

organized. The assignments need not be computer generated, but should contain proper spelling, grammar, and should in the appropriate format for accounting statements. They should communicate the required information in an effective and efficient manner. Marks may be deducted for spelling, grammar, and other presentation errors.

- This course requires students devote considerable time outside the classroom and thus it is imperative that students do not fall behind in readings and problems.
- **Moodle** is a Learning Management System used to improve communications between the Instructor and the Students. Important dates, documents, and announcements will be posted on **Moodle** and the Instructor will use the e-mail function of **Moodle** to send information to students. Please check your GPRC Student e-mail account regularly.
- **PowerPoint** slides will be used and will be available for download from **Moodle**.
- Unofficial Student Marks will be posted on **Moodle**. Official Final Grades will be communicated via Student Services.

OBJECTIVES (OPTIONAL):

Upon completion of this course, the student will be able to:

- Define and differentiate management, cost and financial accounting
- Understand and use Cost Terms
- Perform and interpret Cost-Volume-Profit analyses
- Utilize Job Costing in both Manufacturing and Service Industries
- Apply Activity-Based Costing and Management concepts to both manufacturing and service industries
- Understand and utilize master budgets, flexible budgets, calculate and explain variances and their uses in management of organizations
- Understand and explain the effects of variable and absorption costing and related inventory valuations and income effects
- Determine cost drivers and how costs behave
- Utilize all previous information to determine relevant costs and resultant management decision making.

TRANSFERABILITY:

**** 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.**

Note that BA2130 and BA2140 **together** are required for university transfer, or for transfer to various professional organizations. Students should refer to the **Alberta Transfer Guide** at <http://www.acat.gov.ab.ca> for a list of post-secondary institutions to which these courses can be transferred. Students are **strongly advised** to check with the receiving institution or professional organization for more details and to ensure transferability.

Due to the ongoing unification of the three professional accounting designations, CA, CGA and CMA, information regarding required courses and exemptions has and is changing, so what was required or exempt in the past likely have been updated.

GRADING CRITERIA:

Professionalism, Participation and Attendance	5%
Quizzes & Assignments	35%
Major Test 1	25% tentatively October 23, 2014, Chapters 1-6
Final Exam	35%

Final examinations will be scheduled by the registrar's office during the period ending December 19, 2014. **Do not plan any activities during this period!!!** Dates for major tests, quizzes, and assignments will be announced in class as required during the semester.

Grades will be assigned on the Letter Grading System. Grades will be posted on **Moodle**.

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A⁻	3.7	80 – 84	FIRST CLASS STANDING
B⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B⁻	2.7	70 – 72	
C⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C⁻	1.7	60 – 62	
D⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

STUDENT RESPONSIBILITIES:

Students are responsible for:

- getting to class on time,
- being prepared for class,
- respecting the rights including personal space of their classmates,
- having assignments completed on time, in appropriate formats,
- asking questions both in and out of class,
- notifying the Instructor in a timely manner regarding absences,
- checking with classmates and the Instructor regarding material missed during absences,
- checking Moodle and GPRC email for class announcements,
- complying with GPRC policies,
- appropriate use of electronic devices—the calculator function of cell/smart phones is not appropriate for use during examinations/quizzes.

STATEMENT ON PLAGIARISM AND CHEATING:

Please refer to the College Policy on Student Misconduct: Plagiarism and Cheating and resultant penalties at https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf
Academic Dishonesty, Plagiarism and Cheating are serious offences and will be dealt with severely.
The Instructor does not generally use group assignments, however, students are encouraged to work together when completing assignments, but each student must submit a unique, discrete, original assignment.

**Note: all Academic and Administrative policies are available at
<https://www.gprc.ab.ca/about/administration/policies/>

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week Beginning	Required Reading	Topic
September 5		- Introduction to Cost Accounting
September 8	Chapter 1	The Accountants' Vital Role in Decision Making
September 15	Chapter 2	An Introduction to Cost Terms and Purposes
September 22	Chapter 3	Cost-Volume-Profit Analysis
September 29	Chapter 4	Job Costing
October 6	Chapter 5	Activity-Based Costing and Management
October 15	Chapter 6	Master Budget and Responsibility Accounting
October 20	Chapter 7 & 8	Flexible Budgets, Variances and Management Control
October 21	Chapter 9	Income Effects of Denominator on Inventory Valuation
November 3	Chapter 10	Quantitative Analyses of Cost Functions
November 13	Chapter 11	Decision Making and Relevant Information
November 17	Chapter 12	Pricing Decisions, Product Profitability Decisions and Cost Management
November 24	Chapter 13	Strategy, Balanced Scorecard and Profitability Analysis