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

Class Time & Location: MWF 8:00 – 8:50, Beatty 214

Telephone: 843.991.5181 (cell)
            843.953.6075 (office)

Email: spadetm@cofc.edu

Office Hours: Beatty 215, MWF 9:15-9:45, MW 3:30-5:15, or by appointment.


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). A 12” ruler to use as a straight edge from time to time will be provided to you after drop/add. Pencils are required for assignments and examinations. 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.

***You will be required to install Analysis ToolPak in Microsoft Excel before Chapter 5.***

Finally, you are required to have a three-ring binder with loose leaf as opposed to a spiral notebook for this class. Some of the problems that we will be working will be quite lengthy. It is much easier to pull pages out of a spiral notebook and have everything in front of you instead of trying to flip back and forth between pages. This also greatly reduces the potential for errors.

Instructional Support: The Business 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. Explain how managerial accounting is used to support the key functions of management.
2. Describe different ways to think about costs and identify costs according to their behavior.
3. Determine the cost of a product or service using traditional and activity-based costing systems.
4. Analyze and understand the concepts of contribution margin, breakeven point, and cost-volume-profit analysis.
5. Conduct incremental analysis to make a variety of managerial decisions (e.g., accept special orders, make-or-buy, keep-or-drop, sell-or-process further).
6. Prepare an operating budget and understand its use.
7. Demonstrate a basic understanding of standard costs and perform variance analysis between actual and standard costs.
8. Evaluate the performance of decentralized responsibility centers using several metrics.
9. Use a variety of techniques to analyze and make capital investment decisions.
Sustainability Literacy Institute Student Learning Objective relevant to this course:

**Build Awareness**
Students can identify various elements of Sustainability and the relationships between them.

School of Business Learning Objectives relevant to this course:

**Communication Skills**
Students prepare professional documents that are technically correct, and effectively present the material utilizing technological tools and ability utilizing relevant knowledge specific to the discipline of Accounting.

**Quantitative Fluency**
Students will demonstrate competency in logical reasoning and data analysis skills.

**Global and Civic Responsibility**
The skills learned in the course will allow students to recognize and be able to appraise ethical dilemmas involved in business decisions and financial reporting, including internal and external pressures related to these topics, and competently engage in discourse aimed at resolution of these dilemmas utilizing relevant discipline specific knowledge.

**Intellectual Innovation and Creativity**
Students will be able to demonstrate their resourcefulness and originality in addressing extemporaneous problems. This course will enable students to prepare and interpret financial data and, based on the results of operations, identify areas to minimize certain expenses and generate additional revenue.

**Synthesis**
Students will demonstrate the ability to integrate knowledge from multiple disciplines incorporating learning from both classroom and non-classroom settings in the completion of complex and comprehensive tasks. In this course, students will consider application of multiple studies including management, finance, and marketing.

Department of Accounting and Business Law Learning Goals relevant to this course:
This introduction course is designed to provide students with a basic understanding of the most fundamental concepts in managerial accounting and thereby equip students to be **Functional in their Knowledge of Accounting**. Through the material covered the course will expose students to ethical and social dilemmas and thereby make the students **Aware of the Ethical Responsibilities of Accounting Professionals**.

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

- The Inventory/Financial Statement Review Project (20 points)
- The Job Order/Process Costing Problem(s) (40 points total)
- The First Exam (100 points total) Chapters 1, 2, 3
- The Cost Behavior Project (40 points)
- The Second Exam (60 points) Chapters 4 & 5
- Sustainability Assignment #1 – Chapter 4 (20 points)
- Sustainability Assignment #2 – Chapter 5 (20 points)
- The Third Exam (65 points total) Chapter 6, 7, 8
- The Master Budget Project (35 points total) Chapter 8
- The Fourth Exam (60 points, take home) Chapters 9 & 10
- The Final Exam (100 points) Cumulative, including Chapter 11
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%
- A- = 90%
- B+ = 87%
- B = 82%
- B- = 80%
- C+ = 77%
- C = 72%
- C- = 70%
- D+ = 67%
- D = 62%
- D- = 60%
- F = Below 60%

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-spring2020.pdf](http://registrar.cofc.edu/pdf/exam-schedule-spring2020.pdf). Students that miss the final exam will receive an F for the course regardless of previous performance in the class.

The College requires final exams to be taken at the time scheduled except when two or more exams are scheduled simultaneously, or legitimate and documentable extenuating circumstances prevent the student from completing the examination at the scheduled time (e.g., burial services for an immediate family member). According to the College of Charleston Academic Catalog, family vacations, family celebrations, job interviews, and problems with travel plans are not considered legitimate extenuating circumstances.

Examinations and Quizzes - Examinations are generally given in class, however, some exams, will be, in part or in their entirety, take home. You may not leave the room during an in-class exam for any reason. When time is called on an in-class exam, you must stop writing immediately or you will be given a zero for the exam regardless of your performance on it.

For in class exams, 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 CELL PHONES EITHER IN CLASS OR ON IN CLASS EXAMINATIONS.

For take home exams, students are allowed to use any and all resources at their disposal, with two exceptions: Students may NOT work in collaboration with anyone else, and students may not use the Business Lab for assistance on take home exams. Any violations of this policy will be considered an honor code violation (see section below regarding Academic Integrity).

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 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 are encouraged to work together on homework, as well as use the Business Lab, come by office hours, and all available study resources. However, **students should be aware that unauthorized collaboration—working together without permission on assignments submitted for a grade—is a form of cheating. Unless the instructor specifies that students can work together on an assignment to be submitted for a grade, a quiz, and/or an exam, no collaboration during the completion of the assignment is permitted. THIS INCLUDES ANY TAKE HOME EXAMS.** 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 or receiving any unauthorized assistance, during the completion of an exam or any other assignment submitted for a grade.

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://deanofstudents.cofc.edu/honor-system/studenthandbook/](http://deanofstudents.cofc.edu/honor-system/studenthandbook/).

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 accepted at the discretion of the Instructor, and any late assignments are subject to a grade penalty determined by the instructor on a case by case basis. 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.

Again, signing the attendance sheet for other students is considered an Honor Code violation. If you are caught signing the roll for another student, all students involved (including the student whose name is being signed in) will be reported to the Honor Board.

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.
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 use a computer or tablet to access the electronic textbook, I reserve the right to see what programs and apps you have running at any time. If you have another program or app up at any time, you will be considered in violation of this policy. You may not use a computer to take notes.

Texting, receiving or sending messages, cell phone use, computer or tablet 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, FOR ANY REASON, 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 Business Law.

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 are required to have a pencil and 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 the Instructor does teach other sections of this course, you must take exams with another section.

12. You must complete the syllabus acknowledgement and turn it in. Failure to submit the syllabus acknowledgement may result in you being dropped from the course at any time.

13. 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.
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

THE THIRD EXAM

Chapter 6 - Cost-Volume-Profit Analysis
Exercises: E6-2 through 7, 14 and 15
Problems PA 6-1, 6-2, and 6-7

Chapter 7 - Incremental Analysis for Short-Term Decision Making
Exercises E7-1 through 8, and 10 through 12
Problems PA 7-1 through 3

Chapter 8 - Budgetary Planning
Exercises: E8-4 through E8-21

THE FOURTH EXAM AND FINAL 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: 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
A few final thoughts:

ON THE CLASS AND THE MATERIAL:

- This class is VERY different from ACCT 203, but requires you to understand some basics from that course. If you do not understand what’s going on at any point, please ask questions. I promise that you’re not the only student in the class who is wondering the same thing.

- The class might seem to go slowly at first, because we’ll spend the majority of the first half of the semester on the first three chapters. That’s by my own design. I’m trying to give you a solid foundation which you’ll need to understand the rest of the course. So yes, it’ll go slowly at first, but then we’re kicking it into overdrive for the second half of the semester. I promise, you’ll get a better understanding of the material this way.

- This is NOT a class where you can memorize and regurgitate. You’ll have to think about and develop an understanding of the material. But remember, we use the numbers to tell a story, just like a work of art. Our medium is graphite on paper, and we use numbers to express our thoughts. Understanding the story the numbers are telling you is the whole key to this class.

- I write things out on the board, and I write in different colors, to make it easier to follow along. If you ever can’t see something in a particular color, or if I’m writing too small, please interrupt me immediately and I’ll change the color or the size of my writing as applicable.

- Take notes! But to help you along, I’ll post pictures on the class Instagram page of what I write on the board. So start following @ProfessorSpadeCofC on Instagram! But if Social Media isn’t your thing, see me after class or e-mail me, and I’ll send you the pictures.

- In class, participate, participate, participate. Exceptional questions and comments in class that draw on something you’ve learned before will be greatly rewarded.

ABOUT EXAMS:

In class exams are multiple choice, but are by no means easy. You will have to do calculations to find the correct answers, and test taking skills you’ve learned in the past will not serve you in this course.

- All of the multiple choice selections can be found with the information provided, so don’t just look at relationships between the information given, know the underlying formula.
- Read the questions carefully. You may have to solve for one number to get the answer, and that which you solve for might be one of the selections.
- None of the above might be a valid answer.

At the end of Chapter 3, before the first exam, I’ll give you all an assignment which will consist of a couple of sample questions from previous semester’s exams, just so you can see what they’ll be like.

ABOUT HOMEWORK:

I know there’s a lot of homework for each chapter. And yes, I expect you to read the chapter after I’m done lecturing on it, before you do the homework assignments! But you will learn this material by getting practice with it and thinking about what you’re doing the whole time, just like learning a language.
I'M HERE FOR YOU:

- If you still don’t understand something after the lecture and reading the book, please come to office hours. That’s why I hold office hours, and I’ll be glad to work with you. Besides, there’s usually chocolate available.

- Feel free to e-mail me or text me outside of office hours if you have questions. I’ll get back to you as soon as possible.

- Finally, please don’t ever take my sarcasm or humor personally. I know it’s not an easy class. And yes, I know I assign copious amounts of difficult work. But I want you to get excited about learning the material, and for you to look forward to coming to class. I try to make this class as enjoyable as possible for you all in the live studio audience. But the last thing I want is for anyone to be too scared to ask me anything in class. So if my humor rubs you the wrong way, please let me know so it doesn’t happen again.
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? If so, when (and list instructor if at CofC) __________________________________________________________________

I understand that my final exam is on __________________________________________________________________ at __________________________________________________________________.

I have received a copy of the Spring 2020 syllabus for ACCT 204 (Section 01) 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 policies on attendance and academic integrity. 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: ___________________________________________________________________________________