Southeastern University

Managerial Cost Accounting
ACTG 3133 — <mark>Fall 2010</mark>

Instructor: Christopher M. Fairchild, CPA/MBA
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Office Location: College of Business & Education Building
<mark>Office Hours (subject to change):</mark>

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 11:00		8:00 - 9:00		8:00 - 11:00
	None	10:00 - 11:00	None	
4:00 - 5:00		4:00 - 5:00		

Texts: Managerial Accounting, 13th edition, by Garrison, Noreen, and Brewer.
Ramblewood Manufacturing, 1st web-edition by PKL software (see page 9 in syllabus)

University Mission Statement: Southeastern, a dynamic, Christ-centered university, fosters student success by integrating personal faith and higher learning. Within our loving Pentecostal community, we challenge students to a lifetime of good work and of preparing professionally so they can creatively serve their generation in the Spirit of Christ.

Course Description: (Prerequisite BUSI 2233) This course examines cost behavior patterns, cost accounting systems for different entities, relevant information for decision-making, cost-volume-profit analysis, budgets, and standard costs for control and planning.

I. Purpose
To provide a solid foundation in management accounting theory and application that will prepare students for further pursuit of an accounting major, will lay a foundation for success in taking the CPA or CMA exam, and will advance preparation for a career in accounting.

II. Objectives
General Learning Objectives - Upon completion, students will have gained an ability to:
A. Understand cost accounting terminology and apply concepts related to job-order and process costing.
B. Apply cost-volume-profit, variable costing, profit planning, and standard cost techniques to organizational planning and control.
C. Use cost accounting information to make capital budget and other organizational decisions.
D. Apply cost accounting techniques to service organizations.

III. Topics
    A. Foundation: Cost Terms, System Design, and Cost Behavior
    B. Central Theme: Planning and Control Using Cost Accounting
    C. Capstone: Using Cost Data in Decision Making, Including Statement of Cash Flows, and Financial Statement Analysis

IV. Instructional Procedures
    A. Lecture/Discussion
    B. End of Chapter Assignments
    C. In-class Group Work
    D. Tests

V. Responsibilities of Students
Information in each chapter and each assignment will provide a framework for the next topic of discussion. The pace of this course is intense, and the workload is significant. Accordingly, students must commit to the following guidelines:

Preparation—the class discussion will mean little if text material is not read.

Promptness—late arrivals disrupt the class and adversely impact the decorum of the process.

Participation—it is each student's responsibility to share in the advancement of the group.

Presence—you are responsible to find out what was missed and what may be due in the next class session if you are absent You are also responsible to turn in items due on or before their due dates, even if you are not in class.

VI. Academic Policies
Academic Honesty—all academic dishonesty, including plagiarism, will be reported.

Course Material—material will be covered in class that is **not** presented in the textbook. Exams will cover this material as well as the assigned textbook material.

Exams—failure to take an exam on the assigned date will result in a ZERO for that test unless I approve the absence in advance or it is an emergency that is excused by the Academic Dean. If you travel on a school-approved organization, such as an athletic team, you are responsible for submitting required material prior to your departure or via email while traveling.

Cell Phones – May not be used during class. They should be turned off!

Other—all other academic policies are described in the Student Handbook.

VII. Evaluation

Upper level college level work is expected in this course. Accounting is a practice! Students should plan on the following in order to succeed in this course:

- Read each chapter

- Actively answer the end of chapter questions and participate in class

- Work the exercises and problems until understanding occurs. This may mean working the problems, getting them wrong, reworking them, and possibly repeating the cycle. Practice is the key!
- Seek help if you still do not fully understand a concept or problem. The instructor is here for you. Your fellow classmates are wonderful resources as well. Feel free to make use of the Chat and Discussion features in our Blackboard classroom.

A. Evaluation Activities
1. Five Exams – each is exam is worth 20% of your grade and the lowest exam score will be dropped. The final exam is comprehensive and cannot be dropped. Exams are 80% of your course grade.
2. Case Study / Paper – this course will include a managerial accounting case. Specific instructions will be provided at a later date. This project is 20% of your course grade.
3. End of Chapter Assignment Preparation – this will not used for grading purposes, but will be used to evaluate a student's interest level in the class.
4. Contribution to Classroom Discussion and Activities – this will not used for grading purposes, but will be used to evaluate a student's interest level in the class.

Case Study	100 points
Exam I	100
Exam II	100
Exam III	100
Exam IV	100
Drop the lowest Exam Score (from exams I – IV, Final cannot be dropped)	<100>
Comprehensive Final Exam	100
Total	500 points

B. Grading Scale

90% - 100%	A	450-500 points
80% - 89%	B	400-449
70% - 79%	C	350-399
60% - 69%	D	300-349
Below 60%	F	000-299

VIII. Course Schedule

Class Schedule (**subject to change depending upon the pace of the class**):
Homework will be assigned at the end of each respective class period.

Class Week*	Chapter / Topic
Week 1	Chapters 1 & 2
Week 2	Chapter 3
Week 3	Chapter 4
Week 4	Exam I & Chapter 5
Week 5	Chapter 6
Week 6	Chapter 7
Week 7	Chapter 8
Week 8	Exam II & Ramblewood Midterm (**before** 10/25/10)
Week 9	Chapter 9
Week 10	Chapter 10
Week 11	Chapter 11 & Exam III
Week 12	Chapter 12
Week 13	Ramblewood Final (**before** 11/29/10) & Chapter 13
Week 14	Chapter 14 & Exam IV
Week 15	Final Exam

*Note - the weeks are class weeks and are different from calendar weeks due to holidays and other time away from the academic calendar.

IX. Chapter Assignments

The following end of chapter assignments are not used for grading purposes, but will be used to evaluate the student's interest level in the class.

Chapter 1:
        Questions you should prepare – 5, 8, 9, 10, 12, 13, 15
        Exercises we will cover in class –   3 & 4
        Problems we will cover in class – None
        Cases we will cover in class – None

Chapter 2:
        Questions you should prepare – 3, 4, 5, 6, 7, 9, 10, 12, 13, 14
        Exercises we will cover in class –   2, 3, 4, 6, 7, 12, 2B-2
        Problems we will cover in class – 13 & 22
        Cases we will cover in class – None

Chapter 3:
        Questions you should prepare – 1, 2, 4, 7, 8, 10, 14
        Exercises we will cover in class –   1, 3, 4, 7 (do journal entries)
        Problems we will cover in class – 22 & 31
        Cases we will cover in class – 33 & 34

Chapter 4:
        Questions you should prepare – 1, 2, 3, 4, 7
        Exercises we will cover in class –   1, 2, 3, 4, 5
        Problems we will cover in class – 13
        Cases we will cover in class – 20

Chapter 5:
        Questions you should prepare – 1, 2, 3, 7, 10, 14, 15
        Exercises we will cover in class –   1, 3, 4, 7, 8
        Problems we will cover in class – 12
        Cases we will cover in class – None

Chapter 6:
        Questions you should prepare – 1, 4, 5, 7, 8
        Exercises we will cover in class –   4, 5, 6, 7, 8, 9, 10
        Problems we will cover in class – 27
        Cases we will cover in class – None

Chapter 7:
        Questions you should prepare – 1, 3, 4, 5, 7, 9
        Exercises we will cover in class –   1, 2, 3, 5, 8, 9
        Problems we will cover in class – 15 & 17
        Cases we will cover in class – 20

Chapter 8:
 Questions you should prepare – 1, 4, 5, 6, 8, 9, 10
 Exercises we will cover in class –   1, 2, 3, 4, 5, 7, 14, 15
 Problems we will cover in class – 17
 Cases we will cover in class – None

Chapter 9:
 Questions you should prepare – 1, 2, 3, 4, 5, 10
 Exercises we will cover in class –   1, 2, 3, 4, 5, 6, 7, 8, 9, 10
 Problems we will cover in class – 20, 22, 25
 Cases we will cover in class – None

Chapter 10:
 Questions you should prepare – 3, 4, 5, 6, 7, 9, 10, 11
 Exercises we will cover in class –   1, 2, 3, 6, 18
 Problems we will cover in class – 23 & 24
 Cases we will cover in class – 27

Chapter 11:
 Questions you should prepare – 1, 2, 3, 4, 7, 8, 10, 11, 13, 14, 15
 Exercises we will cover in class –   1, 2, 3, 4, 5, 6, 7 & 11-A 1, 2, 4, 5, 6, 8, 9
 Problems we will cover in class – 12, 14, 18
 Cases we will cover in class – 22

Chapter 12:
 Questions you should prepare – 1, 2, 3, 6, 10, 11, 12, 13, 14
 Exercises we will cover in class –   1, 2, 3, 4, 5 & 12-A 3 & 6
 Problems we will cover in class – 17
 Cases we will cover in class – 29

Chapter 13:
 Questions you should prepare – 1, 2, 8, 9, 11, 12, 13, 14, 15
 Exercises we will cover in class –   1, 2, 3, 4, 5, 6
 Problems we will cover in class – 17, 21, 23, 27
 Cases we will cover in class – 32

Chapter 14:
 Questions you should prepare – 3, 4, 5, 6, 8, 9, 11, 13, 14, 15
 Exercises we will cover in class –   1, 2, 3, 4, 5
 Problems we will cover in class – 16, 22, 26, 28 & 14-C 1
 Cases we will cover in class – 33

X.   Class Attendance

Students are both expected and encouraged to attend classes regularly. **Attendance means arriving on time and being present in class with textbook, pencil/pen, and calculator.** The lack of attendance may affect a student's grade. For traditional fall and spring semesters, a student may miss a class without penalty equal to the number of times a class meets per week as follows:

1. If the class meets once a week a student may miss one class.
2. If the class meets two times a week a student may miss two classes.
3. If the class meets three times a week a student may miss three classes.

If a student's absences exceed the number of times a class meets per week, a professor may:

- Subject the student to a penalty of not more than one letter grade based on attendance alone.
- Recommend to the Vice President for Academic Affairs that a student with excessive absences be withdrawn from the course.

Being tardy to class also counts towards your absences. I track late arrivals as follows:

1. If the class meets once a week, each tardy is one-half of an absence

2. If the class meets two times a week, each tardy is one-half of an absence

3. If the class meets three times a week, each tardy is one-third of an absence

The last day to officially withdraw from this course is Tuesday, October 26, 2010. A Course Withdrawal form (available in the Office of the Registrar or on the University website under Academics/Registrar/Forms) must be submitted no later than 11:59 PM on October 26, 2010.

XI.   Students with Disabilities

Southeastern University is committed to the provision of reasonable accommodations for students with learning and/or physical disabilities as defined in Section 504 of the Rehabilitation Act of 1973. Students who think they may qualify for these accommodations should notify their instructor. You will be directed to contact the coordinator of Academic Services at 863-667-5157.

XII.   Official Communication Statement

Southeastern University requires all faculty, staff and students to use their Southeastern email address for official university communication. Students are required to check Southeastern email daily as they will be held accountable for all communications sent through this medium.

XIII. Course Evaluations

In order to help us to assess the effectiveness of our courses and instructors, all registered students must complete a course evaluation at the end of the semester. You **must** complete a course evaluation form for this course before your grade can be posted.

XIV. **Final Exam Policy**

Every professor is obligated to administer a final exam or hold an appropriate class during the regularly scheduled exam period.

Every student is obligated to take the final exam or attend that appropriate class during the regularly scheduled exam period.

Please plan accordingly and carefully for final exams. *You must not plan vacations, ministry appointments, weddings, airline flights, or any other similar activity or engagement that will conflict with the final exam schedule. Also, do not schedule any of these activities so close to your final exam that the commute to the activity conflicts with the final exam schedule.*

Final exams will be administered in the room where the class normally meets. Students with *more* than 3 exams scheduled on one day can petition the instructor and department chair/college dean to take one of the exams another day.

FINAL EXAM SCHEDULE
Fall 2010-11

Final exams will be administered <u>December 13-16, 2010</u> in the room where the class normally meets. Students with _more_ than 3 exams scheduled on one day can petition the instructor and department chair/dean to take one of the exams another day.

Monday/Wednesday/Friday Classes
Classes that meet one or more of these days

CLASS TIME	EXAM DATE	EXAM TIME
7:00-7:50 a.m.	Monday – Dec 13	8:00-9:50 a.m.
8:00-8:50 a.m.	Wednesday –Dec 15	8:00-9:50 a.m.
9:00-9:50 a.m.	Monday – Dec 13	10:00-11:50 a.m.
10:00-10:50 a.m.	Wednesday –Dec 15	10:00-11:50 a.m.
11:00-11:50 a.m.	Monday – Dec 13	12:00 noon-1:50 p.m.
12:00-12:50 p.m.	Wednesday – Dec 15	12:00 noon-1:50 p.m.
1:00-1:50 p.m	Monday – Dec 13	2:00-3:50 p.m.
2:00-2:50 p.m.	Wednesday –Dec 15	2:00-3:50 p.m.
3:00-3:50 p.m.	Monday – Dec 13	4:00-5:50 p.m.
4:00-4:50 p.m.	Wednesday –Dec 15	4:00-5:50 p.m.

Classes that meet 5:00 p.m. or later one day per week will test on the day and time the class normally meets during finals week. Saturday exams should be arranged at the convenience of the instructor and students.

Tuesday/Thursday Classes
Classes that meet either one or both days

CLASS TIME	EXAM DATE	EXAM TIME
7:35-8:50 a.m.	Tuesday – Dec 14	8:00-9:50 a.m.
8:00-8:50 a.m.	Thursday – Dec 16	8:00-9:50 a.m.
10:35-11:50 a.m.	Tuesday – Dec 14	10:00-11:50 a.m.
12:00-1:15 p.m.	Thursday – Dec 16	10:00-11:50 a.m.
1:25-2:40 p.m.	Tuesday – Dec 14	12:00 noon-1:50 p.m.
2:50-4:05 p.m.	Thursday – Dec 16	12:00 noon-1:50 p.m.
4:15-5:30 p.m.	Tuesday – Dec 14	2:00-3:50 p.m.

Classes that meet 5:00 p.m. or later one day per week will test on the day and time the class normally meets. Saturday exams should be arranged at the convenience of the instructor and students.

Please plan accordingly for final exams. You must not plan vacations, ministry appointments, weddings,purchase airline tickets, or any other similar activity or engagement that will conflict with the final exam schedule.

Getting Started on <mark>Ramblewood Manufacturing</mark>

1. Navigate your Internet browser to: **www.pklsoftware.com**

2. On the left side of the home page is a list of software programs. Click on the Practice Set software program your Professor assigned your class to use and the Log In page will appear.

3. Purchase the rights to use the software by clicking on the **Purchase** button and completing the purchase process securely online through PayPal. You do not need to sign-up or register with PayPal to purchase a software program. Use a Credit Card to purchase the software in order to receive a Registration Code without a delay. Make sure your email address is entered correctly when purchasing. **Other payment forms such as a debit or check card can take up to 5 days to clear therefore delaying the Registration Code email.**

4. After purchasing, you will receive two emails. You will receive an email from PayPal containing a receipt. This email is labeled "Receipt for your Payment to PKL Software" in the subject line. You will also receive an email from PKL Software containing a **12 digit Registration Code**. The e-mail is labeled "Your PKL Software order" in the subject line. You will use this **12 digit Registration Code** to register.

5. Return to the Log In web page and click on the Register button. Read the License Agreement and click the Accept button. On the next page, enter the **12 digit Registration Code** and fill in the remaining items required. Make sure your email address is entered correctly. If your Professor gives you a <mark>Course Code (Fairchild)</mark>, enter it as well. Click the Submit Registration Data button. You are now a registered user.

6. Return to the Log In web page. Click the **Download Student Manuals** button. Click on the Introduction PDF icon. When the file has opened, click the print button and print the PDF document.

7. Return to the Log In web page. Enter your User Name/ID and the password you have chosen and click the Log In button. You are now ready to use the Practice Set program.

8. To begin the program, follow the directions in the Introduction Student Manual. Print additional Student Manuals when needed. Disable any Pop-up Blockers installed on you computer. Disabling Pop-up Blockers allows you to print documents in any PKL Software program without complications caused by the Pop-up Blockers. To disable Internet Explorer's Pop-up Blocker, perform the following directions. This will not disable your Pop-up Blocker for any other web sites that you wish to view. For more information about disabling Pop-up Blockers, go to:
http://www.pklsoftware.com/disabling_popup_blockers.htm

   1. Launch Microsoft Internet Explorer.
   2. In the Tools drop down menu, click on Internet Option.
   3. Click the Privacy tab and click on the Settings button under the Pop-up Blocker section at the bottom of the window.
   4. Enter http://www.pklsoftware.com in the space below Address of Web site to allow and then click the Add button.
   5. Click on the Close button to close the Pop-up Blocker Settings window and click on the OK button to close the Internet Options window.

Consent to Comply

I _____ have read, understand, and
        Student's Name (print)

will keep in my possession the Course Syllabus for <u>ACTG 3133</u>, Southeastern University, Fall

2010. I understand that in compliance with the syllabus and the <u>Student Handbook</u>, for both

instructional and evaluation purposes, I may be responsible for electronically submitting my

written work to Turnitin®. With the affixing of my signature below, I agree to comply to the

terms therein.

_____
My Signature

_____
Date