



# Rotman Commerce UNIVERSITY OF TORONTO

**Course Outline** [Updated June 27, 2021] \*All noted times are in EDT (Toronto, CA time zone)\*

## RSM222H1S Management Accounting I Summer 2021

<b>Class time, location and instructor</b>	L0101; L5101	Tuesday & Wednesday (See Quercus for Schedule)	4pm-6pm; 6pm-8pm (See Quercus for Schedule)	5pm-7pm Synchronous (live) Remote Sessions (See Quercus for Details)	Amy Kwan
<b>Tutorial time, location and TA</b>	T0101; T5101	Thursday (See Quercus for Schedule)	4pm-6pm; 6pm-8pm (See Quercus for Schedule)	5pm-7pm Synchronous (live) Remote Sessions (See Quercus for Details)	Helen Hu
<b>Instructor contact information</b>	<b>Email:</b> amy.kwan@utoronto.ca <i>(please include "RSM222" at the beginning of your email subject line)</i>  Office: Remote Office Hours: by appointment To schedule an appointment, please send an e-mail to book time and provide details/questions that you would like to discuss.				
<b>TA contact information</b>	<b>Email:</b> zidi.hu@mail.utoronto.ca <i>(please include "RSM222" at the beginning of your email subject line)</i> <b>Note:</b> the TA should be your first point of contact for course content or administrative matters.				
<b>Course Site</b>	Course Site: <a href="https://q.utoronto.ca/">https://q.utoronto.ca/</a> Connect Site: <a href="https://connect.mheducation.com/class/rsm222-summer2021">https://connect.mheducation.com/class/rsm222-summer2021</a>				
<b>Prerequisite</b>	RSM219H1				

<b>Required text and readings</b>	<p>Garrison, Libby, Webb, <i>Managerial Accounting</i>, Eleventh Canadian Edition with Connect, McGraw Hill Ryerson, 2018.</p> <p>Connect Registration – purchase a code from the UofT Bookstore and go to: <a href="https://connect.mheducation.com/class/rsm222-summer2021">https://connect.mheducation.com/class/rsm222-summer2021</a></p> <p>See information posted on the course website for purchasing options.</p>
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### **Course Scope and Mission**

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.

### **STATEMENT ON EQUITY, DIVERSITY AND INCLUSION**

The University of Toronto is committed to equity, human rights and respect for diversity. All members of the learning environment in this course should strive to create an atmosphere of mutual respect where all members of our community can express themselves, engage with each other, and respect one another's differences. U of T does not condone discrimination or harassment against any persons or communities.

### **REQUIRED TECHNOLOGY**

For Summer 2021, this course will be conducted entirely online. To participate fully and to complete the course successfully, you must ensure you have a computer with a working webcam, microphone and reliable access to an internet connection. For further details, please visit this link: [Recommended Technology Requirements for Remote/Online Learning \(https://www.viceprovoststudents.utoronto.ca/covid-19/tech-requirements-online-learning/\)](https://www.viceprovoststudents.utoronto.ca/covid-19/tech-requirements-online-learning/)

## 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.

Evaluation	Weight	Date(s)
Course Participation & Contribution	15%	Ongoing, includes discussions, homework, etc.
Connect LearnSmart	5%	Ongoing, to be done <i>before</i> scheduled lecture
Connect Homework	10%	Ongoing, to be done <i>after</i> scheduled lecture
Test 1	25%	See weekly class schedule
Test 2	25%	See weekly class schedule
Individual Project	20%	Aug 11, details posted on Quercus after Class 7
<b>Total</b>	<b><u>100%</u></b>	

## REQUIREMENTS AND CRITERIA

### Connect LearnSmart and Homework

**Please carefully read the Connect step-by-step registration instructions.** The Connect LearnSmart and the Connect Homework Assignments are part of your course work and are located in Connect, which is an adaptive learning tool that pinpoints critical concepts you need to learn and maps out a personalized study plan to ensure success.

You are required to complete LearnSmart for the chapter(s) covered ***before*** the lecture. This must be completed individually. LearnSmart is accessed through your Connect account. A group of adaptive practice will be accessible at the start of the term and just before the midterm. **Each chapter is due at 3pm on the day the corresponding chapter is covered in class.** All LearnSmart chapters will be used to calculate your LearnSmart grade, with Chapters 1 and 2 being optional practice.

You are required to complete Connect homework for the chapter(s) covered ***after*** the lecture. This must be completed individually. Homework is accessed through your Connect account. **The homework will be accessible on at 8pm on the day the corresponding chapter is covered in class, and due on Mondays at 8pm.** There will be 11 homework chapters. Your lowest score of the 11 will be dropped.

**Late submissions will not be accepted. Failure to successfully complete and submit your LearnSmart or Connect homework before the deadline will result in a mark of zero.** Given that you have before and the start of class to complete LearnSmart, and 5-6 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).

### Course Participation & Contribution

Class participation is important to your understanding of the material. Discussion is an essential part of learning, and it is also the most interesting way to conduct a class. In addition, class participation will enhance your presentation and communication skills, which will help you in recruiting and in your career. The participation grade will be determined by the **quantity and quality** of your participation. You will not be penalized for wrong answers to the questions raised in class. Remember, attendance does not provide participation marks. If you attend and do not participate, your participation mark will be very low. Additional information will be discussed in the first week of class.

## **Test 1 and Test 2**

Refer to the weekly class schedule for the date and time for Test 1 and Test 2. Additional information will be posted on the course website. Test 1 will cover material from Class 1 to 5. Test 2 will be comprehensive with emphasis on materials from Class 7 to 11. **If you have a conflict with test 1 or test 2, please email the TA your ACORN timetable by the 3<sup>rd</sup> class.**

Aids Allowed: To be announced. You may use a non-programmable hand-held calculator.

## **COURSE FORMAT AND EXPECTATIONS**

### **Turnitin.com:**

Submission of assignments using Quercus will also result in the use of Turnitin. Turnitin.com is used 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 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 Assignments. 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 (<http://www.studentlife.utoronto.ca/asc>) or one of the College Writing Centres ([www.writing.utoronto.ca/writing-centres](http://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.

### **Electronic Course Materials**

This course will be using the following electronic course materials: **McGraw-Hill Connect**

These materials will cost a total of up to \$65.00 CAD. The use of these materials complies with all University of Toronto policies which govern fees for course materials.

### **Credit / No-Credit Option in Rotman Commerce**

You may request to Credit/No-Credit an RSM course in the following cases only:

- The course will not be used for any specialist or focus, including the 8.0 RSM FCE requirement.
- The course does not have a group work component.

If you wish to request credit/no-credit for an RSM course, you must contact a Rotman Commerce academic advisor by the drop deadline for the current term. The deadline for this term is August 16, 2021.

Final approval is on a case-by-case basis with the permission of the Director, Rotman Commerce.

## **POLICY AND PROCEDURE**

### **Missed Tests and Assignments**

Students who miss a test or assignment for reasons entirely beyond their control (e.g. illness) may request special consideration.

In such cases, students must:

1. Notify the instructor AND the Rotman Commerce Program Office **on the date** of the missed course deliverable, e.g. missed test, assignment or class (in the case of participation marks).
2. Complete a [Request for Special Consideration Form](#) and submit it along with supporting documentation this may include either your Absence Declaration on [ACORN](#) (please read the instructions on how to use the Absence Declaration in ACORN) or [Verification of Student Illness or Injury form](#) to the Rotman Commerce Office within **2 business days** of the originally scheduled course deliverable.

Students who do not provide appropriate or sufficient supporting documentation will be given a grade of 0 (zero) for the missed course deliverable.

**Note that documentation must clearly establish that you were ill or had other circumstances that prevented you from attending on the date in question. Reports after-the-fact are not sufficient.**

Students who follow the above procedures may have his or her individual marks reallocated to an alternatively created assessment (i.e., test or assignment). Students who fail to provide the required documentation will be assigned a mark of zero. There will be no make-up tests.

### **Late Assignments**

No late assignments will be accepted. All assignments are due on the date specified in the course outline or instructions provided, unless otherwise announced in class and posted on Quercus. If appropriate documentation is provided, the value of the missed assignment may be added to the final test.

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 temporary or ongoing disability or health concern, or have any accessibility concerns about the course, the classroom or course materials, please contact Accessibility Services as soon as possible at [accessibility.services@utoronto.ca](mailto:accessibility.services@utoronto.ca) or [studentlife.utoronto.ca/as](http://studentlife.utoronto.ca/as). It is important that you get in touch with them as soon as possible because the process for obtaining your accommodation letter may take up to several weeks. If you have general questions or concerns about the accessibility of this course, you are encouraged to reach out to your instructor, course coordinator, or Accessibility Services.

If you're interested in helping make this course more accessible, consider volunteering to be a note taker. Accessibility Services needs dependable volunteer note takers to assist students living with a disability to achieve academic success. All you have to do is attend classes regularly and submit your notes consistently. Follow these steps:

1. Register online as a **Volunteer Note Taker** at <https://clockwork.studentlife.utoronto.ca/custom/misc/home.aspx>
2. Follow the link that says "Volunteer Notetakers"

3. Select your course and upload a sample of your notes
4. Once you have been selected as a note taker, you'll get an email notifying you to upload your notes.

If you have questions or require assistance, please email [as.notetaking@utoronto.ca](mailto:as.notetaking@utoronto.ca). Volunteers may receive co-curricular credit or a certificate of appreciation.

For courses with deliverables that require you to work in teams, please note the following. If you are a student registered with Accessibility Services, and extensions are one of your academic accommodations, requests for extensions impact everyone in the group. As a result, requests for late submissions of any component of teamwork will require compelling reasons, advance notice, and must work for everyone in the team. You are encouraged to discuss with your course instructor, Accessibility Advisor, and other team members what you need in order to successfully complete your coursework. Additionally, the Rotman Commerce Centre for Professional Skills offers Teamwork Mentors (see section above) who can help you and your team discuss how to support you effectively and how to develop a work plan that meets the needs and constraints of all team members.

### **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 not is 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 ACORN system. For more information 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.

## **Quercus and the Course Page**

The online course page for this course is accessed through Quercus. To access the course page, go to [q.utoronto.ca](http://q.utoronto.ca) and log in using your UTORid and password. Once you have logged in, you will be at the Quercus Dashboard. On this page you will see all of the courses you are presently enrolled in. If you don't see the course listed here but you are properly registered for the course in ACORN, wait 48 hours.

## **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, Quercus 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.

## **FIPPA Language**

### **Notice of video recording and sharing (Download and re-use prohibited)**

This course, including your participation, may be recorded on video and will be available to students in the course for viewing remotely and after each session.

Course videos and materials belong to your instructor, the University, and/or other sources depending on the specific facts of each situation, and are protected by copyright. Do not download, copy, or share any course or student materials or videos without the explicit permission of the instructor.

For questions about recording and use of videos in which you appear please contact your instructor.

## **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.

**RSM222 WEEKLY CLASS SCHEDULE (subject to revision)**

<b>Class</b>	<b>Date</b>	<b>Topic</b>	<b>Textbook Readings</b>	<b>LS (due 3pm) HW (due 8pm)</b>
1	July 6	Course Overview and Intro to Management Accounting	Ch. 1 & 2	HW #1 (Jul 12)
2	July 7	Cost Concepts, Cost Behaviour, and Cost Flows	Ch. 3 & 4	Ch. 3&4 LS (Jul 9) HW #2 (Jul 12)
3	July 13	Job-Order Costing	Ch. 5	Ch. 5 LS (Jul 13) HW #3 (Jul 19)
4	July 14	Process Costing	Ch. 6	Ch. 6 LS (Jul 14) HW #4 (July 19)
5	July 20	ABC Costing	Ch. 7	Ch. 7 LS (Jul 20) <b>HW #5 (Jul 22)</b>
6	July 21	~No Class – Test 1 on Friday July 23~		
	July 23	<b>Test 1 10am-12pm (time tbc), Friday July 23, Location: remote</b>		
7	July 27	Variable Costing	Ch. 8	Ch. 8 LS (Jul 27) HW #6 (Aug 2)
8	July 28	Budgeting	Ch. 9	Ch. 9 LS (Jul 28) HW #7 (Aug 2)
9	Aug 3	Standard Cost and Variance Analysis	Ch. 10	Ch. 10 LS (Aug 3) HW #8 (Aug 9)
10	Aug 4	Relevant Cost for Decision Making	Ch. 12	Ch. 12 LS (Aug 4) HW #9 (Aug 9)
11	Aug 10	Capital Budgeting Decisions The Balanced Scorecard	Ch. 11, 13	Ch. 13 LS (Aug 10) <b>HW #10 (Aug 12)</b>
12	Aug 11	~No Class – Individual Project due on Wednesday August 11, Test 2 on Friday August 13~		
	Aug 13	<b>Test 2 10am-12pm (time tbc), Friday August 13, Location: remote</b>		

Last day to drop course without academy penalty: <https://www.artsci.utoronto.ca/current/dates-deadlines/academic-dates>



**RSM222 WEEKLY TUTORIAL SCHEDULE (subject to revision)**

<b>Tutorial #</b>	<b>Date</b>	<b>Tutorial Questions</b>	<b>Self-Study Questions</b>
1	Thurs July 8	2-24, 3-15, 4-17	2-10, 2-26, 3-16, 4-18, 4-20
2	Thurs July 15	5-12, 5-18, 6-10, 6-13	5-13, 5-20, 6-14, 6-15
3	Wed July 21*	7-11, 7-23	7-8, 7-22
4	Thurs July 29**	8-9, 8-18, 9-20	8-11, 8-14, 9-17, 9-21
5	Thurs Aug 5	10-21, 10-31, 12-14, 12-21	10-13, 10-16, 12-16, 12-26
6	Wed Aug 11*	11-21, 13-27, 13-28	11-22, 13-20, 13-25

\*July 21 and Aug 11 are tutorials instead of lectures

\*\*July 29 tutorial may be a pre-recorded session