

**BUSINESS ADMINISTRATION DEPARTMENT
 COURSE OUTLINE**

A. GENERAL INFORMATION:

PROGRAM:	BUSINESS ADMINISTRATION
COURSE:	COST ACCOUNTING
COURSE NO.:	410-325-AB, Section #.....
DAY(S) & TIMES:	
CLASSROOM #:	
PONDERATION:	2-2-3 (2 hrs lecture + 2 hrs lab + 3 hrs homework)
CREDITS:	2.33
COMPETENCY:	01HR - Participate in the cost accounting process for goods and services.
PRE-REQUISITE:	410-115-AB
SEMESTER:	
INSTRUCTOR:	
OFFICE:	
TEL. NO.:	(514) 457-6610; Ext.
E-MAIL:@johnabbott.qc.ca
OFFICE HOURS:	

B. INTRODUCTION:

In this third semester course, the focus of accounting shifts from Financial Accounting learned in previous semesters to Management Accounting; as such the emphasis shifts from recording the financial events of the business towards using accounting information to manage a business efficiently and effectively. In this course students learn cost concepts, terms and cost accounting systems. In addition, students learn the preparation of manufacturing statements, how to analyze cost behaviour and complete cost volume profit analysis.

OBJECTIVE	STANDARD
<p>Elements of the Competency</p> <p>3. To ensure the control and follow-up of budgets.</p> <p>4. To measure the performance of business activities at the financial, economic, social and environmental levels.</p> <p>5. To propose actions intended to maintain or improve the situation.</p>	<p>Performance Criteria</p> <p>3.1 Continuous, methodical verification of budget operations.</p> <p>3.2 Identification and pertinent explanation of discrepancies.</p> <p>3.3 Proposal and rigorous application of effective and realistic control measures.</p> <p>3.4 Clear communication of budgetary objectives.</p> <p>4.1 Clarification of the purpose of the measurement.</p> <p>4.2 Selection and adaptation of indicators appropriate to the purpose of the measurement.</p> <p>4.3 Accurate calculation of indicators.</p> <p>4.4 Design and use of a tool appropriate to the collection, calculation and presentation of data.</p> <p>4.5 Comparison of results with appropriate benchmarks.</p> <p>4.6 Highlighting of significant discrepancies.</p> <p>5.1 Identification of probable causes of strengths and weaknesses.</p> <p>5.2 Realistic determination of elements to be modified or maintained.</p> <p>5.3 Proposal of a carefully considered plan of action.</p> <p>5.4 Production of a well-documented analysis report.</p>

Class time will include:

- review of assigned homework and answering of questions resulting from homework.
- lecture presentation of new topics.
- work on problems dealing with new topics introduced during the lecture part.

Doing homework is critically important to a student’s success in accounting courses. The homework is heavy and continuous. Since the course builds upon previous work, not learning one section jeopardizes the whole course. The following are some suggestions made by successful students.

- (a) Try to get ahead in the course by reading chapters before they are covered in class.
- (b) Do homework as soon as possible after class - that is when you remember the most.

- (c) Use the Business Lab HO-212 for a quiet, well-equipped place to do homework. A technician is available for assistance half days and accounting teachers are next door.
- (d) Visit your teacher as often as necessary to get help. That is the teacher's job and what they do best.
- (e) Copying other people's work means that the work is done but you have learned very little.

At the end of every unit are a variety of exercises and problems which will be assigned to be done in class and for homework. Please ask if there are any misunderstandings. After reading each unit, looking over the short review questions at the end of the unit will reinforce your learning and check your understanding of the material.

D. COURSE CONTENT:

<u>Week</u>	<u>Topic</u>	<u>Chapter</u>
1	Introduction to Management Accounting	1
2	Cost Classifications & Financial Statements in a Manufacturing Context	2
3	Cost Classifications & Financial Statements in a Manufacturing Context	2
4	Job Order Costing	3
5	Job Order Costing	3
6	Review TEST #1	
7	Process Costing	4
8	Process Costing	4
9	Determining Cost Behavior	5
10	Review TEST #2	
11	Cost-Volume-Profit Analysis	6
12	Cost-Volume-Profit Analysis	6
13	Variable and Absorption Costing	7
14	Variable and Absorption Costing	7
15	Review TEST #3	

E. REQUIRED TEXT:

Ray H. Garrison, et al, **Managerial Accounting, (7th Canadian Edition)**, McGraw-Hill Ryerson, Toronto (Cost: Approximately \$115)

F. BIBLIOGRAPHY:

Available in the Accounting Lab, HO-212:

Wayne J. Morse, et al, *Management Accounting (3rd Edition)*, Addison Wesley, Don Mills

Don Lanson, et al, *Management Accounting (5th Canadian Edition)*, I.T.P. Nelson, Toronto

G. METHODOLOGY:

The basic orientation will be toward lectures and problem solving in class and at home.

Students are required to do their homework and read the suggested material before class in order to fully understand new material covered, as well as to be able to fully participate in class discussion.

Assignments are required on or before due dates. Students must attend on test days and must arrive in class on time. There are no make-up tests.

H. ATTENDANCE POLICY:

Attendance is compulsory. Absences for more than 20% of the course's total hours may result in the student's final grade being cumulated up to that point.

I. COURSE COSTS:

None.

J. ASSESSMENT PLAN:(All evaluation is summative)

- **Class Tests** **50%**
There will be two (2) tests. Each test is worth 25%. The major component of the test (approx. 75%) will consist of quantitative problem solving. Problems will be similar to the ones assigned for homework but may also be in multiple choice format. The remainder will deal with theory and may be given as essay type or multiple choice questions.
- **Assignments, quizzes, classwork** **25%**
This part of the evaluation will be based on homework problems, and/or quizzes, and/or classwork which will be selectively collected and graded.
- **Comprehensive Test** **25%**
This exam covers all topics introduced during the semester. The composition is similar to the one for class tests, i.e. the largest component will be based on problem solving with the remainder representing essay type and/or multiple choice questions.

K. COLLEGE POLICIES:

Cheating and plagiarism of any kind are unacceptable to John Abbott College.

- **CHEATING** means any dishonest or deceptive practice relative to exams, tests, quizzes or other forms of testing procedures. For example, *cheating* includes the making use of unauthorized material and/or obtaining or providing unauthorized assistance in writing exams or papers. *Cheating* also includes the use of an unauthorized calculator in an examination.
- **PLAGIARISM** is the voluntary or intentional copying of another person's work or the unacknowledged copying of another person's work or use of his or her ideas. *Plagiarism* can come from any source, *i.e.*, a book, magazine, electronic or photographic media, web pages or on-line material or another student's paper or person's work.
- **COLLEGE-WIDE MID-SEMESTER ASSESSMENT FOR FIRST-YEAR STUDENTS:** Provides students with feedback on their progress in all their courses to date; it has no mark value.
- **GRADE REVIEWS:** It is the responsibility of students to keep all assessed material for at least one month past the grade review deadline in the event that they would want to request a grade review. Students can learn more about their rights and responsibilities by reading the IPESA.
- **IPESA:** For more information on Student Academic Rights and Responsibilities, consult the IPESA reprinted in the College Calendar or Student Agenda.