

ACCT 204 – MANAGERIAL ACCOUNTING (SECTION 05)
FALL 2017
COLLEGE OF CHARLESTON

Instructor: Thomas M. Spade, M.S. Accountancy, CPA (South Carolina #7426, Virginia #28142)

Class Time & Location: MW 2:00 – 3:15, Beatty 214

Telephone: 843.991.5181 (cell)
843.953.6075 (office)

Email: spadetm@cofc.edu

Office Hours: Beatty 111, MW 3:30-5:15 PM, F 2:00-3:30 PM, or by appointment.

Required Texts: *Managerial Accounting, Third Edition* by Whitecotton, Libby & Phillips, McGraw-Hill Irwin, 2016.

Other items: Your own basic four-function calculator is required. I recommend the Texas Instruments TI-503SV which is available at the campus bookstore (it's the best cheap calculator available). I also recommend a 12" ruler to use as a straight edge from time to time. Also, all assignments and examinations must be completed in pencil, with the exception of those requiring Excel.

There will be one point in the semester (Chapter 5) in which we will use the data analysis functions of Microsoft Excel. It will be the only time I'll ask you to bring a laptop or tablet (if you have one) with you. If you don't have Microsoft Excel already on your computer, get it! Office 365 is free to you as a CofC student. To learn more, and for instructions on how to get it, visit <http://blogs.cofc.edu/scs/shopping-tips/free-office-365/> and get your free copy.

Instructional Support: The Accounting Lab, offered through the Center for Student Learning in the Addlestone Library, provides support for those who need supplemental instruction. Competent tutors are available to assist with your understanding of assigned materials.

Course Description: A survey of accounting information critical for planning, control and business decision-making within an organization.

Prerequisites: ACCT 203, Sophomore Standing

Student Objectives:

After completing ACCT 204, students will demonstrate and understanding and be able to explain the following:

1. The basic concepts of cost accumulation and product costing systems
2. The use of cost accumulation and product costing systems for planning, control and decision-making purposes
3. The use of cost accumulation and product costing systems for external reporting purposes
4. Recent trends in the practice of management accounting, such as activity based costing (students will be encouraged to critically evaluate these trends)

School of Business Learning Objectives relevant to this course:

Ethical Awareness:

Students will recognize and be able to appraise ethical dilemmas involved in business decisions.

Global Awareness:

Students will recognize and examine the global implications of business decisions.

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.

In addition, the readings and assignments of ACCT 204 support the undergraduate accounting program's first learning goal of **conveying discipline-specific knowledge** of basic managerial accounting.

“Accounting is known as the language of business. To most of you, it’s a foreign language, but not the first foreign language which you have studied. One key to understanding accounting is to think of it as a foreign language. You know when you can think in a foreign language, you are well on your way to mastering it. When you can think of transactions in terms of debits and credits, you are well on your way to mastering accounting.” - Thomas M. Spade, CPA

Grade Policy: Your course grade will be determined by the (tentative) total points earned from the following:

The Inventory Review Project (50 points)

The First Exam (100 points) Chapters 1, 2, 3

The Second Exam (100 points) Chapters 4, 5, 6, 7

The Master Budget Project (100 points) Chapter 8

The Third Exam (Take Home, 100 points) Chapters 9, 10 and 11

The Final Exam (100 points) Cumulative, including Chapter 12

Other Assignments – Points to be determined

Homework, Quizzes, and Participation – 5% of Final Grade

The student's final course grade will be determined by dividing the total points earned by total points possible with the following grading scale applied:

A =	=92%	C	=72%
A-	=90%	C-	=70%
B+	=87%	D+	=67%
B	=82%	D	=62%
B-	=80%	D-	=60%
C+	=77%	F	=Below 60%

The Inventory Review Project – Based on a problem from Chapter 7 in ACCT 203, will be due on the second day of class.

The Final Exam- All students must take the final exam, at the time and on the date prescribed on the College’s final exam schedule. You can find the Final Exam schedule at <http://registrar.cofc.edu/pdf/exam-schedule-fall2017.pdf>. Students that miss the final exam will receive an F for the course regardless of previous performance in the class.

Examinations and Quizzes- All examinations will be in class. Students are NOT permitted to use books, notes or any prepared materials. STUDENTS WILL NOT BE ALLOWED TO USE GRAPHING CALCULATORS OR THOSE BUILT INTO YOUR PHONE EITHER IN CLASS OR ON EXAMINATIONS.

On days when a quiz is administered, it will be used to take roll for that day, so if you miss the quiz, you will be counted as absent. In other words, if you come in late, you may be marked as absent for the day.

Academic Integrity- Each student must adhere to the College of Charleston Honor Code and Code of Student Conduct (see Student Handbook on these policies). This includes signing the roll for other students. 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 related more to a misunderstanding will be 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 both by 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 an XXF 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 XX 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 with others 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 via a cell phone or computer), 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>.

This course covers the principles of the discipline of Accounting. It doesn't matter if you are an Accounting major or not, you are studying Accounting in this class, and the hallmarks of the profession include Independence, Integrity and Objectivity. You can't have Independence or Objectivity without Integrity. As a Certified Public Accountant in public practice, I take this very seriously. Accordingly, for things pertaining to this class, you will be expected to have the highest level of integrity and the penalties for noncompliance will be severe.

Attendance Policy

Attendance in this course is mandatory. Examinations and assigned materials will require attendance of all classroom lectures. In this class especially, each lecture builds upon the one before it, so missing a lecture will likely result in your not understanding subsequent lectures. Make-up examinations are not given. Late assignments are not accepted under any circumstance. If the student is to be absent, assignments must be submitted prior to the due date.

On days when a quiz is administered, it will be used to take roll for that day, so if you miss the quiz, you will be counted as absent. On days when a quiz is not administered, a roll attendance sheet will be passed around the class. Late arrivals who miss the attendance sheet will be counted as absent for that day. Any student with more than three undocumented absences may receive a failing grade for the course (either a WA or F at the discretion of the Instructor) and/or will be administratively dropped from the roll.

In extreme cases exceptions to the absence policy may be made on an individual (case-by-case) basis. These exceptions will only be considered with appropriate documentation requested by the professor and a communication from the Absence Memo Office. For any absence to be considered under this policy, the absence must be indicated by the Absence Memo Office as a Documented absence. Simply going to the Absence Memo Office and having them send me a message does not count, it must be Documented!

Exams will be given throughout the semester, the dates of which are to be determined. I will not give a make-up exam under any circumstance. An undocumented absence on an exam day will result in a zero for the exam. If a student misses an exam with documentation that is deemed extreme (serious illness, death, hospitalization, etc.) then the grade of the lowest test score for the semester will be substituted for the missed exam. This exception will only be made in extreme circumstances with proper documentation as noted above and approval of the professor. This is why it is important that you maximize your performance on each exam. All students must take the final exam, and must take it on the scheduled day at the scheduled time, as posted by the Office of the Registrar.

Policy on Cell Phones, Computers and other electronic devices

The use of all electronic devices other than a basic four-function calculator is expressly forbidden in the classroom. This includes cell phones, computers, and yes, this includes the Apple watch. Seriously, you don't need to update your Facebook status to show that you're in Professor Spade's Accounting Class (besides, everyone will be jealous). And while I'm flattered that you may want to Tweet about a hilarious comment I made, it can wait until after the lecture. The only exceptions to this policy are 1) if I instruct the class to bring a computer to the lecture or 2) if you have obtained the textbook via electronic format. If you have another program up at any time, you will be considered in violation of this policy, and I reserve the right to see what you have running at any time.

Texting, receiving or sending messages, cell phone use, or unauthorized use of any other electronic devices will result in immediate dismissal from the lecture with an undocumented absence recorded. Use of any calculator other than a basic four function calculator in class will be considered a violation of this policy. (Leave your TI-83 or equivalent at home.) Also, for each violation of this policy, the penalty will be a reduction of the student's final grade by one letter grade. (For example if you violate this policy, this means that if you have earned a B for the course, you will be assigned a C for the course. If you earn a C+ for the course, you will be assigned a D+ for the course, etc.) Furthermore, students who violate this policy will automatically lose the benefit of any curve given during the semester, they will receive no points for participation, and their grade will be reduced by one letter grade after the curve has been taken away. Students must keep these devices turned off and out of sight during class. It is a violation of this policy to keep such devices on your lap. On the first violation, the student may also have assigned seating for the rest of the semester. There is no reason why you should need to use any electronic device other than a basic four-function calculator in this class.

IF I SEE YOUR PHONE OUT DURING CLASS, I WILL ASSUME YOU ARE TEXTING AND YOU WILL BE CONSIDERED IN VIOLATION OF THIS POLICY. IF I SEE YOU LOOKING DOWN AT YOUR LAP, I WILL ASSUME THAT YOU ARE LOOKING AT YOUR PHONE AND TEXTING AND YOU WILL BE CONSIDERED IN VIOLATION OF THIS POLICY.

The instructor reserves the right to assess an alternative penalty in the case of a first offense of this policy during a lecture. This determination rests solely with the instructor on a case-by-case basis.

Please note that this policy also applies if your phone rings during class. Additionally, if your phone rings during an exam, you will immediately be dismissed from the exam and you will receive a zero for the exam. No credit will be given for anything which you have completed on the exam to that point.

Disability Statement: The College will make reasonable accommodations for persons with documented disabilities. Students should apply at the Center for Disability Services / SNAP, located on the first floor of the Lightsey Center, Suite 104. Students approved for accommodations are responsible for notifying me as soon as possible and for contacting me no later than one week before accommodation is needed. **If you will be taking your exam at the SNAP Alternate Testing Site, please get me your SNAP envelope no later than five calendar days before any announced exam date. Do not bring it to me any later than that, otherwise, you will not be allowed to take the exam at the SNAP center and will have to take it with the rest of the class with no additional accommodations.**

Students eligible for accommodations must present a hard copy of their PNL from the Center for Disability Services to the Instructor as soon as possible. Even if you have been enrolled in another course taught by this Instructor, another copy of your PNL must be provided to get accommodation for this course.

Other Policies:

1. All recording media are forbidden in the classroom. Under no circumstance is it permissible to record lectures, in accordance with policies of the Department of Accounting and Legal Studies.
2. Students are never to walk in late for class or leave early unless prior arrangements have been made with the Instructor. Tardy students will not be permitted to take examinations. If you arrive late or leave early without explicit permission, you will be counted as absent for the day.
3. Any student who is considered by the Instructor to pose a disruption of instruction will be administratively withdrawn, dismissed from the class and/or receive a failing grade for the course. This determination shall rest absolutely with the Instructor.
4. Students must complete all assigned material before coming to class. The Instructor reserves the right to not address questions or comments by those not doing the assigned work prior to class. This is consistent with the College of Charleston Classroom Code of Conduct.
5. Accounting is really not that boring and naptime is not built into the curriculum. Therefore, if you fall asleep in class, you'll be dismissed from the lecture with an absence recorded.
6. It should go without saying, but bring your textbook and your basic four-function calculator to every class! Also, please bring all handouts with you throughout the semester.
7. For examinations and in-class exercises, you will be required to have a basic four-function calculator. You may not use any other calculator, including, but not limited to, scientific, financial, or those integrated with other electronic devices. If you don't have a basic four function calculator for the exam, you will be provided with paper for your calculations, but you will have to turn these in with the exam. The instructor might have extra calculators, however, there may not be enough to go around, and they sell for around \$5 at the bookstore. (I don't recommend the cheap calculators from CVS. I have seen them break in the middle of exams.)
8. Anything regarding Tax presented in this course is for illustrative purposes only. Internal Revenue Service regulations generally provide that, for the purpose of avoiding tax penalties, a taxpayer may rely only on formal written advice meeting specific requirements. Any tax advice in this class, or in any materials in this class, does not meet those requirements. In accordance with IRS Circular 230, I inform you that any such tax advice is not intended or written to be used, and it cannot be used, for the purpose of avoiding federal tax penalties that may be imposed on you or others, or for the purpose of promoting, marketing or recommending to another party any tax-related matters.
9. From time to time, the instructor may provide fresh baked goods to illustrate certain concepts. If you have any food allergies, please inform the instructor of this fact immediately.
10. Absences due to athletic travel will only be excused if the instructor receives notification directly from the Director of Student-Athlete Academic Services. However, I do expect Student-Athletes to notify me beforehand of any expected absences and provide the letter from your coach on the first day of class.
11. While I do teach other courses, I generally cannot allow you to take an exam with another section. All of my other sections are at capacity for the room and I must guarantee a seat to all those enrolled in that particular section.
12. This syllabus and policies noted therein may be amended, on a case-by-case basis or in the entirety, by the Instructor as needed or deemed appropriate by the instructor.

ACCT 204- Managerial Accounting
Schedule of Assignments to Achieve Learning Goals
Department of Accounting and Legal Studies
Fall 2017

The First Exam

Chapter 1- *Introduction to Managerial Accounting*

Exercises: E1-3 through 7 and 12

Problem PA 1-4

Chapter 2- *Job Order Costing*

Exercises: E2-2, 1, 4, 3, 5, 6, 8, 7, 9, 11, 18*, 19, 20

Problems PA 2-2, 1, 5 and 6

*For E2-18, do the journal entries even though they're not required in the problem

Chapter 3- *Process Costing*

Exercises: E3-4, 5, 7, 9, 11, 15, 17, 19, 20

Problem PA3-1

The Second Exam

Chapter 4- *Activity Based Costing and Cost Management*

Exercises: E4-2, 3, 4, 5, 9, 10, 11, 14, 19

Problem PA4-1 and 3

Chapter 5 - *Cost Behavior*

Exercises: E5-2, 3, 4, 5, 9, 10 through 14, 16, 19 and 20

Problems PA 5-2 and 4 (you will turn PA 5-2 in for a grade toward The Second Exam)

Chapter 6 - *Cost-Volume-Profit Analysis*

Exercises: E6-2 through 7, 14 and 15

Problems PA 6-1 and 2

Chapter 7- *Incremental Analysis for Short-Term Decision Making*

Exercises E7-1 through 8, and 10 through 12

Problems PA 7-1 through 3

The Master Budget Project

Chapter 8 – *Budgetary Planning*

Exercises: E8-4 through E8-21

Problems PA 8-1 through 8-3 (will be turned in for an exam grade)

The Third Exam

Chapter 9 – *Standard Costing and Variances*

Exercises E9-4, 6, 7, 8, 9, 13 and 18

Problems PA 9-5 and 6

Chapter 10- *Decentralized Performance* Exercises:

Exercises E10-3, 5, 7, 8 and 17

Problem PA 10-2

Chapter 11- *Capital Budgeting*

Exercises: E11-3, 4, 7 and 9

Problems PA 11-1 and 11-4

The Final Exam - Cumulative

Chapter 12- *Statement of Cash Flows* – ASK SPADE if we get this far.

**ACCT 204- Managerial Accounting
Fall 2017
Thomas M. Spade, M.S. Accountancy, CPA**

Acknowledgment of Syllabus and Classroom Conduct Policies

Name: _____
(Please Print)

Academic Major: _____

What year were you born? _____

Where do you consider home? _____

Why are you taking this course?

Have you taken this course previously? _____

I have received a copy of the Fall 2017 syllabus for ACCT 204 (Section 05) and have read and understand his policies. In particular, I understand the attendance policy and harsh penalty for the use of unauthorized electronic devices including computers, cell phones, and other such devices, as well as the attendance policy. I understand that my grade will be severely affected by violation of these and all classroom policies and agree that I will abide by the College of Charleston Student Code of Conduct at all times while enrolled in this course.

Also, I understand that I am required to do the assigned readings, questions and problems before class. Further, I understand that not doing the assigned work prior to class is a violation of the College of Charleston’s Classroom Code of Conduct and will result in my inability to ask questions or participate.

Signed _____

Date: _____