

COLLEGE OF CHARLESTON - SCHOOL OF BUSINESS
ACCT 204: MANAGERIAL ACCOUNTING
FALL 2017
ACCT 204-03: MWF 1:00 – 1:50 pm (Beatty 218)

PROFESSOR: Jennifer Burbage, CPA

EMAIL: BurbageJ@cofc.edu and Oaks

OFFICE: Beatty Center 430

OFFICE HOURS: MWF 12-12:45 pm and MF 8-9:45 am. I am available to meet with students at other times and on Tuesday and Thursday by appointment and I will also be willing to see you anytime you catch me in my office.

OAKS: All communications about homework, schedule, class, etc. will be sent via OAKS. Please ensure that you have a valid Oaks account and all the necessary login information. Please also ensure that you can (and frequently DO) access your College of Charleston email account.

Information about the course including the syllabus, tentative schedule, class notes, and instructor's office hours can be found on Oaks. I will also post quiz solutions, handout problems, etc. in advance of all exams so that you have the material you need to study.

SYLLABUS: If you do not understand any part of this syllabus, please contact me as soon as possible. This syllabus and the accompanying course schedule are tentative, however, and subject to change either verbally or in writing.

REQUIRED TEXT AND MATERIALS:

- Whitecotton, Libby, and Phillips, *Managerial Accounting* (3rd edition, McGraw-Hill) ISBN: 978-0-07-782648-2 - this is a **REQUIRED** textbook; however, you may (and I strongly recommend you do) use the e-book that comes with the purchase of CONNECT (much better deal than purchasing the book and the code separately)
- Access to CONNECT Accounting (code comes with book; must purchase if you buy a used textbook) – registration information for your course section is on Oaks

COURSE LEARNING OBJECTIVES:

- The nature and purpose of managerial accounting. Managerial accounting differs from financial accounting because managerial accounting is used to help managers plan and control the operations of the firm.
- The importance of managerial accounting information and techniques to parties within an organization in order to make optimal decisions, establish meaningful plans, implement strategies (i.e., control) and evaluate performance.
- The types of reports and information that managers need to make decisions.
- The flow of resources through manufacturing and service organizations along with the accumulation of different types of costs as these resources flow through an organization.
- The differences between traditional costing and activity-based costing approaches.
- The purpose and types of organizational budgets.
- How responsibility accounting can allow organizations to monitor performance of cost, profit and investment centers and how to calculate and analyze variances resulting from comparison of actual and standard cost data.

- The difference between relevant and irrelevant information for business decision making as applied to various problems (i.e., acceptance/rejection of special orders, make or buy decisions, etc.)
- The importance of ethics and professional integrity.

SCHOOL OF BUSINESS LEARNING OBJECTIVES RELEVANT TO THIS COURSE:

Effective Communications: Students will write professional documents that are technically correct and concise and make effective presentations utilizing technological tools and ability utilizing relevant discipline specific knowledge.

Ethical Awareness: Students will recognize and be able to appraise ethical dilemmas involved in business decisions and competently engage in discourse aimed at resolution of these dilemmas utilizing relevant discipline specific knowledge.

Global Awareness: Students will recognize and examine the global implications of business decisions while evaluating and integrating innovative applications of these implications utilizing relevant discipline specific knowledge.

Problem Solving Ability: Students will demonstrate critical thinking skills in identifying and evaluating problems and opportunities in the business environment and apply analytical techniques to formulate creative solutions utilizing relevant discipline specific knowledge.

PREREQUISITES:

Accounting 203 or approved equivalent

COURSE DESCRIPTION: A survey of accounting information critical to being able to effectively plan and control operations and make good business decisions. ACCT 204 is the second course in the Principles of Accounting sequence. This course examines business decisions made by management in the performance and the internal control of their organizations. The essential difference between financial accounting and managerial accounting is that, while there are common techniques for managerial accounting, there are no mandatory STANDARDS for managerial accounting. Each organization and each industry have different performance measures, value drivers, and information needs in running their organization. You, as a manager, will need to understand your industry and organization, and gather the relevant information you will require to run your business effectively. In this course, I will attempt to teach you the importance of decision making and analysis of business information which is crucial to effective management.

It is your responsibility to seek help with any material that is not understood, either through questions in class or through individual help. I will be available during office hours and by appointment. It is critical that you do not fall behind. If at any time you have difficulty with material, or begin to fall behind, contact me *immediately*.

GRADING:

It is your responsibility to read the syllabus and learn the course policies and procedures. Not knowing course policies and procedures is not an excuse for not following class guidelines and will result in grading penalties.

<u>Activities</u>	<u>Points Available</u>
Classroom grade (Attendance, homework, participation) – see below	50
Quizzes (4 quizzes @ 15 points each; 1 dropped)	45
Exam 1 (2 parts) – Chapters 1 & 2	100
Exam 2 - Chapters 3&4	60
Exam 3 - Chapters 5&6	60
Exam 4 - Chapters 7&8	60
Exam 5 (2 parts – see schedule) - Chapters 9-11	100
Total Points	475

GRADING SCALE:

The following grading scale will be used as a guideline in assigning grades.

Letter Grade	Percentage	Letter Grade	Percentage	Letter Grade	Percentage
A	92%+	B-	80.0	D+	67.0
A-	90.0	C+	77.0	D	62.0
B+	87.0	C	72.0	D-	60.0
B	82	C-	70.0	F	Below 60%

EXAMS:

Exams are intended to measure your understanding of the topic areas and subject matter in the field being studied. Your ability to solve problems similar to those found in the text represents only a small, but important, portion of this understanding. Concepts and theories are an integral part of your education. When you are working in business and industry, you will rarely encounter problems presented precisely as they are in class or in the textbook. Therefore, the ability to transfer knowledge is essential. This ability is tested on exams. Exams are only to be taken by students who are enrolled in the course. Any student who drops the class or is not enrolled

in the class should not sit for an exam. Violations of this policy will be reported to the Honor Court.

ADDITIONAL POLICIES FOR EXAMS:

- Students who miss an exam due to a previously scheduled reason (such as an athlete missing an exam due to an out of town game), must take the exam early and will not be allowed to take the exam late.
- **There will be no makeup exams.** An absence is considered unexcused unless and until it is classified as excused through the Office of the Dean of Undergraduate Studies. If you miss any test due to an unexcused absence, a grade of zero (“0”) will be assigned for that test. If you miss more than one exam, the final exam will be cumulative.
- Students who miss an exam due to a previously scheduled reason (such as an athlete missing an exam due to an out of town game), must communicate with me **in advance of the exam** to determine when the student will take the exam. Do NOT contact me after you have missed the exam.
- Final examinations must be administered only at the time and in the place stated on the Examination Schedule, except by written permission of the Dean.
- During the exam, I will only answer clarification questions.
- Cell phones must be turned off and put away in book bags, back packs, or purses.
- **You may not program formulas into calculators, unless explicitly approved by the instructor. Only use calculators for addition, subtraction, multiplication and division. You may not use a cell phone as a calculator.**
- Exams may consist of multiple choice, short answer, and/or essay/problem questions. The questions will come from course material covered in class discussions, assigned readings, and from the integration of material from any homework assignments, cases, projects and exercises.
- Exams are the property of the professor and should never be removed from the classroom or the professor's office under any circumstances. Removal of an exam will, at a minimum, result in the change of your exam grade to a zero. Violations of this policy will also be reported to the Honor Court.
- Students with disabilities who have the proper documentation through SNAP services for extended exam times will be required to take the exams through SNAP services (assuming you want to use the additional time, if not you are welcome to take the exam with your classmates). Those students who wish to take exams in the SNAP office must schedule their exams and inform me when they will be taken by Tuesday or earlier for exams that are given on Thursday and on Friday by noon for exams that are scheduled for Tuesday.

HOMEWORK:

Homework assignments will be due according to the tentative class schedule – I will announce any changes in class and will also send reminders and changes via Oaks. You will do the homework using “Connect” so you will need to ensure that you have registered for Connect access. The homework is due **by the start of class on the due date** (per the attached schedule). Late submissions result in a significant adjustment to your homework grade. Connect will allow you to work through problems a few times to get them correct and earn the full credit. I will download the results from Connect to calculate your overall homework grade. Once I have downloaded the results, do NOT ask me for an extension – I will download the results after the due date and it is your responsibility to meet the deadlines for your homework assignments. Although

only the “graded homework” must be turned in, it is your responsibility to ensure that you can complete the “ungraded practice” as well – accounting will be learned best by practice and repetition. I will work several examples/exercises in class as part of the lecture but I expect you to come prepared, having attempted the practice problems yourselves, so that you can get the most out of the classroom lectures.

The attached assignment listing is not all inclusive. Additional questions, exercises and/or problems may be assigned from time to time – these will be communicated via Oaks, e-mail or in class with advance notice.

Each homework assignment is worth the same number of points in the class.

ATTENDANCE:

In the past, students that have regularly attended class have significantly outperformed students that did not. I will frequently work through problems (both assigned and unassigned examples) so regular class attendance is important. I will take attendance on a **periodic** basis. To earn the full amount of attendance points, you must be present when I take attendance. Each attendance day is worth the same number of points.

Should you have to miss a class period, it is your responsibility to get your assignments turned in on time (before class) and to find out what you missed. You should contact one of your classmates to find out what you missed. I am always happy to discuss specific questions you may have, but I am not willing to do the lecture again just because you missed the class. If you must miss class for an extended period of time due to extenuating circumstances, please see me.

CHAPTER QUIZZES:

There will be several short quizzes (unless otherwise discussed – see course schedule for tentative quiz dates) at the beginning of the class. The content of these quizzes may include any material covered since the last quiz (or exam). You must be present to take the quiz. If you are late for class, you will still be required to turn in your quiz with the rest of the class – these are 10-15 minute quizzes so being late can be detrimental to your quiz grade. Studying for and taking the quizzes should be very beneficial to your performance on the exams. If you miss a quiz, your quiz grade will be a ‘0’. I will likely drop the lowest quiz grade.

HONOR SYSTEM:

Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved.

Incidents where the instructor determines the student’s actions are clearly related more to a misunderstanding will handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed by both the instructor and the student, will be forwarded to the Dean of Students and placed in the student’s file.

Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive a XF in the course, indicating failure of the

course due to academic dishonesty. This grade will appear on the student's transcript for two years after which the student may petition for the X to be expunged. The student may also be placed on disciplinary probation, suspended (temporary removal) or expelled (permanent removal) from the College by the Honor Board.

Students should be aware that unauthorized collaboration, working together without permission, is a form of cheating. Unless the instructor specifies that students can work together on an assignment, quiz and/or test, no collaboration during the completion of the assignment is permitted. Other forms of cheating include possessing or using an unauthorized study aid (which could include accessing information stored on a cell phone), copying from others' exams, fabricating data, and giving unauthorized assistance.

Research conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the instructor.

Students can find the complete Honor Code and all related processes in the Student Handbook at <http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php>

DISABILITY STATEMENT:

The College will make reasonable accommodations for persons with documented disabilities. Students should apply for services at the Center for Disability Services located on the first floor of the Lightsey Center, Suite 104. Students approved for accommodations should notify their professors as quickly as possible.

ADDITIONAL POLICIES:

- **Always bring your books to class. I will frequently refer to figures or problems in the book during class.**
- Please turn off your cell phones at the beginning of class. It is disruptive to the class and to me for you to be using cell phones or texting during class.
- Tape recorders or other recording media are not permitted in the classroom. Under no circumstances is it permissible to tape record lectures.
- If you have a conflict with my regularly scheduled office hours and need to see me, please let me know and I will be willing to work with you to find a time suitable for both us. The more notice I have for an appointment, the better the chance that I can be available.
- No "extra credit" assignments will be given. All grades will be based on the grading criteria established in this syllabus.
- This is a class will contribute to you becoming a respected professional; therefore, I fully expect you to behave professionally. Please do not sleep in class, talk in class, monopolize class time or make disrespectful comments. I will not embarrass you during class; however, I am observant and will note any of these actions. If your behavior is obvious enough to distract me, then it is obvious enough to distract others.
- I will not provide scores for any assignment, exam, or quiz via the telephone or by email. The Family Educational Rights and Privacy Act prohibits me from discussing your grades in this course with your parents, with other members of your family, or with your friends.
See: <http://www.ed.gov/offices/OII/fpco/ferpa/>

**ACCT 204 TENTATIVE SCHEDULE AND ASSIGNMENTS
FALL 2017 - SECTION 03 (MWF)**

<i>Date</i>	<i>Day</i>	<i>Lecture - Chapter / Topic</i>	<i>Quizzes</i>	<i>Homework For homework assignments, see Connect</i>
August	23	W	Introduction to Class and Chapter 1 - Introduction to Managerial Accounting	
	25	F	Chapter 1	
	28	M	Chapter 1 / Start Chapter 2	
	30	W	Chapter 2 - Job Order Costing	Chapter 1 homework due
Sept	1	F	Chapter 2	
	4	M	Chapter 2	
	6	W	Chapter 2 / Review	Chapter 2 homework due
	8	F	Exam 1 - Chapters 1&2 - Part 1	
	11	M	Exam 1 - Chapters 1&2 - Part 2	
	13	W	Chapter 3 - Process Costing	
	15	F	Chapter 3	
	18	M	Chapter 3	Chapter 3 homework due
	20	W	Chapter 4 - Activity-Based Costing and Cost Management	QUIZ 1 - CH 3
	22	F	Chapter 4	
		M	Chapter 4, including PA 4-3	
	25	T		Chapter 4 homework due
	27	W	Exam 2 - Chapters 3 & 4	
	29	F	Chapter 5 - Cost Behavior	
Oct	2	M	Chapter 5	
	4	W	Chapter 5	
	6	F	Chapter 5 / Chapter 6 - Cost-Volume-Profit Analysis	QUIZ 2 - CH 5 Chapter 5 homework due
	9	M	Chapter 6	
	11	W	Chapter 6	
	12	Th		Chapter 6 homework due
	13	F	Exam 3 - Chapters 5 & 6	
	16	M	NO CLASS - FALL BREAK	

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<i>Date</i>	<i>Day</i>	<i>Lecture - Chapter / Topic</i>	<i>Quizzes</i>	<i>Homework For homework assignments, see Connect</i>
18	W	Chapter 7 - Incremental Analysis for Short-Term Decision Making		
20	F	Chapter 7		
23	M	Chapter 7		
25	W	Chapter 7 / Chapter 8 - Budgetary Planning	QUIZ 3 - CH 7	Chapter 7 homework due
26	TH	Last day to Withdraw		
27	F	Chapter 8		
30	M	Chapter 8		
31	T			Chapter 8 homework due
Nov	1	W	Exam 4 - Chapters 7 & 8	
		TH		
3	F	Chapter 9 - Standard Costing and Variances		
6	M	Chapter 9		
8	W	Chapter 9		
10	F	Chapter 9 summary problem		
13	M	Chapter 9 / Chapter 10 - Decentralized Performance Evaluation		Chapter 9 homework due
15	W	Chapter 10	QUIZ 4 - CH 9	
17	F	Chapter 10 / Chapter 11 - Capital Budgeting		
20	M	Chapter 11		
22	W	No Class - Thanksgiving Break		
24	F			
27	M	Chapter 11		
29	W	Chapter 11		Chapter 10 & Chapter 11 homework due
Dec	1	F	Exam 5 - Chapters 9-11 - Part 1	
	4	M	Exam 5 - Chapters 9-11 - Part 2	

Last day to withdraw with a "W" - Thursday October 27th