

Southeastern University
Jannetides College of Business & Entrepreneurial Leadership
ACTG 3133
Managerial Cost Accounting
Fall 2016

INSTRUCTOR:

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Associate Professor of Accounting

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Office Location: Buena Vida Live/Learn Facility - M40

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		9:00 - 10:00	9:00 - 10:00
	10:00 - 10:30		10:00 - 10:30	
11:00 - 12:00		11:00 - 12:00		
12:00 - 1:00	12:00 - 1:00		12:00 - 1:00	

TEXTBOOKS AND RESOURCES:

Managerial Accounting, 15th edition, by Garrison, Noreen, and Brewer.

Ramblewood Manufacturing, 1st web-edition by PKL software (see page 16 in syllabus)

Disclaimer: The resources utilized in this course provide information, thoughts and insights that should encourage critical thinking on the part of the student. Please note as well that as an Assembly of God institution, Southeastern University does not necessarily endorse specific personal, religious, philosophical, or political positions found in these resources.

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.

(Please go to SEU web page listed below and read our Vision Statement and our position on Human Sexuality: <http://www.seu.edu/about/what-we-believe/>)

COURSE CATALOG DESCRIPTION:

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.

Prerequisite: BUSI 2233
3

Credit Hours:

INTENDED LEARNING OUTCOMES:

Upon completion of the course, students will be able to (General Learning Objectives):

1. Understand cost accounting terminology and apply concepts related to job-order and process costing.
2. Apply cost-volume-profit, variable costing, profit planning, and standard cost techniques to organizational planning and control.
3. Use cost accounting information to make capital budget and other organizational decisions.
4. Apply cost accounting techniques to service organizations.

This course is important as its purpose is 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. Upon completion of this course, students will be able to (Specific Behavioral Objectives):

1. Perform product costing using both job-order and process costing.
2. Perform CVP analysis that is useful in decision making.
3. Create operating and capital budgets that are useful in decision making.
4. Conduct and explain a variance analysis.

TOPICS TO BE COVERED:

1. Foundation: Cost Terms, System Design, and Cost Behavior
2. Central Theme: Planning and Control Using Cost Accounting
3. Capstone: Using Cost Data in Decision Making

INSTRUCTIONAL PROCEDURES:

1. Lecture/Discussion
2. End of Chapter Assignments
3. In-class Group Work
4. Tests

RESPONSIBILITIES AND EXPECTATIONS 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:

1. Preparation—the class discussion will mean little if text material is not read.
2. Promptness—late arrivals disrupt the class and adversely impact the decorum of the process.
3. Participation—it is each student’s responsibility to share in the advancement of the group.
4. Presence—you are expected to be in class (for the full class meeting). 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.
5. 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. A very general guideline is that you should plan to spend a minimum of two hours outside of class doing homework/studying for each hour of classroom time.
6. 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. You should also be respectful towards the university’s staff and be responsible stewards of its facilities.

Additionally, students must commit to the following academic policies:

1. Academic Honesty / Plagiarism— academic integrity, plagiarism, and cheating are addressed in Academic Handbook and Catalog (not Student Handbook). All academic dishonesty, including plagiarism, will be reported.
2. 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.
3. 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.
4. Cell Phones – may not be used during class.
5. Other—all other academic policies are described in the Student Handbook.

ACADEMIC HONESTY POLICY:

Integrity is based on the simple standard, “What would Jesus do?” Plagiarism, cheating, and other forms of dishonesty will be dealt with in accordance with academic policy.

ASSESSMENT:

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.

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, exams I – IV, <u>OR</u> Case Study	<100>
Comprehensive Final Exam	<u>100</u>
Total	<u>500</u> points

Grading Scale (Undergraduate):

Grade	Explanation	Points Range	Quality Points
A	Superior performance in all aspects of the course with work exemplifying the highest quality. Unquestionably prepared for subsequent courses in field.	94-100%	4.00
A-	Superior performance in most aspects of the course; high quality work in the remainder. Unquestionably prepared for subsequent courses in field.	90-93%	3.67
B+	High quality performance in all or most aspects of the course. Very good chance of success in subsequent courses in field.	87-89%	3.33
B	High quality performance in some of the course; satisfactory performance in the remainder. Good chance of success in subsequent courses in field.	84-86%	3.00
B-	Satisfactory performance in the course Evidence of sufficient learning to succeed in subsequent courses in field.	80-83%	2.67
C+	Satisfactory performance in most of the course, with the remainder being somewhat substandard. Evidence of sufficient learning to succeed in subsequent courses in field with effort.	77-79%	2.33
C	Evidence of some learning but generally marginal performance. Marginal chance of success in subsequent courses in field.	74-76%	2.00
C-	Minimal learning and substandard performance throughout the course. Doubtful chance of success in subsequent courses.	70-73%	1.67
D+	Minimal learning and low quality performance throughout the course. Doubtful chance of success in subsequent courses.	67-69%	1.33
D	Very minimal learning and very low quality performance in all aspects of the course. Highly doubtful chance of success in subsequent courses in field.	64-66%	1.00
D-	Little evidence of learning; poor performance in all aspects of the course. Almost totally unprepared for subsequent courses in field.	60-63%	0.67
F	Failure to meet requirements of the course. Unprepared for subsequent courses in field.	0-59%	0.00

STUDENT DISABILITY STATEMENT:

Southeastern University is committed to the provision of reasonable accommodations for all students with learning and/or physical disabilities, as defined in Section 504 of the Rehabilitation Act of 1973 and with the American with Disabilities Act (ADA) of 1990. This legislation guarantees educational rights for the physically and learning disabled.

Students with medical diagnoses which qualify them for accommodations must contact ADA Services at 863-667-5283 or email ADAservices@seu.edu. Once medical documentation is provided and a confidential consultation is completed, the student will then be responsible to provide the Director of Academic & Auxiliary Services with a list of his or her current professors and their emails.

Contact with the Office of Academic & Auxiliary Services is mandatory for each new semester.

For more information, visit the SEU [Students with Disabilities](#) page on our website.

SEU TITLE IX STATEMENT:

Southeastern University is committed to creating an environment for every student to thrive academically spiritually and socially. An aspect of creating this culture is providing avenues for students to discuss and report any activity that may compromise this commitment.

Under a federal law known as Title IX, "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance" (Title IX of the Education Amendments of 1972).

While students should feel comfortable approaching faculty with issues they may be struggling with or concerns they may be having, students should know that all faculty and staff are required to report certain information about Sexual Misconduct and certain crimes to University administration, in order to help keep the University community safe, and to connect students to all of the resources and reporting options that are available.

For example, if you inform faculty or staff (in private or during class discussions) of an incident of Sexual Misconduct, that individual will keep the information as private as possible, but is required to bring it to the attention of the institution's Title IX Office. If a student would like to talk to the Title IX office directly, they can do so by e-mail at smpowell@seu.edu, by phone at 863-667-5236, or in person at Pansler U225. For more information about Title IX reporting options at Southeastern, please go to: <http://www.seu.edu/titleix>.

If you are struggling with an issue that is traumatic, unusually stressful, or results in disruptive behavior, faculty and staff will likely inform the Care Team. If students would like to reach out directly to the Care Team for assistance, they can do so at the Campus Counseling Center (<http://myseu.seu.edu/services/counseling-health-wellness-services/seu-care-team/>) located in Health Services in Smith Hall, by phone at 863-667-5205, or by e-mail at care@seu.edu.

CAMPUS RESOURCES

ACADEMIC SUPPORT SERVICES – 863-667-5283

COUNSELING SERVICES – 863-667-5205

STUDENT CONDUCT OFFICE – 863-667-5143

SAFETY & SECURITY OFFICE – 863-667-5190

COURSE CALENDAR AND/OR OUTLINE:

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
Week 5	Chapter 5
Week 6	Chapter 6
Week 7	Chapter 7
Week 8	Exam II
Week 9	Chapter 8
Week 10	Chapter 9
Week 11	Chapter 10
Week 12	Exam III
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.

Ramblewood Case Study:

11/11 - Mid Project Evaluation Due by the end of the day, completed online

12/02 - Final Project Evaluation Due by the end of the day, completed online

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
Exercises we will cover in class – 8, 9, 10, 11, 13
Appendix questions you should prepare - 1A-1, 1A-2, 1A-3, 1A-10

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, 9, 14, 15
Problems we will cover in class – 16
Appendix exercises we will cover in class – 2B-2

Chapter 3:

Questions you should prepare – 1, 2, 4, 5, 6, 8, 9, 12, 13
Exercises we will cover in class – 1, 2, 3, 4, 5 (do journal entries), 9
Problems we will cover in class – 21, 22, 27
Additional concept: Idle time, overtime premium, & Labor fringe benefits = MOH

Chapter 4:

Questions you should prepare – 1, 2, 3, 4, 7
Exercises we will cover in class – 1, 2, 3, 4, 5, 11
Problems we will cover in class – 15
Appendix exercises we will cover in class – 4A-1, 4A-2, 4A-3, 4A-4, 4A-11

EXAM I

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 – 20

Chapter 6:

Questions you should prepare – 1, 3, 4, 5, 7, 9, 12, 13, 17
Exercises we will cover in class – 1, 2, 3, 4, 6, 8, 14, 15
Problems we will cover in class – 22 & 27

Chapter 7:

Questions you should prepare – 1, 4, 5, 6, 8, 9, 10
Exercises we will cover in class – 1, 2, 3, 4, 5, 14, 15
Problems we will cover in class – 16

EXAM II

Chapter 8:

Questions you should prepare – 1, 2, 3, 4, 5, 7, 10
Exercises we will cover in class – 1, 2, 3, 4, 5, 6, 7, 8, 9, 11
Problems we will cover in class – 24 & 29
Problems we will cover **as time permits** – 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 – 19 & 25
Cases we will cover in class – 26

Chapter 10:

Questions you should prepare – 1, 2, 5, 6, 8, 9, 10
Exercises we will cover in class – 1, 2, 3, 4
Problems we will cover in class – 9, 15, 16
Appendix exercises we will cover in class – 10A-1, 10A-2, 10A-3, 10A-10

EXAM III

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 – 18
Cases we will cover in class – 30 & 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, 7
Problems we will cover in class – 21 & 23

EXAM IV & FINAL EXAM

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.

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.

RESPONSIBILITIES OF THE INSTRUCTOR:

- Come to class on time and be prepared
- Clearly state expectations
- Give advance notice of due dates
- Explain the evaluation scale
- Teach the content skills needed to complete the assigned tasks
- Encourage questions and offer help to students when needed
- Enforce discipline so that students work in a productive atmosphere
- Return assignments in a timely manner
- Evaluate student work consistently and fairly
- Provide constructive feedback to students
- Treat all students professionally without showing favoritism
- Keep a positive attitude
- Be willing to reevaluate teaching materials/methods
- Be available during office hours or by appointment
- Provide contact information
- Infuse a Christian worldview into the course content

COURSE WITHDRAWAL DATE:

Deadline for traditional students to withdraw from a course is **Tuesday, November 8, 2016**.

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 **Tuesday, November 8, 2016**.

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 Office of the Provost 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

COURSE POLICIES / TECHNICAL DIFFICULTIES:

In the event of an unexpected server outage or unusual technical difficulty that prevents students from completing a time-sensitive activity or assessment within MyFIRE, students should immediately report the situation to their instructor and the 24x7 MyFIRE Support Center @ 1-800-985-9781. A link to the 24/7 Support Center is also provided within each course in MyFIRE.

ADDITIONAL ASSISTANCE:

Tutoring (Academic Center for Enrichment, Buena Vida Live/Learn Facility 2nd Floor)

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

Retention (Modular 12, Office 2)

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

BIBLIOGRAPHY:

None

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 EXAM SCHEDULE
Fall 2016

Final exams will be administered **December 12 - 15, 2016** 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 or 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. 12	8:00-9:50 a.m.
8:00-8:50 a.m.	Wednesday – Dec. 14	8:00-9:50 a.m.
9:00-9:50 a.m.	Monday – Dec. 12	10:00-11:50 a.m.
10:00-10:50 a.m.	Wednesday – Dec. 14	10:00-11:50 a.m.
11:00-11:50 a.m.	Monday – Dec. 12	12:00 noon-1:50 p.m.
12:00-12:50 p.m.	Wednesday – Dec. 14	12:00 noon-1:50 p.m.
1:00-1:50 p.m.	Monday – Dec. 12	2:00-3:50 p.m.
2:00-2:50 p.m.	Wednesday – Dec. 14	2:00-3:50 p.m.
3:00-3:50 p.m.	Monday – Dec. 12	4:00-5:50 p.m.
4:00-4:50 p.m.	Wednesday – Dec. 14	4:00-5:50 p.m.
5:00-5:50 p.m.	Tuesday – Dec. 13	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. * Hybrid courses that share time slots may require different scheduling. Professors should contact the Registrar for assistance to schedule hybrid course finals.

Tuesday/Thursday classes that meet either one or both days:

CLASS TIME	EXAM DATE	EXAM TIME
7:35-8:50 a.m.	Tuesday – Dec. 13	8:00-9:50 a.m.
8:00-8:50 a.m.	Thursday – Dec. 15	8:00-9:50 a.m.
10:35-11:50 a.m.	Tuesday – Dec. 13	10:00-11:50 a.m.
12:00-1:15 p.m.	Thursday – Dec. 15	10:00-11:50 a.m.
1:25-2:40 p.m.	Tuesday – Dec. 13	12:00 noon-1:50 p.m.
2:50-4:05 p.m.	Thursday – Dec. 15	12:00 noon-1:50 p.m.
4:15-5:30 p.m.	Tuesday – Dec. 13	2:00-3:50 p.m.
5:30-7:00 p.m.	Thursday – Dec. 15	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. * Hybrid courses that share time slots may require different scheduling. Professors should contact the Registrar for assistance to schedule hybrid course finals.

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.

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**

2016. 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

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 (FAIRCHILD16)**, 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.