

COLLEGE OF CHARLESTON
ACCT 308-01: COST ACCOUNTING
Spring 2021
T/Th 1:40 – 2:55 pm (Tate 131)

PROFESSOR: Jennifer Burbage, CPA

EMAIL: BurbageJ@cofc.edu and Oaks

OFFICE: Beatty Center 430 and Zoom or Google Hangouts

OFFICE HOURS: In my office (Beatty 430) in person on Wednesdays from 10 am – 2:00 pm. By appointment via Zoom on Monday and Friday from 9 am – 2 pm. I can also meet via zoom on Wednesday, but will limit my scheduling if I have a lot of people who come in person.

Spring 2021 course format In order to accommodate as many students as possible in a way that each student can learn best AND feel safe, I will be teaching in the classroom noted on the semester schedule AND these lectures will be live on Oaks. I will take a poll before the semester starts to determine your preference. **Once you have decided to be in person or remote, you need to stick with that decision – unless we discuss a change in advance.** I expect you to be in the classroom if you have opted to be there and, likewise, if you have opted to remain remote, our class is scheduled for a specific time, so I expect you to log into Zoom with your webcam. If you have a valid reason to miss class, you may request that I record the lecture for you – however, I do NOT plan to record every lecture. This request must be made BEFORE our class period (obviously I expect this to be a rare circumstance since you can be online and don't have to get yourself anywhere). **If your situation related to COVID changes and you need to transition from in person to remote, please communicate with me. Likewise, I understand that many of you wish to be in person but would like to start remote to let more time pass after the break – please just let me know.**

If my poll results determine that more people wish to attend in person than the Registrar has deemed 'safe', I will set up a rotating schedule that I will communicate to the in-class students. If that is the case, it is even more imperative that you show up for class if you have opted to do so – you are using a spot that someone else might want.

Regardless of your choice for format, I will put all exams on Oaks and administer them online; however, I am happy to be in the classroom and allow you to be there as well if that is a better environment for you. All exams will be completed online, but I also accept scratch paper (and handwritten answers that I can read and follow).

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** – this semester, if you choose to attend class via Zoom, I will require that you have your webcam on during class so that you can be as engaged as possible in the class. You will also be required to use your webcam during exams (you will have to download the Respondus Lockdown Browser for certain aspects of quizzes and/or exams).

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.

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.)

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.

<u>Activities</u>	<u>Points Available</u>
Syllabus Quiz	10
Homework – lowest dropped (top 5 used for your grade)	100
Quizzes – lowest grade replaced with highest (short content assessment)	60
Writing Assignments	40
Tableau Assignment	20
Budget Problem (spreadsheet)	30
Exam 1	100
Exam 2	100
Exam 3	100
Total Points before Final Exam	560
Final Exam – Comprehensive (“optional” – see below)	100

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 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.
- **Online exams:** Exams will be administered via Oaks (or Connect) and must be completed independently (alone and no reference materials) within the time allotted for the exam. During the exam, you will be only be permitted to access the exam and scratch paper (no other browsers or apps). You will keep your webcam on and you will show your clean workspace.
- Students with disabilities who have the proper documentation through SNAP services for extended exam times should contact me in advance to set up extra time and/or additional accommodations. 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 70 or above on the final exam (a little more lenient since you are still in school), 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 70+, 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, I am going to assume you are opting out of the exam, but you are certainly welcome to take it anyway – you will need to notify me in advance though.
- 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 560).
- 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 660 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:

Students who regularly attend class significantly outperform students who do not attend. 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 (this may be through zoom reports). 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. If you must miss class for an extended period of time due to extenuating circumstances, please see me.

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:

- **Always have handouts available for use during class. I will frequently refer to figures or problems in the book/handouts 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. 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.
- 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.

- 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.