

**SCHOOL OF BUSINESS**  
**Course Outline**

<b>COURSE NAME:</b> COST ACCOUNTING I	<b>COURSE NO.:</b> BFIN 341
<b>TERM:</b> Fall 2017	<b>COURSE CREDITS:</b> 3
<b>INSTRUCTOR:</b>	<b>E-MAIL:</b>
<b>OFFICE:</b>	<b>PHONE (LOCAL):</b>

**COURSE PREREQUISITES:** BFIN 142 or BFIN 193

**NOTE:** Students who receive credit for BFIN 244 cannot receive credit for BFIN 341 towards a degree, diploma or certificate credential in Business Administration.

**REQUIRED TEXT:** Horngren, Datar, Rajan, Beaubien & Graham (2016), *Cost Accounting, A Managerial Emphasis, 7th Canadian Edition*, Pearson Canada

**OTHER RESOURCES:** *BFIN 341-Supplemental Course Materials (purchase from Bookstore)*  
Computer with word processing (Word/Word Perfect) and spreadsheet software (Excel), Internet Access

**COURSE FORMAT:** Instructional hours: 1 3-hour lecture per week, 15 weeks including exam period  
Fourth-hour activities: Online  
Online tasks may include discussion board and assessment activities  
*Students should access Moodle and university email at least 3x per week*

**COURSE OUTCOMES:**

**General Outcomes:** To examine the role of the cost and management accountant and the nature, scope and procedures of cost accounting with an emphasis on planning and control as well as product costing and income determination.

**Specific Student Outcomes:** Upon successful completion of this course, students will be able to demonstrate competence in the following abilities and skills:

Ability	Learning Outcome	Levels*
<b>Communications</b>	C1. Understand the accountant's role in the organization	1 ⇨ 4
	C2. Utilize cost terms in the descriptions of economic business activity	1 ⇨ 2
	C3. Use financial statements and financial models in order to make financial decisions	1 ⇨ 4
	C4. Use appropriate business communications formats to present research, analysis & findings	3 ⇨ 4
	C5. Use appropriate computer tools to summarize and present financial information	3 ⇨ 4
	C6. Research & interpret financial models and topics	1 ⇨ 4
	C7. Communicate effectively within a group	3 ⇨ 4
<b>Social Interaction</b>	S1. Use a collaborative approach to problem solving & analysis in classroom and group activities	3 ⇨ 4
<b>Citizenship, Sustainability and Global Perspective</b>	G1. Understand the dimensions of social impact on business decisions	1 ⇨ 2
	G2. Recognize & respond to ethical challenges	1 ⇨ 3
	G3. Integrate social & global perspectives into situation analysis & decision making	1 ⇨ 3

<b>Ability</b>	<b>Learning Outcome</b>	<b>Levels*</b>
<b>Analysis and Decision Making</b>	A1. Apply cost-volume-profit analysis in decision analysis with or without certainty	1 ⇨ 4
	A2. Develop a cost system in manufacturing & service environments	1 ⇨ 4
	A3. Refine a costing system including the use of Activity Based Costing	1 ⇨ 4
	A4. Coordinate the creation of a master budget for an organization	1 ⇨ 4
	A5. Prepare flexible budgets	1 ⇨ 4
	A6. Engage in the analysis of performance using price and efficiency variances	1 ⇨ 4
	A7. Analyze overhead cost variances	1 ⇨ 4
	A8. Identify the impact on reported income of alternative inventory costing systems	1 ⇨ 4
	A9. Identify cost behaviour patterns and integrate that knowledge into decision making	1 ⇨ 4

\*See Faculty of Business – Our Commitment to Assessment and Constructive Feedback for description of the six “Levels” of Comprehension.

**EVALUATION PROFILE:**

<b>Assessment</b>	<b>% of Final Grade</b>	<b>Individual/ Group</b>	<b>Capabilities Assessed</b>			
			<b>Communications</b>	<b>Analysis &amp; Decision Making</b>	<b>Social Interaction</b>	<b>Citizenship, Sustainability and Global Perspective</b>
Exam #1	25.0%	I	C1 - C3	A1, A9	None	G1-G3
Exam #2	25.0%	I	C1 - C3	A1-A4, A9	None	G1-G3
Final Exam	35.0%	I	C1 - C3	A1-A9	None	G1-G3
Assessments	<u>15.0%</u>	I, G	All	All, Various	None, S1	All
<b>Total</b>	<b>100%</b>					

**COURSE CONTENT:**

*Schedules/Dates: Schedules shown here may change and the exact dates and times for the exams and the quizzes will be announced in class and/or on Moodle.*

Wk	Topic	Readings
1	Introduction to Course Accountant's Vital Role Cost Terms & Purposes	Chapter 1 Chapter 2
2	Cost Terms & Purposes Cost Volume Profit Analysis	Chapter 2 Chapter 3
3	Analysis of Cost Behaviour	Chapter 10 (partial)
<b>4</b>	<b>Progress Exam #1*</b>	<b>Chapters 1-3, &amp; 10</b>
5	Job Costing Activity Based Costing & Management	Chapter 4 Chapter 5
6	Activity Based Costing & Management Master Budget & Responsibility Accounting	Chapter 5 Chapter 6
7	Master Budget & Responsibility Accounting <b>In Class Group Budget Exercise Using Excel</b>	Chapter 6
<b>8</b>	<b>Progress Exam #2*</b>	<b>Chapters 1-6, 10, 13</b>
<b>9</b>	<b>Group Case</b>	
10	Decision Making & Relevant Information	Chapter 11
11	Decision Making & Relevant Information Flexible Budgets & Variances I ( <i>exclude</i> Appendix 7B)	Chapter 11 Chapters 7 & 8
<b>12</b>	Flexible Budgets & Variances I & II	Chapters 7 & 8
13	Flexible Budgets & Variances II	<b>Chapters 7 &amp; 8</b>
<b>14-15</b>	<b>Final Exam</b>	<b>All</b>

\* Note: Progress & final exams are used primarily for evaluation purposes. As a result, they are not returned to students. Students may review their exams with the instructor during office time.

**UNIVERSITY POLICIES:**

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.

**Grading Profile:**

A+	90-100	B+	77-79	C+	67-69	D	50-59
A	85-89	B	73-76	C	63-66	F	49 and below
A-	80-84	B-	70-72	C-	60-62		

**Emergency procedures:** In the event of an emergency, students must follow the emergency procedures posted in the classrooms.

In addition to the policies of the university, the School of Business has the following policies governing the management of our classes and curriculum.

### SCHOOL OF BUSINESS POLICIES:

- Attendance:** Regular attendance and punctuality are both essential and expected due to the nature and format of the course materials.
- Professional Behaviour:** Students must demonstrate a professional attitude and behaviour toward work, fellow students and their instructors. Each student should demonstrate reliability, respect for and co-operation with colleagues. A willingness to work calmly and courteously under difficult conditions as well as a determination to achieve first-class work while meeting deadlines is necessary in the Faculty of Business. Students should have respect for equipment and systems. Students should display a constructive response to criticism.
- English Usage:** All assignments are marked for correct English usage, proofreading and formatting.
- Missed Exams and Quizzes:** Missed exams or quizzes will receive a grade of "0" unless arrangements are made with the instructor. Permission to make up an exam will only be given in extraordinary situations such as illness of the student or the death of a close family member. A doctor's certificate, or other proof supporting the reason for the absence, may be required. For further information, refer the "Examination & Pivotal Presentation Exemption Policy".
- Copyright Policy:** Students are expected to familiarize themselves with and abide by the University's Copyright Policy. The University's Copyright Policy is published on the University website.
- Cheating and Plagiarism:** Cheating is an act of deceit, fraud, distortion of the truth, or improper use of another person's effort to obtain an academic advantage. Cheating includes permitting another person to use one's work as their own. Plagiarism is the presentation of another person's work or ideas as if they were one's own. Plagiarism is both dishonest and a rejection of the principles of scholarship. Information about how to avoid plagiarism by proper documentation of sources is available in the Writing Centre and is published on the University website in the University Policies page.
- Penalties for Cheating and Plagiarism:** A grade of '0' for an examination, quiz or assignment or 'F' for the course may be assigned if cheating or plagiarism has taken place. First incidents deemed by the instructor to be particularly serious or second or subsequent incidents of cheating and plagiarism will be dealt with under the provisions of the University Policy on Cheating and Plagiarism (see the University website). All students should familiarize themselves with the University *Policy on Cheating and Plagiarism as such behaviour can result in suspension from the University.*
- Incomplete Grades:** Incomplete grades will not be given unless special arrangements have been made with the instructor prior to the date set by University Administration.

### COURSE LEVEL POLICIES:

In addition to Capilano University and the School of Business policies, the following policies govern the management of this course and its curriculum. Please refer also the course Moodle website for additional information.

- Assessments:** Late out of class assessments are not accepted. In class assessments must be completed at scheduled times. With appropriate documentation (see below), and at the discretion of the instructor, alternate work may be assigned or marks averaged over similar work completed.
- Exams:** If a progress exam is rescheduled, the time and date of any rescheduled exam will be at the discretion of the instructor and students are expected to make themselves available (including rearranging work if necessary) to accommodate the rescheduled exam.
- Programmable Tools:** No personal electronic devices of any kind may be used within the class unless the approval of the instructor has been received. Students should use nonprogrammable calculators only.