

College of Business

Tennessee State University

Fall 2012 Course Syllabus

LOCATOR INFORMATION:

Course Name: Cost Accounting, ACCT 3140-80

Credit Hours: 3 semester hours

Contact Hours: 5:30 PM - 8:30 PM, Tuesday, AWC-312

INSTRUCTOR:

Name: Robert Hayes

Office: AWC K421

Phone: (615) 963-7164

E-mail: rhayes@tnstate.edu

Office Hours: Tuesday: 1:25pm-5:25pm; Thursday: 1:25pm-7:25pm.
Limited other times available by appointment. Other University obligations occasionally cause me to be out of my office during office hours.

REQUIREDTEXTBOOK & MATERIALS: The required textbook is: *Cost Management by Blocher, Stout & Cokins, 5th edition* ISBN: 9780073526942; McGraw-Hill/Irwin. We will use the publisher's website (http://highered.mcgraw-hill.com/sites/0073526940/student_view0/index.html) to obtain updates when/if the text material has been superseded; for example, new FASB Pronouncements.

Multiple Choice Quizzes, Excel Tutorials, Excel Templates, Check Figures, and Chapter PowerPoint Presentations are available at http://highered.mcgraw-hill.com/sites/0073526940/student_view0/index.html (just click "Choose a Chapter").

Calculators: Students will need a four-function calculator and similar backup calculator. Calculators cannot be shared during graded quizzes and exams.

Additional Useful websites:

<http://www.nasba.org/exams/cpaexam/tennessee/> (type in another state for that state)

<http://money.cnn.com/markets/>

<http://www.fasb.org>

<http://www.aicpa.org/Pages/Default.aspx>

<http://www.youtube.com/watch?v=KbdWVO8D8uQ&mode=related&search=>

COURSE DESCRIPTION: This course continues with forms of internal business operations, analysis of financial data, department accounting, manufacturing accounting, cost accounting, cost-volume-profit analysis, and management decisions. Students will study how management may use accounting information to make management decisions and resolve related ethical issues. Prerequisite is ACCT2020 and upper-division admission (and, upon entering the class, students are assumed to possess adequate skills in utilization of electronic spreadsheets).

COURSE OBJECTIVES: The primary goal of the course is for students to come to think and act as an accountant would think and act: to think clearly about the questions which accountants face and to effectively communicate decisions based on the analysis of gathered information. Activities of this course are designed to enhance students' knowledge, skills, abilities, and attitudes (values, beliefs, and feelings: think about "ethical..."). Specifically, after successfully completing this course, each student will be able to:

- General Learning Objectives: (1) exhibit oral and written communication skills and listening skills, (2) apply analytical reasoning skills (the ability to critically think through problems of many kinds and offer creative, plausible, and supportable solutions), and (3) use reflective thinking to evaluate options and alternatives regarding ethical issues in society as a guide to belief and action.
- Accounting Learning Objectives: demonstrate (1) an understanding of the meaning of the various cost accounting terms and concepts, (2) an understanding of the development and use of cost accounting methods in an organization, (3) an understanding of the analysis and recording of transactions for a manufacturing concern from the beginning step of transaction analysis through the end step of producing general purpose financial statements and management reports in acceptable formats, and 4) an understanding and appreciation of the ethical issues involved surrounding the creation and use of various accounting data and management reports. Each student should also be able to (1) use accounting/financial/managerial documents to make informed, effective decisions based upon, and evidenced by, the accounting/financial/managerial documents as well as (2) utilize relevant information technology within accounting software by setting-up, completing, and emailing Excel® worksheets.

ACADEMIC INTEGRITY: Academic honesty and integrity lie at the heart of any educational enterprise. Students are expected to do their own work and neither give nor receive assistance during quizzes and examinations. Deliberate violations of academic integrity (plagiarism, cheating, misrepresentation of information) and fabrication are not tolerated. Actions outlined in the Tennessee State University Student Handbook under Code of Student Conduct will be followed for incidents of academic misconduct.

REASONABLE ACCOMMODATIONS: Any student requiring accommodations should contact Patricia Scudder, Director of Students with Disabilities-Disabled Student Services Office, at 963-7400, preferably before the fourth class meeting. The College of Business, in conjunction with the Office of Disabled Student Services, makes reasonable accommodations for qualified students with medically documented disabilities. As your course instructor, I need to be aware of your status---before assignments are due--if it will affect your class activities and assignments.

CODE OF STUDENT CONDUCT: There will be no eating, drinking, sleeping or disruptive behavior in the classroom. Each student is encouraged to participate in classroom activities, asking questions, and working along with the class as recommendations/problem solutions to illustrations, examples, and cases are examined. Additionally, cell phones must be turned off upon entering the classroom and should remain so until class has ended. Action will be taken against those students who do not adhere to appropriate classroom behavior.

ATTENDANCE& LATE WORK: Students who arrive late disrupt the discussion and diminish the learning process. If a student is not present, she or he cannot learn from unique thoughts and insights of group discussion. Note: the instructor does not distinguish between “excused” and “unexcused” (a) absences, (b) late arrivals, or (c) early departures. A CLASS ROLL WILL BE TAKEN DURING EACH MEETING IN ACCORDANCE WITH UNIVERSITY REQUIREMENTS. With the understanding that “excessive absences” is defined as three missed classes, or the equivalent, excessive absence from class may be reported for “intervention” purposes. Official class cancellation, building evacuation, etc.: the “Homework and Test Schedule” (page 6 of this syllabus) will shift forward by one meeting except for the scheduled final exam. Appropriate additional announcements will be provided in a timely manner via MyTSU email.

TEACHINGSTRATEGIES: Students will be asked to (a) acquire adequate knowledge, skills, abilities, and attitudes based on course assignments and (b) demonstrate acquired knowledge, skills, abilities, and attitudes in class. Students will provide general discussion/interaction plus spoken and/or written communications in responding to the instructor’s specific questions and assignments. The instructor will evaluate students’ handwritten homework, their pre-announced examination results, and their responses to random questioning in order to assess the level of knowledge, skills, abilities, and the attitudes that students have demonstrated.

Student learning is best facilitated by regular participation. A student contributes positively by sharing his or her insight and way-of-thinking with the class; and the group's collective knowledge, skills, abilities, and attitudes are enhanced. Student engagement is productive and greatly encouraged; however, talking while the instructor, another student, or a guest has the floor shows a lack of respect for others; it diminishes the learning process, and it is unprofessional.

Accounting theory and methodology is a system of logic. Overall, everything done during the semester will in some way focus on helping students better understand the logic of accounting.

| Course Content/Outline (by topic): | <u>Approx. in-class time (hr)</u> |
|---|--|
| Introduction to Course..... | 1.5 |
| Ethical Considerations.....(paper outside of class)..... | 2.0 |
| Cost Management and Strategic Decision Making..... | 3.0 |
| Job Costing | 3.5 |
| Cost Accumulation and Allocation..... | 3.0 |
| Activity Based Costing Systems..... | 3.0 |
| Managing Customer Profitability..... | 2.5 |
| Product Life Cycle, Theory of Constraints..... | 2.5 |
| Process Costing | 3.0 |
| Financial and Cost-Volume-Profit Models..... | 3.0 |
| Cost Management and Decision Making..... | 3.0 |
| Budgeting and Financial Planning..... | 3.0 |
| Standard Costing, Variance Analysis..... | 3.0 |
| Responsibility Accounting and Evaluation of Divisional Performance..... | 3.0 |
| Evaluation/Examination Process..... | 6.0 |
| | <u>Total 45.0</u> |

ASSIGNMENTS& EVALUATION CRITERIA:

Exams and Homework: *300 possible points for exams--three (includes final) written tests (100 points each) will be given at pre-announced times. These three exams will cover (a) homework and (b) any material presented in class. 200 possible points for validated homework--validated homework will consist only of handwritten work. For these exams, students will need a four function calculator and backup; students will not need extra paper. Bring your textbook to every class.*

Accounting Department's Assurance of Learning: *100 possible points for graded ethics paper.* The Department of Accounting must demonstrate what learning occurs for each of the designated overall accounting program learning goals. Assurance-of-Learning processes provide for improvement of student learning as measured by student achievement of specific program learning goals. A term paper based on business ethics will be used for assessment regarding Assurance-of-Learning in each ACCT3140 each semester. Paper Guidelines: A paper will be due later during the semester based on business ethics. It should be typed in Times 12 pt. with 1 inch margins, double spaced and should be a minimum of 5 pages in length. No specific documentation style is specified, but the style selected should include a cover page, an abstract, and properly formatted works cited page (these three items are not counted in page total). Student papers will be submitted as a single document in electronic form and printed form. The topic should relate to ethics in accounting and business. The topic should not be SOX, Enron, or WorldCom related and must be approved by the professor prior to the deadline established in the course schedule. To obtain approval for a topic, students must submit a paragraph describing the topic of the paper with a list of at least seven references that relate to the paper topic. Student papers will be checked for plagiarism and accuracy of cited references

See page 7 of this syllabus for criteria that will be applied in calculating the paper's grade.

Grading Scale: Final grades will be assigned as follows as a percent of the 600 available points (300 from exams plus 200 from homework and 100 from ethics paper):

Your Average: Your Grade

90-100%: A (quality and quantity of work is excellent)

80<90%: B (quality and quantity of work is very good)

70<80%: C (quality and quantity of work is satisfactory)

60<70%: D (quality or quantity of work is barely acceptable)

0<60%: F (quality or quantity of work is unacceptable)

Detected academic dishonesty (cheating, plagiarism, etc.) on any level on any assignment, quiz, or exam will result in an “F” grade for the semester.

Makeup Test: Test 4 will be a “comprehensive” 100-point final exam, and it will also serve as a makeup exam; this exam is the only (meaning there is no alternative, a “good” reason doesn’t change this!) opportunity to makeup a missed test. Any(all) student(s) can use this makeup provision as an option to replace a lower grade on one of the three earlier tests. Test 4 (final/makeup) exam questions will not come from previous exams except by coincidence.

Extra-Credit assignments will not be available. Your semester grade is based solely on the points accumulated from the 600 points available to you.

Privacy rules prevent your instructor from discussing your grades, attendance, or other personal information with anyone except “you.”

Homework is due at the beginning of class on the assigned “schedule” date. Some homework can be completed using Excel. Students will want to email copies of their Excel homework to themselves as well as bring a copy of Excel homework to class. Submit Excel assignments to rhayes@tnstate.edu.

| Homework and Test Schedule This schedule is subject to change if sufficient circumstances exist or appear. (1-day weekly schedule) | | |
|--|---|---|
| Week | Tuesday before break | after break |
| Week 1 8/28 | introduction to class and expectations of students | Chapter 1: 31 |
| Week 2 9/4 | Review Chapter 1 Chapter 2: 31 | Chapter 2: 33 |
| Week 3 9/11 | Chapter 3: 31,34 | Chapter 3: 47,53 |
| Week 4 9/18 | Chapter 4: 34 | Chapter 4: 39 Paper topic approved (bring copies of references to class) |
| Week 5 9/25 | Chapter 5: 32 | Chapter 5: 33,47 |
| Week 6 10/2 | Chapter 6: 30 | Chapter 6: 31,33 |
| Week 7 10/9 | TEST 1 - Chapters 1-6 | Progress on the paper (bring copies of references to class) |
| Week 8 10/16 | Fall Break | Fall Break |
| Week 9 10/23 | Chapter 7: 35 | Chapter 7: 38,39 |
| Week 10 10/30 | Chapter 9: 35,37 (note: skip chapter 8) | Chapter 9: 42,48 |
| Week 11 11/6 | Chapter 10: 34 | Chapter 10: 35,36 |
| Week 12 11/13 | TEST 2 - Chapters 7-10 | Chapter 11: 35 (note: skip chapter 12) |
| Week 13 11/20 | Chapter 11: 40,42 Chapter 13: 39 | Chapter 13: 36,37 |
| Week 14 11/27 | Chapter 14: 36,39 | Chapter 14: 43,49 Completed paper approved |
| Week 15 12/4 | Chapter 15: 28 | Chapter 15: 32,34 |
| Dec 7, 2012 | Friday - Early Exams (Candidates for Fall Graduation) | Friday - Early Exams (Candidates for Fall Graduation) |
| Week 16 12/11 | Test 4 (Final) scheduled by University Time: 5:30PM-7:30PM | Posted all grades via “MyTSU” by 12/17. |

The following criteria will be applied in calculating the paper's grade.

| Criteria | Percent of Grade |
|--|-------------------------|
| Content | |
| Writer Addresses Issues | |
| Develops major aspects of the central idea | |
| Cites correct sources to works cited page | |
| Percent for group | 49% |
| Organization | |
| Proper structure | |
| Each paragraph is coherent | |
| Logical transitions | |
| Percent for group | 17% |
| Word Choice | |
| Vocabulary appropriate to topic and audience | |
| Sentences are varied | |
| Diction errors | |
| Percent for group | 17% |
| Grammar | |
| Verb Errors | |
| Run-on Sentences errors | |
| Comma splice errors | |
| Sentence Fragments | |
| Pronoun Antecedent errors | |
| Spelling and punctuation errors | |
| Percent for group | 17% |
| Paper Total | 100% |