

ACC7020 (G01/G02) (1.5 CH)
MANAGERIAL ACCOUNTING
SUMMER 2023

INSTRUCTOR

Name:	Robert Biscontri, Ph.D, FCPA(Aust.), CPA, CGA	Office	312 Drake
Email:	r.biscontri@umanitoba.ca	Location:	
		Office Hours:	By appointment.
		Classroom:	530 Drake
		Class Time:	<u>G01</u>
			5-May 8:45am – 3:45pm
			6-May 8:45am – 3:45pm
			7-May 8:45am – 11:45am
			<u>G02</u>
			12-May 8:45am – 3:45pm
			13-May 8:45am – 3:45pm
			14-May 8:45am – 11:45am

Office hours booking link:

<https://outlook.office365.com/owa/calendar/DrRBiscontri@umanitoba.onmicrosoft.com/bookings/>

COURSE DESCRIPTION

Provide the information required within an organization to effectively plan and control business results and make sound decisions. Involves the generation, communication, interpretation and sharing of information to facilitate decision-making across functions. Prerequisite: ACC 7010 Accounting Fundamentals. Not to be held with ACC 6060.

COURSE OBJECTIVES

This second course in accounting advances students to the use of accounting information for internal management decision-making. The internal user focus is a notable contrast to the emphasis in financial accounting of reporting the results of a company's operations to external users. The course is designed from the perspective of the general manager, and its primary purpose is to develop the ability to *use* rather than to simply prepare accounting information.

Specifically, this course should help you to:

- understand and apply management accounting concepts and techniques in order to make wise choices between competing alternatives. This requires the ability to extract and use relevant information (both financial and non-financial).
- understand basic concepts of management control systems and utilize these concepts in evaluating the performance of managers, products, or economic units.
- develop skills in analyzing and interpreting scenarios with a view to formulating recommendations.
- express and justify your viewpoints and articulate them effectively.
- Introduce you to data analytics and the visualization of accounting data.

It is **essential** that you read the relevant textbook material in advance of each class and complete the assignments to ensure you understand the accounting techniques- “learn by doing”. This is vital since in class, we will apply this technical knowledge to decisions managers must make.

Getting the most from each class involves working regularly, preparing written solutions to assigned problems, and exercises for the class, and then actively participating in class. Jot down concepts you find confusing and you would like clarification in class. If time is short, we may not be able to address all the points in class, so if we have not covered your area of concern, seek my assistance outside class.

Much of the class will be using Excel and Tableau, students should be following along as I work through the materials and completing the examples/cases as I complete them.

The bulk of the deliverables will be cases, a mix of individual and group cases.

COURSE MATERIALS

Classes will be delivered in person in 530 Drake Centre. This new classroom will have power and USB outlets available to all students at their desks.

You will be required to bring a laptop to all classes. Quantitative aspects of your classes will be completed in Excel and Tableau. You will need to make sure you have a desktop version of Excel installed on your computer. Excel for Office 365 is the preferred version. There are instructions at the end of the course outline to assist you to install Office that is available to all students. Please make sure you also have the most recent version of Tableau. This will be required for the Data Visualization exercises and a group case. Again, there are detailed instructions on how you can get a license to install Tableau that is free to all University students.

Textbook

Garrison et al. Managerial Accounting, Eleventh Canadian Edition (12th CE), McGraw Hill Ryerson:

Garrison 12th CE print book with Connect ISBN = 9781260881479 or

Garrison 12th CE Connect + eBook ISBN = 9781260881127

Do not throw away the Connect access code card included in the 12th CE that comes with your new

textbook. You need it to access the Connect site for assignments, e-book videos, and other resources.

McGraw Hill Connect Section: ACC 7020 Go1/Go2 Summer 2023

Registration for Connect will pre done through UM Learn. Check UM Learn for a link to the Connect site. Please note that to ensure your grades for the Connect system are recorded with your other grades you must register for connect through the link provided within UM Learn.

Please note that while the text is the primary source of technical information for the course, class notes, and class discussions are important. Thus, you are responsible for the text material. Relying on the textbook for your studies will not guarantee you a good grade as will only focusing on class examples and exercises as well as the other cases completed throughout the term.

For each text chapter assigned, recommended problems will be assigned. These homework assignments will be setup in Connect as will the online Quizzes that follow them. The schedule is likely to change, so keep checking UM Learn.

Please respect copyright laws. Photocopying textbooks or other reading material is a violation of copyright laws and is unethical, unless permission to copy has been obtained.

COURSE ASSESSMENT

Student progress will be assessed through:

Online Quizzes	See schedule	35%
Cases	See schedule	<u>65%</u>
		<u>100%</u>

Final grades may be assigned as follows:

Cumulative Marks	Grade	GPA	Performance
90-100	A+	4.5	Excellent
80-89.99	A	4.0	Very Good
75-79.99	B+	3.5	Good
70-74.99	B	3.0	Satisfactory
65-69.99	C+	2.5	Marginal
60-64.99	C	2.0	Unsatisfactory
50-59.99	D	1.0	Unsatisfactory
49.99 and below	F	0.0	Unsatisfactory

The scale above may be altered if its necessary to ensure that the average class GPA falls within the guidelines set by the Head of Department

NOTE: Class attendance is required. Missing more than 20% of this course due to absence from lectures may result in a failing grade. It is your responsibility to inform your professor, in advance if possible, of your absence and the reason for it:

- 1) if **medical**, self-declaration form must be submitted for an illness lasting 5 consecutive days or less <https://umanitoba.ca/governance/governing-documents-students#self-declaration-for-brief-or-temporary-student-absences>, no later than 48 hours after the end of the brief absence; a medical note from your physician must be submitted for an illness lasting more than 5 days;
- 2) if a **work commitment**, a signed letter on letterhead from your supervisor is required in advance, noting clearly the date(s) you must be away for your work commitment(s);
- 3) if for **student competitions**, an email from your Asper team coach must be received in advance indicating the dates you are away at competition.

The professor will then decide how to deal with the impact of the missed classes on your final grade.

ONLINE QUIZZES

You will be responsible for completing on-line individual quizzes via McGraw Hill Connect quiz feature. The quiz may contain multiple choice or written response type (similar to homework) questions. You will be given 2 attempts at the quiz and the highest score will be used in calculating your final grade. The quiz questions will be randomized from a pool of questions covering indicated chapter(s). There is a 2-hour time limit for each attempt on the quiz. If you attempt a quiz for a second time you will have a different quiz automatically generated.

The quizzes will be made available after all the classes have been completed and students will have one week from the end of the classes to submit all their attempts.

CASES

There are 4 cases covered throughout the classes.

Case Format	Case Topic	Marks	Due Date
In-class/At Home	Standard Costing/Variiances – completed individually	15%	Completed in class and at home
Group	Budgeting	25%	See UM Learn for details
Group	Group Data Analytics	25%	See UM Learn for details

Details about each of the cases will be discussed throughout the class. **All case submission will be via UM Learn Assignments.**

Data for each of the cases will be available through UM Learn. To find the data file that belongs to your group go to UM Learn -> Communications -> Groups select the case you need the data file for and then go to your "Group Locker" and the data file will be there. The instructions for the case will be in the Assignments (found in Assessments -> Assignments).

The in-class case will be posted along with that chapters' course materials.

Groups will be allocated randomly. I do not manually assign students to groups to ensure fairness.

I reserve the right to randomly interview via Zoom, individuals, or groups to discuss their performance, input, approach, and answers to any or all the cases. Being asked to interview will most likely be a random audit. This will also provide a mechanism to help students who have performed poorly. This tool will also be used in groups where there are reports of "free-riding".

COURSE SCHEDULE

Day	Chapter	Topics	Homework	Deliverables
Friday	Chapter 2	<ul style="list-style-type: none"> • Introduction to Management Accounting • Cost Concepts 	Via Connect	Connect Online Quiz 1 (Ch 2) See UM Learn for due date
Friday	Chapter 3 Chapter 4	<ul style="list-style-type: none"> • Cost Behaviour • Cost Volume Analysis 	Via Connect	Connect Online Quiz 2 (Ch 3,4) See UM Learn for due date
Saturday	Chapter 9	<ul style="list-style-type: none"> • Budgeting 	Via Connect	Connect Online Quiz 3 (Ch 9) See UM Learn for due date
Saturday	Chapter 10 Chapter 11	<ul style="list-style-type: none"> • Standard Costing • Performance Evaluation 	Via Connect	Connect Online Quiz 4 (Ch 10,11) See UM Learn for due date
Saturday	Chapter 12	<ul style="list-style-type: none"> • Short Term Decision Making 	Via Connect	Connect Online Quiz 5 (Ch 12) See UM Learn for due date
Sunday		Data Analytics Group Stories		

Note: Not all topics listed may be covered. Course schedule is subject to change depending on progress within the class.

ACADEMIC REGULATIONS AND STUDENT SERVICES

HUMAN ETHICS APPROVAL FOR DATA COLLECTION

As part of coursework, if you will be collecting data from people who are not students in this class, you must obtain Human Ethics approval from the UofM's Research Ethics Board (REB) prior to data collection. This applies to data collection such as surveys, interviews, focus groups, experiments, video recording, etc., where a respondent is solicited for participation.

If the entire class will be working on the same project, your instructor will apply for human ethics approval from the REB. If individuals or small groups of students will be working on different projects, it is the responsibility of the students to obtain approval (only one group member needs to apply). Your instructor will tell you whether s/he will be or you need to. **When in doubt, please talk to your instructor.**

Instructions and forms to apply for human ethics approval can be found at:

<http://umanitoba.ca/research/orec/ethics/guidelines.html>

In most cases, you will be using the "Protocol Submission Form" which is under the "REB Forms - Fort Garry Campus" heading.

It can take up to six weeks to process human ethics applications and obtain approval. Therefore, plan early. Note that approval must be obtained prior to data collection and cannot be obtained during the data collection phase or retroactively. Violation can get you, your instructor, and the Asper School in serious trouble with the REB.

The following do not require REB approval:

- a) Projects where students are conducting the research on themselves during class time;
- b) Projects involving the use of records or information that is in the public domain, including the use of anonymous secondary data and surveys or questionnaires that have already been published;
- c) Projects involving the use of naturalistic observation where there is no reasonable expectation of privacy (i.e. public park).
- d) Practicum or job training projects where students are fully integrated into the organization's operational practices and are not conducting research;
- e) Projects where the intent is to use the information to provide advice, diagnosis, identification of appropriate interventions or general advice for a client;
- f) Projects where the intent is to develop skills which are standard practice within a profession (e.g. observation, assessment, intervention, evaluation, auditing); or
- g) Projects where the information gathering processes are part of the normal professional relationship between the student and the participants.

If you have any questions, please contact humanethics@umanitoba.ca or your instructor.

UNCLAIMED ASSIGNMENT POLICY

Pursuant to the FIPPA Review Committee's approved recommendations of August 15, 2007, all unclaimed student assignments will become the property of the faculty and will be subject to destruction six months after the completion of any given academic term.

STUDENT SERVICES AND SUPPORTS

The University of Manitoba provides many different services that can enhance learning and provide support for a variety of academic and personal concerns. You are encouraged to visit the below websites to learn more about these services and supports. If you have any questions or concerns, please do not hesitate to contact your instructor or the Graduate Program Office.

For Information on...	...follow this link
Course Outlines, Year-at-a-Glance, Concentrations, Textbooks, VW Dates and Final Exams	Asper Graduate Student Resources
Exam Rescheduling Policy - <i>Please refer to Missing a Test/Exam on page 18 of the MBA Student Handbook</i>	MBA Student Handbook
Help with research needs such as books, journals, sources of data, how to cite, and writing	Library Resources
Tutors, workshops, and resources to help you improve your learning, writing, time management, and test-taking skills	Writing and Learning Support
Support and advocacy for students with disabilities to help them in their academic work and progress	Student Accessibility Services
Copyright-related questions and resources to help you avoid plagiarism or intellectual property violations	Copyright Office
Student discipline bylaws, policies and procedures on academic integrity and misconduct, appeal procedures	Academic Integrity
Policies & procedures with respect to student discipline or misconduct, including academic integrity violations	Student Discipline
Students' rights & responsibilities, policies & procedures, and support services for academic or discipline concerns	Student Advocacy
Your rights and responsibilities as a student, in both academic and non-academic contexts	Your rights and responsibilities
Full range of medical services for any physical or mental health issues	University Health Service
Information on health topics, including physical/mental health, alcohol/substance use harms, and sexual assault	Health and Wellness

Any aspect of mental health, including anxiety, stress, depression, help with relationships or other life concerns, crisis services, and counselling.	Student Counselling Centre
Support services available for help regarding any aspect of student and campus life, especially safety issues	Student Support Case Management
Resources available on campus, for environmental, mental, physical, socio-cultural, and spiritual well-being	Live Well @ UofM
Help with any concerns of harassment, discrimination, or sexual assault	Respectful Work and Learning Environment
Concerns involving violence or threats, protocols for reporting, and how the university addresses them	Violent or Threatening Behavior

ACADEMIC INTEGRITY

I.H. Asper School of Business, The University of Manitoba

It is critical to the reputation of the I. H. Asper School of Business and of our degrees that everyone associated with our faculty behaves with the highest academic integrity. As the faculty that helps create business and government leaders, we have a special obligation to ensure that our ethical standards are beyond reproach. Any misconduct in our academic transactions violates this trust. The University of Manitoba Graduate Calendar addresses the issue of academic misconduct under the heading "Plagiarism and Cheating." Specifically, acts of academic misconduct include, but are not limited to:

- using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words
- duplicating a table, graph or diagram, in whole or in part, without referencing the source
- paraphrasing the conceptual framework, research design, interpretation, or any other ideas of another person, whether written or verbal (e.g., personal communications, ideas from a verbal presentation) without referencing the source
- copying the answers of another student in any test, examination, or take-home assignment
- providing answers to another student in any test, examination, or take-home assignment
- taking any unauthorized materials into an examination or term test (crib notes)
- impersonating another student or allowing another person to impersonate oneself for the purpose of submitting academic work or writing any test or examination
- stealing or mutilating library materials
- accessing tests prior to the time and date of the sitting
- changing name or answer(s) on a test after that test has been graded and returned
- submitting the same paper or portions thereof for more than one assignment, without discussions with the instructors involved.

Many courses in the I. H. Asper School of Business require group projects. Students should be aware that group projects are subject to the same rules regarding academic misconduct. Because of the unique nature of group projects, all group members must exercise extraordinary care to insure that the group project does not violate the policy on Academic Integrity. Should a violation occur on a group project, all group members will be held jointly accountable, no matter what their individual level of involvement in the specific violation.

Some courses, while not requiring group projects, encourage students to work together in groups (or at least do not prohibit it) before submitting individual assignments. Students are encouraged to discuss this issue as it relates to academic integrity with their instructor to avoid violating this policy.

In the I. H. Asper School of Business, all suspected cases of academic misconduct involving a graduate student (i.e. MBA, MFin, MSCM, MSc or PhD student) will be reported directly by the instructor to the Dean of the Faculty of Graduate Studies.

INSTALLING THE EXCEL APP ON YOUR LAPTOP

I.H. Asper School of Business, The University of Manitoba

It is critical to the reputation of the I. H. Asper School of Business and of our degrees that everyone associated with

Installation of a desktop version of Excel is important for you to be able to complete cases throughout the class.

Note: These instructions have been provided by UofM IST Technical Support. If you are having problems with this process then please contact them directly.

The different ways you can contact them are available at the following site:

<http://umanitoba.ca/computing/ist/help/index.html>

If you already have a license the first part will fail and advise them that it's already claimed in which case, they go straight to the second part.

You can request a license by going to signal.umanitoba.ca and following these steps.

Click my information
Request access
Request for self
Add "Pro Plus" to cart
Next
Submit

Give it about an hour to allow for the license to be applied to your account.

To install the software:

Login to 365.myumanitoba.ca

Click the app launcher in the top left corner

Make sure that all the apps (Word, PowerPoint, excel etc.) are listed

Click Office 365

Click the install Office button and follow the prompts.

Once everything is installed you will be asked to login to activate the software when you launch an app. You must use your @myumanitoba email address to do this.

Note: If you are using a Mac and want to upgrade to Office365 from Office 2016 or 2019 it is important that you uninstall your current version. Google "uninstall office for Mac" and you will be directed to the latest Microsoft information to do so or contact IST and they will help you.

INSTALLING THE TABLEU APP ON YOUR LAPTOP

I.H. Asper School of Business, The University of Manitoba

Here are the instructions to download and install Tableau on your computer. Tableau will work on either Mac or Windows. The versions are slightly different, the biggest difference seems to be in the Data Sources tab.

First, register with Tableau as a student using the following link:

<https://www.tableau.com/academic/students>

All students are given a one-year subscription free of charge if they use their UofM email address. If you already have a subscription, then you just need to install the software. Make sure you renew your subscription when it falls due so that you have some time to take advantage of it even after you graduate.

There is a plethora of Tableau videos on YouTube. If you want to get a head start on Tableau, then find a video that you feel comfortable with and follow along. Spending a little time with Tableau before class will reduce the stress of the steep learning curve faced with any new software.

FACULTY BIOGRAPHY

I.H. Asper School of Business, The University of Manitoba

Robert Biscontri, Ph.D., FCPA(Aust.), CPA, CGA

Associate Dean – Undergraduate and International Programs

Acting Chair, University Disciplinary Committee

I.H. Asper School of Business

Dr. Biscontri has completed a B.Comm with a major in Information Systems and a minor in Accounting from the University of New South Wales, as well as a Master of Management (Information Technology Management) and a Ph.D. in Management (Accounting) from Macquarie Graduate School of Management in Sydney Australia. Professionally Dr. Biscontri is a Fellow of CPA Australia as well as being a CPA (legacy CGA) in Manitoba. Prior to coming to the University of Manitoba he worked at the Hong Kong Polytechnic University where he taught Management Accounting and Accounting Information Systems at the undergraduate, graduate and Ph.D levels. At the University of Manitoba, he has taught in both the undergraduate and MBA programs teaching Accounting Information Systems, Introductory Management Accounting, Management Accounting and Cost Accounting. He is also a preceptor for 4th year students in the College of Pharmacy and has co-supervised graduate students in the College and was the Faculty Advisor for ASBAA for 15 years.

Before academia he was a practicing accountant having worked in both accounting firms and industry starting off in audit and progressing to insolvency and eventually in industry in management accounting, financial controlling and other management positions.

His research areas include fraud, earnings management and Pharmacoeconomics and has publications in all these areas as well as AI in Accounting.

At the University of Manitoba, he is an Academic Integrity Adjudicator within the faculty as well as serving as the Acting Chair of the University Disciplinary Committee. He also serves on Senate, Senate Executive, Senate Committee on Nominations, Senate Committee on Admissions as well as Senate Committee on Appeals.

From 2020-2022 he was a part of the University of Manitoba COVID Recovery Steering Committee overseeing the University health and safety, operations, academic and research during and coming out of the current pandemic.

In November 2022, he was appointed as the Associate Dean – Undergraduate and International Program, charged with the implementation of Aspers new undergraduate curriculum in Fall 2023. His role as Associate Dean charges him with the responsibility for looking after all academic and disciplinary matters related to the B.Comm (Hons) program as well as career development, coop, and international exchanges.