

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2024

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

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR: Doris Hoveland, CPA, CA, MBA **PHONE:** 780-539-2824
OFFICE: C423 **E-MAIL:** DHoveland@nwpoytech.ca
OFFICE HOURS: Monday 11:30 a.m. – 1:00 p.m. & Thursday 8:30 a.m. – 10:00 a.m.

CALENDAR DESCRIPTION:

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

PREREQUISITE: AC3110 Introductory Accounting

REQUIRED TEXT/RESOURCE MATERIALS:

Textbook:

Garrison, R. H., Libby, T., & Webb, A. (2021). *Managerial accounting* (12th ce.). Mississauga, ON: McGraw-Hill Ryerson Limited. (ISBN: 9781260881479)

This text includes an access code card for the Connect online learning system. Students must have an access code to register for Connect. Students have the option of purchasing the print text or eBook. For used textbooks, students will need to purchase an access code separately.

Financial calculator:

- Texas Instruments BA II Plus, or
- Sharp EL-738

Calculators and pre-approved translation devices are the only electronic devices allowed during quizzes, term tests or the final exam. Cell phones and programmable calculators may not be used in examinations.

DELIVERY MODE(S):

On-campus (face-to-face) – This type of course will be delivered on campus in a specific location which will be indicated on the student timetable. Students are expected to fully attend in person.

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:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page

<http://www.transferalberta.alberta.ca>.

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

Final grades are based on academic performance throughout the semester. There are no test re-writes, deadline extensions, or bonus assignments available to improve your grade. It is important to complete all assessments as scheduled and to the best of your abilities.

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	95-100	C+	2.3	67-69
A	4.0	85-94	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 8	Cost Terms, Concepts and Classifications	Chapters 1 & 2
January 15 & 22	Cost Behavior & Cost Volume Profit Analysis	Chapters 3 & 4
January 29	Job-Order Costing	Chapter 5
February 5 & 12	Process Costing & Activity-Based Costing	Chapters 6 & 7
February 12	Variable Costing	Chapter 8
February 19	Winter Break	
February 26	Term Test 1 (March 1)	Chapters 1 - 8
March 4	Budgeting	Chapters 9
March 11	Standard Costs and Overhead Analysis	Chapter 10
March 18 & 25	Reporting for Control	Chapter 11
April 1	Term Test 2 (April 5)	Chapters 9 - 11
April 10	Relevant Costs for Decision Making	Chapter 12

STUDENT RESPONSIBILITIES:

Attendance:

There is a strong correlation between regular attendance and overall course performance. Students are encouraged to attend all scheduled classes. If you miss a class, it is your responsibility to learn the material on your own. Repeated lateness will be considered as an absence. Students with 6 or more absences will be refused permission to transfer test weightings and may be debarred from the final exam.

Professional Behavior:

Students are expected to conduct themselves in a professional manner. This includes, but not limited to, interacting with others appropriately and respectfully; refraining from texting or chatting during class; arriving to class prepared and on time; and remaining for the duration of the activities. Students may be asked to leave if the behavior becomes disruptive.

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.

Time Management:

The expectation for this course is that students read the material prior to class, engage in active learning during class, and re-do practice questions after 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.

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

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

ADDITIONAL INFORMATION:**Assignments:**

Assignments will be conducted using Connect and will be automatically submitted on the due date. Late assignments will not be accepted and will be assigned a grade of zero. No re-writes will be granted for missed assignments or unsuccessful attempts.

Term Tests:

Term tests are tentatively scheduled for **March 1** and **April 5**. Absences during a term test will be assigned a grade of zero. The zero grade will be used in determining a student's letter grade prior to writing the final exam regardless of any special arrangements made. For example, in extenuating circumstances, the term test weighting may be transferred to the final exam when calculating the final grade. However, the letter grade before writing the final exam will include the zero grade and remain unchanged.

Final Exam:

The two-hour final exam will be written as scheduled by the Registrar's Office during the exam period from **April 17 – 24**. Do not plan activities or trips during this time. Unexcused absences will be assigned a grade of zero. Students who arrive after the first student has left the examination room will not be allowed to write the final exam and will be assigned a grade of zero. Students who submit a blank or substantially incomplete exam will not be eligible for a repeat final exam.