

Southeastern University

Managerial Cost Accounting

ACTG 3133 — Fall 2013

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Office Location: College of Business & Education Building
Office Hours (subject to change):

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
9:00 - 10:00				9:00 - 10:00
11:00 - 12:00	10:00 - 10:30	11:00 - 12:00	10:00 - 10:30	11:00 - 12:00
2:00 - 3:00		2:00 - 3:00		
3:00 - 4:00		3:00 - 4:00		

Texts: Managerial Accounting, 14th edition, by Garrison, Noreen, and Brewer.
Ramblewood Manufacturing, 1st web-edition by PKL software (see page 9 in syllabus)

University Mission Statement:

Equipping students to discover and develop their divine design to serve Christ and the world through Spirit-empowered life, learning, and leadership.

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.

Time Management – you are responsible for carefully managing your time. This class requires practice, and practice takes time and may lead you to new questions. My availability is not guaranteed after the last regular class meeting before each exam. Practice and study early (and often) and you'll be more likely to have time available to master the material and/or get help.

Respect – you are responsible for your classroom behavior and your attitude towards me and your fellow students. Disrespectful behavior and disruptions to the learning process (not limited to, but including the following: repeatedly or excessively coming in late, arriving unprepared, being on the internet, texting, talking, sleeping, etc.) may result in you being excused from the classroom.

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.

A. Evaluation Activities

1. Five Exams – each 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 – 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 be 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 be 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	<u>100</u>
Total	<u>500</u> points

B. Grading Scale

94% - 100%	A
90% - 93%	A-
87% - 89%	B+
84% - 86%	B
80% - 83%	B-
77% - 79%	C+
74% - 76%	C
70% - 73%	C-
67% - 69%	D+
64% - 66%	D
60% - 63%	D-
Below 60%	F

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.

<u>Class Week*</u>	<u>Chapter / Topic</u>
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	Exam II
Week 8	Chapter 8
Week 9	Chapter 9
Week 10	Chapter 10
Week 11	Exam III
Week 12	Chapter 11
Week 13	Chapter 12
Week 14	Chapter 13
Week 15	Exam IV & 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 – 1, 4, 5, 6, 8, 13, 15

Appendix questions you should prepare - 1A-1, 1A-2, 1A-3

Chapter 2:

Questions you should prepare – 1, 2, 3, 4, 5, 6, 9, 10, 11, 12, 14, 15, 16, 17

Exercises we will cover in class – 1, 2, 3, 4, 5, 6, 7, 8, 13

Problems we will cover in class – 18

Appendix exercises we will cover in class – 2B-2

Chapter 3:

Questions you should prepare – 1, 2, 5, 6, 7, 9, 10, 13, 14

Exercises we will cover in class – 1, 2, 3, 4, 5 (do journal entries), 11

Problems we will cover in class – 21, 23, 27

Cases we will cover in class – 30

Appendix exercises we will cover in class – 3B-4

Chapter 4:

Questions you should prepare – 1, 2, 3, 4, 7

Exercises we will cover in class – 1, 2, 3, 4, 5, 7

Problems we will cover in class – 14

Appendix exercises we will cover in class – 4A-1, 4A-2, 4A-3, 4A-4, 4A-11

Chapter 5:

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 – 29

Chapter 6:

Questions you should prepare – 1, 3, 4, 5, 7, 9, 12, 13
Exercises we will cover in class – 1, 2, 3, 4, 5, 7, 9, 10
Problems we will cover in class – 20 & 24

Chapter 7:

Questions you should prepare – 1, 4, 5, 6, 8, 9, 10
Exercises we will cover in class – 1, 2, 3, 4, 5, 11, 15
Problems we will cover in class – 17

Chapter 8:

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, 15
Problems we will cover in class – 22 & 27

Chapter 9:

Questions you should prepare – 3, 4, 5, 6, 7, 9, 10, 11
Exercises we will cover in class – 1, 2, 3, 4, 7
Problems we will cover in class – 20 & 23
Cases we will cover in class – 26

Chapter 10:

Questions you should prepare – 1, 2, 3, 4, 7, 8, 10, 11, 13
Exercises we will cover in class – 1, 2, 3, 4
Problems we will cover in class – 9, 14, 15
Appendix exercises we will cover in class – 10A-1, 10A-2, 10A-8

Chapter 11

Questions you should prepare – 1, 2, 3, 4, 5, 6, 7, 8, 9, 10
Exercises we will cover in class – 1, 2, 3, 4, 7
Problems we will cover in class – 18
Cases we will cover in class – 23

Chapter 12:

Questions you should prepare – 1, 2, 8, 9, 10, 12, 13, 14, 15
Exercises we will cover in class – 1, 2, 3, 4, 5, 7
Problems we will cover in class – 24
Cases we will cover in class – 29 & 32

Chapter 13:

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, 6
Problems we will cover in class – 18

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 Wednesday, October 23, 2013. 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 23, 2013.**

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 1973. If you think you may qualify for these accommodations, notify your instructor. You will then be directed to contact the Director of Academic Success at 863-667-5041.

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.

When communicating using email, your message **MUST** be structured in business communication format. Use proper spelling, capitalization, punctuation, and paragraphing when presenting your message to me. If you do not show this type of care when you communicate with me, your message will not be recognized. In other words, I will not read or respond to your email.

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. Additional Assistance

Tutoring (Academic Center for Enrichment, Modular #5)

Provides tutoring for developmental students and all students in need of tutoring.

Retention (Addison Building, Office # 222)

Provides counseling for students planning to withdrawal. Helps withdrawing students find financial and other resources to be able to stay in school. Seeks to identify “at risk” students prior to withdrawal.

XV. 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 2013

Final exams will be administered December 9-12, 2013 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 that meet one or more of these days

CLASS TIME	EXAM DATE	EXAM TIME
7:00-7:50 a.m.	Monday – Dec 9	8:00-9:50 a.m.
8:00-8:50 a.m.	Wednesday –Dec 11	8:00-9:50 a.m.
9:00-9:50 a.m.	Monday – Dec 9	10:00-11:50 a.m.
10:00-10:50 a.m.	Wednesday –Dec 11	10:00-11:50 a.m.
11:00-11:50 a.m.	Monday – Dec 9	12:00 noon-1:50 p.m.
12:00-12:50 p.m.	Wednesday – Dec 11	12:00 noon-1:50 p.m.
1:00-1:50 p.m.	Monday – Dec 9	2:00-3:50 p.m.
2:00-2:50 p.m.	Wednesday –Dec 11	2:00-3:50 p.m.
3:00-3:50 p.m.	Monday – Dec 9	4:00-5:50 p.m.
4:00-4:50 p.m.	Wednesday –Dec 11	4:00-5:50 p.m.
5:00-5:50 p.m.	Tuesday – Dec 10	4:00-5:50 p.m.
Classes that meet 6:00 p.m. or later one day per week will test on the day and time the class normally meets.		

Tuesday/Thursday Classes that meet either one or both days

CLASS TIME	EXAM DATE	EXAM TIME
7:35-8:50 a.m.	Tuesday – Dec 10	8:00-9:50 a.m.
8:00-8:50 a.m.	Thursday – Dec 12	8:00-9:50 a.m.
10:35-11:50 a.m.	Tuesday – Dec 10	10:00-11:50 a.m.
12:00-1:15 p.m.	Thursday – Dec 12	10:00-11:50 a.m.
1:25-2:40 p.m.	Tuesday – Dec 10	12:00 noon-1:50 p.m.
2:50-4:05 p.m.	Thursday – Dec 12	12:00 noon-1:50 p.m.
4:15-5:30 p.m.	Tuesday – Dec 10	2:00-3:50 p.m.
5:30-7:00 p.m.	Thursday – Dec 12	5:30-7:30 p.m.
Classes that meet 6:00 p.m. or later one day per week will test on the day and time the class normally meets.		

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.

XVI. Getting Started on Ramblewood Manufacturing

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 **Course Code (FAIRCHILD13)**, 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 your 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 ACTG 3133, Southeastern University, Fall 2013. I understand that in compliance with the syllabus and the Student Handbook, 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