



Rotman Commerce
UNIVERSITY OF TORONTO

Course Outline

RSM222H1S
Management Accounting I
Winter 2017

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|--|-------|-----------|-----------|---------|--------------------|
| Class time, location and instructor | L0101 | Monday | 2pm-4pm | WW 25 | Catherine Barrette |
| | L5101 | Monday | 6pm-8pm | WO 30 | Catherine Barrette |
| | L0201 | Tuesday | 10am-12pm | WO 25 | Amy Kwan |
| | L0202 | Tuesday | 10am-12pm | SS 2110 | Eszter Palancz |
| | L0301 | Tuesday | 12pm-2pm | SS 2110 | Eszter Palancz |
| | L5201 | Tuesday | 6pm-8pm | WO 30 | Amy Kwan |
| | L0401 | Wednesday | 4pm-6pm | WO 25 | Scott Douglas |
| | L0501 | Wednesday | 10am-12pm | WO 25 | Eszter Palancz |
| | L0502 | Wednesday | 10am-12pm | WO 30 | Matt Bamber |
| | L0601 | Wednesday | 12pm-2pm | WO 25 | Eszter Palancz |
| | L0701 | Wednesday | 2pm-4pm | RT 142 | Matt Bamber |
| | L5301 | Wednesday | 6pm-8pm | WO 20 | Amy Kwan |
| | L0801 | Thursday | 8am-10am | WO 30 | Donna Losell |
| | L0901 | Thursday | 4pm-6pm | SS 1084 | Amy Kwan |

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| Tutorial time and location | T0101 | Thursday | 9am-10am | WW 119 | |
| | T0201 | Thursday | 10am-11am | SS 1071 | |
| | T0301 | Thursday | 11am-12pm | SS 1071 | |
| | T0401 | Thursday | 12pm-1pm | SS 1088 | |
| | T0501 | Thursday | 1pm-2pm | WW 119 | |
| | T0601 | Thursday | 2pm-3pm | WW 119 | |
| | T0701 | Thursday | 3pm-4pm | WW 120 | |
| | T0801 | Thursday | 4pm-5pm | WW 121 | |
| | T0901 | Friday | 9am-10am | SS 1088 | |
| | T1001 | Friday | 10am-11am | SS 1088 | |
| | T1101 | Friday | 11am-12pm | SS 1088 | |
| | T1201 | Friday | 12pm-1pm | SS 1088 | |
| | T1301 | Friday | 1pm-2pm | SS 1088 | |
| | T1401 | Friday | 2pm-3pm | SS 1088 | |

| Instructor Contact Info | Instructor | Email* | Office | Office Hours** |
|-------------------------|--|---------------------------------------|--------|-----------------------------|
| | Matt Bamber (Course Coordinator) | matt.bamber@rotman.utoronto.ca | RT534 | F: 2pm-3pm |
| | Amy Kwan | amyk.kwan@utoronto.ca | RT562 | T: 12pm-1pm R: 6pm-7pm |
| | Catherine Barrette | catherine.barrette@rotman.utoronto.ca | RT508 | M: 4:30pm-5:30pm |
| | Donna Losell | losell@rotman.utoronto.ca | RT529 | R: 12pm-1pm by appt only |
| | Eszter Palancz | eszter.palancz@rotman.utoronto.ca | RT3050 | W: 2:30pm-3:30pm & by appt |
| | Scott Douglas | scott.douglas@utoronto.ca | RT3050 | R: 5pm-6pm |
| | <p><i>*Please remember to include "RSM222" at the beginning of the email subject line</i></p> <p><i>**To schedule an appointment, please send an e-mail in advance to let instructors know what you would like to discuss.</i></p> | | | |
| Head TA Contact Info | <p>Glen Shin (glen.shin@mail.utoronto.ca) <i>please remember to include "RSM222" at the beginning of the email subject line</i></p> <p>Note: the TA should be your first point of contact for course content or administrative matters.</p> | | | |

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| Course Websites | <p>Course Site: http://portal.utoronto.ca</p> <p>Connect Site: http://connect.mheducation.com/class/r-rsm222-winter-2017</p> |
| Prerequisite | <p><i>Rotman Commerce: RSM219H1</i></p> <p><i>Employment Relations or Human Resource Management: MGT201H1</i></p> |
| Required text | <p>Garrison, Libby, Webb, <i>Managerial Accounting</i>, Tenth Canadian Edition with Connect, McGraw Hill Ryerson, 2015.</p> <p>Connect Registration – purchase a code from the UofT Bookstore and go to: http://connect.mheducation.com/class/r-rsm222-winter-2017</p> <p>See information posted on the course website for purchasing options.</p> |

COURSE DESCRIPTION

Management accounting focuses on the use of accounting information to facilitate the success of manufacturing, service, governmental, and not-for-profit organizations. Business processes and organizations have been changing in response to increased global and domestic competition. These changes include aggressive cost reduction, outsourcing, rightsizing and reengineering, total quality management, advanced manufacturing technologies, and increased use of information technologies. As a result, management accountants play a strategic role in developing and presenting both financial and non-financial information that is critical for the organization's success.

The primary objective of this course is to enable you to make effective use of management accounting data. A secondary objective is to develop the analytical skills necessary to diagnose complex business problems in accounting context. You will study how accounting information can be used intelligently to make business decisions in a global business environment. The world of management accounting is dynamic, and you will combine the study of traditional concepts and techniques with that of the most recent advances in management accounting.

The course is designed to help you understand the concepts and applications of cost management principles, and to provide an opportunity for you to develop skills in applying these principles through exercises and cases.

EVALUATION AND GRADES

Grades are a measure of the performance of a student in individual courses. Each student shall be judged on the basis of how well he or she has command of the course materials.

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|----------------------------|-----------------------------|-------------|
| Class/Course Participation | Ongoing | 10% |
| Weekly Connect Homework | Ongoing | 10% |
| Midterm Test | Tuesday February 28, 6-8pm* | 30% |
| Final Exam | Final exam period | <u>50%</u> |
| Total | | <u>100%</u> |

*The conflict midterm will be held Tuesday February 28, 8-10pm.

REQUIREMENTS AND CRITERIA

Class/Course Participation

The primary goal of the individual participation portion of the grade is to reward you for your preparation and individual contributions to the learning environment. It includes, but is not limited to, asking and answering questions, in-class participation work, in-class quizzes, etc. Class participation is **not** based on attendance or preparation of course material. Students are strongly encouraged to bring their name cards to every class.

Class discussion is an essential part of learning, and it is also the most interesting way to conduct a class. Class participation will enhance your presentation and communication skills, which will help you in recruiting and in your career. Students are expected to prepare in advance for classes, attend classes and to contribute to discussions on a *constructive and regular* basis.

Professionalism is a component of class contribution. As such late arrivals, unexplained absences and disruptive behaviour (including internet surfing, texting, use of Facebook etc.) will be penalized via your class contribution assessment.

Weekly Connect Homework

You are required to complete homework for the chapter(s) covered following the lecture. The homework must be completed individually. Homework will be accessed through Connect and will be available on Thursday's at 6pm, and due the following Wednesday at 6pm. There will be 11 homework chapters in total (Chapters 2-12) to complete, as well as one optional practice chapter (Chapter 1). Your lowest score will be dropped. **Late submissions will not be accepted and failure to successfully compete and submit your homework before the deadline will result in a mark of zero.**

Given that you have 6 days to complete and submit your homework, missed submissions will be considered only in extreme situations (and mark will be allocated to other homework submissions). Details on how to register for the Connect course are provided on Blackboard.

Midterm Test

The term test will be held on Tuesday February 28 from 6pm-8pm, and may consist of multiple choice questions, short answer questions, and problems. The term test will cover material from Class 1 to 6. **If you have a conflict with this test, please email the Head TA a copy of your ROSI timetable by the 3rd class so we can make alternative arrangements.** The conflict midterm will be held Tuesday February 28, 8-10pm.

No study aids are allowed. You may use a non-programmable hand-held calculator.

Final Examination

The final examination will be held during the formal examination period. The date and time of the final examination will be announced by the Faculty of Arts and Science. It will be three hours in duration and may consist of multiple choice questions, short answer questions, problems, and/or a case. It will cover all materials from the entire course.

No study aids are allowed. You may use a non-programmable hand-held calculator.

COURSE FORMAT AND EXPECTATIONS

Turnitin.com:

Normally students will be required to submit their course essays to Turnitin.com (or similar service) for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their essays to be included as source documents in the Turnitin.com (or similar service) reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the university's use of the Turnitin.com service are described on the Turnitin.com website.

For Written Assignments:

Please note that clear, concise, and correct writing will be considered in the evaluation of Case Assignments and Peer Feedback. That is, you may lose points for writing that impedes communication: poor organization, weak paragraph development, excessive wordiness, hard-to-follow sentence structure, spelling mistakes and grammatical errors. Students who require additional support and/or tutoring with respect to their writing skills are encouraged to visit the Academic Success Centre (www.asc.utoronto.ca) or one of the College Writing Centres (www.writing.utoronto.ca/writing-centres). These centres are teaching facilities – not editing services, where trained staff can assist students in developing their academic writing skills. There is no charge for the instruction and support.

Course assignment requires students to work in teams

Learning to work together in teams is an important aspect of your education and preparation for your future careers. That said, project-based teamwork is often new to students; to work well in teams, it helps to follow a set of core expectations to best succeed at your team projects.

1. Read the document entitled, “Working in Teams: Guidelines for Rotman Commerce Students” which is available on the RC portal under the Academic Services tab.

2. When working in a team, Rotman Commerce students are expected to:

- Treat other members with courtesy and respect;
- Honour the ground rules established by the team;
- Contribute substantially and proportionally to the final project;
- Ensure enough familiarity with the entire contents of the group project/assignment so as to be able to sign off on it as original work;
- Meet the project timeline as established by the team.

3. Resolving conflicts:

Conflicts are part of the team’s process of learning how to work together. When handled well, it can generate creativity and bring-multiple perspectives to the solution.

Student teams are expected to work through their misunderstandings as soon as they arise (and prior to submission of the final project). When teams are unable to arrive at a solution that works for all members, the team must meet with the Rotman Commerce Team Coach** as soon as possible. The Coach will listen to the team and help develop options for improving the team process. All members of the project team must commit to, and, utilize their action plans.

**For an appointment with a Rotman Commerce Team Coach, please contact Nouman Ashraf at nouman.ashraf@rotman.utoronto.ca Nouman is highly skilled at facilitating team dynamics and collaboration. Note that the Team Coach’s role is to provide guidance, support and advice on team matters – not to formally evaluate or assess teamwork for academic purposes.

POLICY AND PROCEDURE

Missed Tests and Assignments (including midterm examinations)

Students who miss a test or assignment for reasons entirely beyond their control (e.g. illness) may submit a request for special consideration. Provided that notification and documentation are provided in a timely manner, and that the request is subsequently approved, no academic penalty will be applied.

In such cases, students must notify Rotman Commerce on the date of the missed test (or due date in the case of course work) and submit supporting documentation (e.g. [Verification of Student Illness or Injury form](#)) to the Rotman Commerce Program Office within **48 hours** of the originally scheduled test or due date. Students who do not provide Rotman Commerce or the instructor with appropriate or sufficient supporting documentation will be given a grade of 0 (zero) for the missed test or course deliverable.

Note that the physician’s report must establish that the patient was examined and diagnosed at the time of illness, not after the fact. Rotman Commerce will not accept a statement that merely confirms a report of illness made by the student and documented by the physician.

Students who follow the above procedures may have his or her individual marks reallocated to the final exam. Group assignment(s) will need to be discussed with the course instructor on a

case by case basis. If you fail to provide the required documentation, you will be assigned a mark of zero. There will be no make-up tests or assignments.

Late Assignments

All assignments are due at the beginning of class on the date specified in the course outline or course site, unless otherwise announced in class and posted on Blackboard. Late submissions will normally be penalized by 20% if the assignment is not received on the specified date, at the specified time. A further penalty of 10% will be applied to each subsequent day.

Students who, for reasons beyond their control, are unable to submit an assignment by its deadline must obtain approval from the instructor for an extension. Supporting documentation will be required as per the policy on missed tests and assignments.

Accessibility Needs

The University of Toronto is committed to accessibility. If you require accommodations for a disability, or have any accessibility concerns about the course, the classroom or course materials, please contact Accessibility Services as soon as possible:

accessibility.services@utoronto.ca or <http://www.accessibility.utoronto.ca/>.

Academic Integrity

Academic Integrity is a fundamental value essential to the pursuit of learning and scholarships at the University of Toronto. Participating honestly, respectfully, responsibly, and fairly in this academic community ensures that the UofT degree that you earn will continue to be valued and respected as a true signifier of a student's individual work and academic achievement. As a result, the University treats cases of academic misconduct very seriously.

The University of Toronto's Code of Behaviour on Academic Matters

<http://www.governingcouncil.utoronto.ca/policies/behaveac.htm> outlines the behaviours that constitute academic misconduct, the process for addressing academic offences, and the penalties that may be imposed. You are expected to be familiar with the contents of this document. Potential offences include, but are not limited to:

In papers and assignments:

- Using someone else's ideas or words without appropriate acknowledgement.
- Submitting your own work in more than one course without the permission of the instructor.
- Making up sources or facts.
- Obtaining or providing unauthorized assistance on any assignment (this includes collaborating with others on assignments that are supposed to be completed individually).

On test and exams:

- Using or possessing any unauthorized aid, including a cell phone.
- Looking at someone else's answers
- Misrepresenting your identity.
- Submitting an altered test for re-grading.

Misrepresentation:

- Falsifying institutional documents or grades.
- Falsifying or altering any documentation required by the University, including (but not limited to), medical notes.

All suspected cases of academic dishonesty will be investigated by the following procedures outlined in the *Code of Behaviour on Academic Matters*. If you have any question about what is

or is not permitted in the course, please do not hesitate to contact the course instructor. If you have any questions about appropriate research and citation methods, you are expected to seek out additional information from the instructor or other UofT resources such as College Writing Centres or the Academic Success Centre.

Email

At times, the course instructor may decide to communicate important course information by email. As such, all UofT students are required to have a valid UTmail+ email address. You are responsible for ensuring that your UTmail+ email address is set up AND properly entered on the ROSI system. For more information please visit <http://help.ic.utoronto.ca/category/3/utmail.html>

Forwarding your utoronto.ca email to a Hotmail, Gmail, Yahoo or other type of email account is not advisable. In some cases, messages from utoronto.ca addresses sent to Hotmail, Gmail or Yahoo accounts are filtered as junk mail, which means that important messages from your course instructor may end up in your spam or junk mail folder.

Blackboard and the Course Page

The online course page for this course is accessed through Blackboard. To access the course page, go to the UofT Portal login at <https://portal.utoronto.ca/> and log in using your UTORid and password. Once you have logged in, look for the My Courses module where you'll find the link to all your course websites. If you don't see the course listed here but you are properly registered for the course in ROSI, wait 48 hours. If the course does not appear, go to the Information Commons Help Desk in Robarts Library, 1st floor, for help, or explore the Portal Information and Help at <http://www.portalinfo.utoronto.ca/content/information-students> and review the Frequently Asked Questions.

Recording Lectures

Lectures and course materials prepared by the instructor are considered by the University to be an instructor's intellectual property covered by the Canadian Copyright Act. Students wishing to record a lecture or other course material in any way are required to ask the instructor's explicit permission, and may not do so unless permission is granted (note: students who have been previously granted permission to record lectures as an accommodation for a disability are, of course, excepted). This includes tape recording, filming, photographing PowerPoint slides, Blackboard materials, etc.

If permission is granted by the instructor (or via Accessibility Services), it is intended for the individual student's own study purposes and does not include permission to "publish" them in anyway. It is absolutely forbidden for a student to publish an instructor's notes to a website or sell them in any other form without formal permission.

Saving Paper in Courses

"Each year at U of T, an estimated 10 million sheets of paper are used in the printing of lecture slides, tests, assignments, and other course materials in 1st and 2nd year courses alone" (Sustainability Office, University of Toronto). Please do your part in helping to conserve paper in this (and all other) courses. Consider the following ideas:

- Avoid printing electronic documents – get used to working with them from digital format (you will need to do this in your professional careers);
- Make your own notes in electronic documents (e.g. MS Word, MS Excel, Google Docs, etc);
- If you are printing, make sure you select double-sided printing (available at all libraries);
- Take leadership and share your concerns and ideas with all of us so we can improve our practices.

RSM222 WINTER 2017 – WEEKLY CLASS SCHEDULE*

| Class | Week of (L0801/L0901) | Topic | Readings | Connect Homework |
|--------------|----------------------------------|--|------------------|--------------------------------|
| 1 | Jan. 9 (Jan. 5) | Management Accounting and Business Environment & Course Overview | Chapter 1 | Practice HW Chapter 1 |
| 2 | Jan. 16 (Jan. 12) | Cost Concepts, Cost Behaviour, and Cost Flows | Chapters 2 and 3 | Connect HW Chapters 2 and 3 |
| 3 | Jan. 23 (Jan. 19) | Job-Order Costing | Chapter 5 | Connect HW Chapter 5 |
| 4 | Jan. 30 (Jan. 26) | Process Costing | Chapter 6 | Connect HW Chapter 6 |
| 5 | Feb. 6 (Feb. 2) | Activity-Based Costing | Chapter 7 | Connect HW Chapter 7 |
| 6 | Feb. 13 (Feb. 9) | Cost Volume Profit (CVP) Analysis | Chapter 4 | Connect HW Chapter 4 |
| 7 | Feb. 20 | February 20 – 24: No Classes (Family Day & Reading Week) | | |
| 8 | Feb. 27 | Midterm Test (6pm-8pm, Tuesday February 28, Location TBA) Midterm location will be announced on Blackboard | | |
| 9 | Mar. 6 (Feb. 16) | Variable Costing | Chapter 8 | Connect HW Chapter 8 |
| 10 | Mar. 13 (Mar. 9) | Planning and Control | Chapter 9 | Connect HW Chapter 9 |
| 11 | Mar. 20 (Mar. 16) | Standard Cost and Overhead Analysis | Chapter 10 | Connect HW Chapter 10 |
| 12 | Mar. 27 (Mar. 23) | Relevant Cost for Decision Making | Chapter 12 | Connect HW Chapter 12 |
| 13 | Apr. 3 (Mar. 30) | Reporting for Control / Course Summary | Chapter 11 | Connect HW Chapter 11 |

*Subject to revision. Last day to drop course without academy penalty is Monday March 13, 2017.

RSM222 TUTORIAL SCHEDULE (Winter 2017)*

| WEEK OF: | CHAPTER NUMBER | TUTORIAL QUESTIONS | SELF-STUDY QUESTIONS |
|-----------------|---|------------------------------|-----------------------------|
| Jan. 9 | 1 | N/A | N/A |
| Jan. 16 | 2 and 3 | 2-24, 3-11 | 2-10, 2-26, 3-15, 3-16 |
| Jan. 23 | 5 | 5-12, 5-18 | 5-13, 5-20 |
| Jan. 30 | 6 | 6-10, 6-13 | 6-14, 6-15 |
| Feb. 6 | 7 | 7-11, 7-23 | 7-8, 7-22 |
| Feb. 13 | 4 | 4-17 | 4-19, 4-20 |
| Feb. 20 | No Tutorial - Family Day & Reading Week | N/A | N/A |
| Feb. 27 | No Tutorial - Week of Midterm | N/A | N/A |
| Mar. 6 | 8 | Midterm take-up 8-9, 8-18 | 8-10, 8-14 |
| Mar. 13 | 9 | 9-20 | 9-17, 9-21 |
| Mar. 20 | 10 | 10-20, 10-31 | 10-13, 10-16 |
| Mar. 27 | 12 | 12-14, 12-21 | 12-16, 12-26 |
| Apr. 3 | 11 | 11-14, 11-17 | 11-8, 11-20 |

*Subject to revision.