athabasca University
- Burman University
- King's University
- MacEwan University
- SAIT
- University of Alberta
- University of Calgary
- University of Lethbridge

***Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferalberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

EVALUATIONS:

Assignments and quizzes	15%
Term Test 1	25%
Term Test 2	25%
Final Exam	<u>35%</u>
Total	<u>100%</u>

ASSIGNMENT, QUIZ, TEST AND EXAM POLICIES:

- Assignments must be submitted by the due date. No late submissions will be allowed. No extensions or re-writes will be granted.
- Quizzes will be given throughout the semester. It is anticipated that there will be two quizzes, however; this may change at the discretion of the instructor.
- Major term tests are tentatively scheduled for **February 28, 2019** and **March 28, 2019**. **Do not plan to be away on these dates.** Unexcused absences during a test will earn a grade of zero. For excused absences, the weighting of the test may be transferred to the final exam at the instructor’s discretion.
- Calculators and approved translation devices are the only electronic devices allowed during quizzes, major tests or the final exam. **Cell phone calculators may not be used in examinations.**

Final exams will be written in the gym and scheduled by the Registrar during the exam period from April 15 – 27, 2019. **Do not plan activities or trips during this period.** Re-writes for the final exam will not be granted, and any unexcused absences will earn a grade of zero.

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week Beginning	Topic	Required Reading
January 1	Managerial Accounting and the Business Environment	Chapter 1
January 7	Cost Terms, Concepts and Classifications	Chapter 2
January 14	Cost Behaviour: Analysis and Use	Chapter 3
January 21	Cost-Volume-Profit Relationships	Chapter 4
January 28	Systems Design: Job-Order Costing	Chapter 5
February 4	Systems Design: Process Costing	Chapter 6
February 11	Activity-Based Costing: A Tool to Aid Decision Making	Chapter 7
February 18	<i>Family Day – No Classes February 18</i> <i>Winter Break – No Classes February 19 – 22</i>	
February 25	Variable Costing: A Tool for Management Term Test #1 – Chapters 1-8 (February 28, 2019)	Chapter 8
March 4	Budgeting	Chapter 9
March 11	Standard Costs and Overhead Analysis	Chapter 10
March 18	<i>Business Conference – No Classes March 19**</i> Reporting for Control	Chapter 11
March 25	Reporting for Control cont... Term Test #2 – Chapters 9-11 (March 28, 2019)	Chapter 11
April 1	Relevant Costs for Decision Making	Chapter 12
April 8	Capital Budgeting Decisions	Chapter 13
April 15	Final Exam – Comprehensive - Date: TBD	All Chapters

* Course Schedule is tentative and may vary slightly at the discretion of the instructor.

** Note: Class cancellation due to the business conference is with the expectation that ALL business students will attend the business conference. There may be an assignment for grades in regards to the content of the conference.

STUDENT RESPONSIBILITIES:

Attendance:

Students are expected to attend all scheduled classes, arrive on time, and remain for the duration of the activities. Arriving late or leaving early is disruptive to the entire class. Frequent tardiness may be treated as an absence. Students with absences in excess of 6 classes may be refused permission to write the final exam. For more information, please refer to the Academic Regulations on Debarred from Exams at <https://www.gprc.ab.ca/programs/grading-systems.html>.

Time Management:

The expectation for this course is that students read the material and attempt the exercises prior to class. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so students are encouraged to plan their schedule accordingly. It is difficult for students to catch up once they fall behind schedule.

Cell Phones:

The use of cell phones during class time is unprofessional and distracting to the instructor and fellow students. Texting during class is therefore strictly prohibited. **Cell phones must be either turned off or set to silent mode and placed out of site.** If a student is unable to adhere to this policy, cell phones will be held by the instructor and returned at the end of class to mitigate any disruptions.

Recording:

Recording lectures or taking photos in class is prohibited unless advance permission is obtained from the instructor and any guest presenter(s). In the event permission is granted, such recordings may only be used for individual study, and may not be reproduced, transferred, distributed or displayed in any public manner.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

If you have questions on whether or not you might be violating this policy, please discuss this with your instructor **prior** to submitting your assignment.

Please note, working in study groups is an efficient and effective way for students to learn, however; each student must submit his/her own original work. Duplication of one assignment for the whole group is considered plagiarism and will result in a grade of zero for all students involved.

**Note: all Academic and Administrative policies are available on the same page.