COLLEGE OF CHARLESTON
ACCT 308-01: COST ACCOUNTING
Fall 2020
MW 4:00 – 5:15 pm (Beatty 218)

PROFESSOR: Jennifer Burbage, CPA
EMAIL: BurbageJ@cofc.edu and Oaks
OFFICE: Beatty Center 430 and Zoom or Google Hangouts
OFFICE HOURS: Depending on the situation throughout the semester, I will plan on having regular office hours via Zoom or in person. I will post these office hours on Oaks. Additionally, you may contact me to schedule a time if you need to meet outside my available hours. In general, I will plan to be available MW from 12 pm – 2 pm and certain times on Tuesday and Thursday based on your needs.

COMMUNICATION: 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. During the Fall semester, I am also looking into adding a texting communication method as well – I will update you as I explore my options.

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. Links to our Zoom classes and office hours will also be provided via Oaks.

Communication: What you should expect from me:
- I will communicate schedule changes as soon as I know about them
- If you contact me via email, you should expect to hear from me within 24 hours (48 hours during weekends and holidays). If you don’t hear back within this timeframe, you are more than welcome to send your message again – I DO sometimes miss messages as I tend to get a lot, but I will never purposely ignore you!
- I will be as available as possible – please reach out if you have concerns

Communication: What I expect from you:
- Before you ask a question, ask yourself – is the answer in the syllabus?
- When you send a message (via messaging app or email), provide your name (if messaging app) and tell me that you are in my ACCT 308 course.
- Use your resources (Connect has some really helpful resources; your classmates may be resources via discussion boards, etc.)

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:
- Lanen, Anderson & Maher, Fundamentals of Cost Accounting (6th edition, McGraw-Hill) - 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
- Computer with webcam and microphone – you will be required to use your webcam during exams (you will have to download the Respondus Lockdown Browser.)
COURSE LEARNING OBJECTIVES:

- To learn about the accountant’s role in the organization
- To understand cost terms and purposes
- To learn the job costing system
- To learn cost-volume-profit analysis
- To learn about flexible budgets and direct cost and overhead variances
- To learn about the master budget and responsibility accounting
- To understand how costs behave
- To learn about decision making and relevant information

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.

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:
Junior standing; ACCT 203 and ACCT 204

COURSE DESCRIPTION: The focus of this course is on the attributes of cost and management accounting systems. Cost and management accounting systems, provide information for 1) costing out services, products and other objects of interest to management; 2) planning, control and evaluation and 3) decision making. Unlike financial accounting, there are no generally accepted procedures in management accounting. Each firm has its own set of reports, analyses, and procedures. More important than learning the principles and procedures of management accounting is your ability to properly choose and apply those principles and procedures to a situation and then effectively communicate your findings. This course will emphasize your learning to choose and appropriately apply the procedures and to analyze and communicate your results.

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.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus Quiz</td>
<td>10</td>
</tr>
<tr>
<td>Homework – lowest dropped (top 5 used for your grade)</td>
<td>100</td>
</tr>
<tr>
<td>Quizzes – lowest grade replaced with highest (short content assessment)</td>
<td>60</td>
</tr>
<tr>
<td>Writing Assignments (possibly also presentation)</td>
<td>30</td>
</tr>
<tr>
<td>Tableau Assignment</td>
<td>20</td>
</tr>
<tr>
<td>Budget Problem (spreadsheet)</td>
<td>30</td>
</tr>
<tr>
<td>Exam 1</td>
<td>100</td>
</tr>
<tr>
<td>Exam 2</td>
<td>100</td>
</tr>
<tr>
<td>Exam 3</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Points before Final Exam</strong></td>
<td><strong>550</strong></td>
</tr>
<tr>
<td>Final Exam – Comprehensive (“optional” – see below)</td>
<td>100</td>
</tr>
</tbody>
</table>

GRADING SCALE:

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

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Letter Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92%+</td>
<td>B-</td>
<td>80.0</td>
<td>D+</td>
<td>67.0</td>
</tr>
<tr>
<td>A-</td>
<td>90.0</td>
<td>C+</td>
<td>77.0</td>
<td>D</td>
<td>62.0</td>
</tr>
<tr>
<td>B+</td>
<td>87.0</td>
<td>C</td>
<td>72.0</td>
<td>D-</td>
<td>60.0</td>
</tr>
<tr>
<td>B</td>
<td>82</td>
<td>C-</td>
<td>70.0</td>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>
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 will miss an exam due to a previously scheduled reason (such as an athlete missing an exam due to an out of town game), must schedule a time with me to take the exam BEFORE the scheduled exam date.
• NO MAKE-UP TESTS ARE GIVEN. If there are extenuating circumstances requiring you to miss an exam, please see me, before the exam. An absence is considered unexcused unless and until it is classified as excused through the Office of the Dean of Undergraduate Studies.
• 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. (If the semester remains online, you must be visible during the entire exam – to be further discussed).
• 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 problems. 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.
  • If the exams are online: Exams will be administered via Oaks and must be completed independently (alone and no reference materials) within the time allotted for the exam.
  • If the exams are given face to face: 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 the class period before the class period during which the exam is scheduled. If we are still in a virtual environment, SNAP students must contact me well in advance of the exam day to notify me of additional required time – I will work with you!
**FINAL EXAM:** The final exam is an optional (if your current grade is high enough), cumulative exam and worth 100 points. When you take the CPA exam, your score is not a percentage score, but rather the number of points you earn in an area, with a score of 75 being a passing score - showing you know the material enough to be allowed to represent the profession in that area of study. That being said, if you get a 75 or above on the final exam, I will take your grade before the final and raise it by one grade (so if you have a B- before the final (based on the number of points earned / total points available) and you earn a 75+, your grade will increase to a B+; if you have a B+, your grade will go up to an A-, etc.) as you have shown that you know the cumulative material.

**Things to note:**
- If you have a solid A, you may choose NOT to take the final (you will need to notify me prior to the date of the exam), but you are certainly welcome to take it anyway;
- If you have a grade that you are satisfied with (even if it isn't an A), you may also choose not to take the final - you must verify with me in person that you understand your grade though (grades are on Oaks and the total is out of 550).
- If you have a grade below a C-, you don't have the option to opt out of taking the final
- If your score on the final is so high that it raises your grade (when taking the total out of 650 points) more than one grade (for example from a C to a B), I will give you the grade you earn based on the original scale - I will calculate both ways. This is VERY rare, but possible.
- The final cannot hurt your grade; so if you have a B+ and would like to try for an A- but score lower on the final, you keep the B+

**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 end of the day on the due date - Connect has these dates/times (per the attached schedule). Late submissions will not be accepted. 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 (I will work with you during the first week to ensure that you have access). 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.

Each homework assignment is worth the same number of points in the class. The lowest of six assignments will be dropped (I take the top 5 for a total of 100 points).

**Important:** The homework assignments cover a few chapters each – do NOT wait until the last minute….you should work through the problems as the topics are covered in class (save your work and don’t worry if you submit before the due date – the assignment is still available until 11:59 pm on the due date)
QUIZZES:

Quizzes will be administered online and are due by the due date on the schedule. They are set up to coincide with homework due dates and will mostly be concept questions (so you can study by reading the chapter outlines and example multiple choice questions provided in the McGraw Hill Connect material). The homework problems are problem based and the quizzes are generally designed supplement to that (if quizzes will also have problem based questions, you will be notified in advance) – both of which are intended to help ensure that you can work through the material in order to prepare for exams. I will likely give 5 quizzes and drop the lowest (replacing it with your highest score).

Note for homework, quizzes and tests: Technical difficulties are not valid reasons for an assignment – do NOT leave your assignments until the last minute. It is your responsibility to ensure you have internet access to successfully complete this course. This may require you to be creative in cases where your original plan for network access falls through (i.e. go to a library, coffee shop, etc. or plan to use a hotspot if your internet goes out at home). Obviously in the case of inclement weather, I will adjust due dates.

ATTENDANCE:

This material in this class builds on itself and I will frequently work through problems (both assigned and unassigned examples) so regular class attendance is important. Obviously this semester (FALL 2020) is different – attendance might mean that you watch a pre-recorded lecture and then ‘attend’ a Zoom class to go over the material. I will communicate the expectations as clearly as I possibly can and understand that everyone is in a unique situation.

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 (whatever the format) is important.

WRITING ASSIGNMENTS:

The textbook contains far too many topics to cover in one semester. I have selected several chapters/topics that we will discuss as a class – likely in the form of group projects. You will be graded on these assignments for your analysis/write-up (showing a thorough understanding) and any required presentation. More information will be forthcoming well in advance of the due dates for these assignments. The format of the actual assignment(s) will be dependent on the format of the semester, which is fluid.

TABLEAU AND BUDGET ASSIGNMENTS:

You will receive information on these assignments with enough advance notice to complete each assignment. In general, assignments like these will be submitted to a dropbox.
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 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 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://deanofstudents.cofc.edu/honor-system/studenthandbook/index.php

DISABILITY STATEMENT:

Any student eligible for and needing accommodations because of a disability is requested to speak with the professor during the first week of class or as soon as the student has been approved for services so that reasonable accommodations can be arranged.

ADDITIONAL POLICIES:

- If we are face to face: Always bring any required handouts to class. I will frequently refer to figures or problems in the book/handouts during class. I will give them to you once – after that, it is your responsibility to know what you need for class. These handouts are very important.
- 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. Additionally, as noted above, your attendance grade will be impacted if I notice you texting during class (and it is not difficult for me to notice texting – even when you think you are being subtle).
- When in a live lecture, please mute your microphone when you don’t have a comment or question

7
ADDITIONAL POLICIES (continued):

- Tape recorders or other recording media are not permitted in the classroom. Under no circumstances is it permissible to tape record lectures. Zoom classes will automatically be recorded and I will provide access to these recordings.

- 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.

- I will not provide scores for any assignment, exam, or quiz via the telephone or by email. The Family Educational Rights and Privacy Act (http://www.ed.gov/offices/OII/fpco/ferpa/) prohibits me from discussing your grades in this course with your parents, with other members of your family, or with your friends. All grades will be posted to Oaks as soon as possible.

- This 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. I do not expect you to be perfect, but if your behavior is obvious enough to distract me, then it is obvious enough to distract others.

- All grades will be based on the grading criteria established in this syllabus. “Extra Credit” assignments, if any, are only given to the whole class – they are not provided upon request from students who have not completed the regular credit requirements.

- This is a class which 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. I do not expect you to be perfect, but if your behavior is obvious enough to distract me, then it is obvious enough to distract others.