

BA515 (online) – Managerial Accounting Concepts and Applications

Course Syllabus Fall 2017

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Office Hours: Subject to Change

Tuesdays & Thursdays	9:00 – 9:30; 12:40 – 2:10
Wednesdays	2:00 – 3:00
Other times by <u>appointment</u>	

Course Prerequisites

At least six semester hours of undergraduate accounting

Course Objectives

This course is designed to provide you with a sound understanding of managerial accounting concepts and applications. Particular emphasis is given to the use of information by managers in planning, control, and decision-making. Product costing is also covered. In this course you will learn how cost, revenue, and other economic data are used in the management processes of measurement, analysis, decision-making, and planning for profit and not-for-profit entities.

After you complete this course, you will be able to obtain a comprehensive graduate-level framework to understand and use managerial accounting information in real-world situations which you are likely to encounter in your career. Throughout the course, you will put yourself in the shoes of a manager to make intelligent decisions.

Instruction Method: This Course is Self-Paced

- **See the Planning Grid and Weekly Study Guides (separately provided)**

You need to understand that you have chosen to register for a self-paced course. The learning environment of this course is much different from the one for face-to-face courses. Basically, you have the control. The instructor has a role as a facilitator or organizer. I will provide you with the planning grid for the whole term which I suggest you follow. Also, I will post/email specific study instructions on a weekly basis.

First of all, you need to read the textbook and work out problems. To support your learning, throughout the semester, the class, as a whole, in small groups, or individually, will meet online to discuss specific topics and ask/answer questions. These discussion and question sessions are either at predetermined times or non-time-specific. Every student is expected to make at least one substantive comment (i.e., questions, answers, or comments) to each discussion.

To ensure that you understand the materials or you are able to apply your knowledge in real-life situations, you will (1) do homework problems; (2) take short quizzes; (3) do cases and a project; and (4) take exams. After the class submits an assignment, answers and/or feedback will be provided.

Things to Understand Upfront

- This is an on-line course. You have to have **fast and reliable internet connection** throughout the term.
- This course will use **BlackBoard**, so you should familiarize yourself with this web-based software system.
- You will take the two exams (mid-term and final) at a **proctored testing center** of your choice or near your residence. Testing centers are located across the country. The purposes of using a testing center is to provide you with the best testing environment and eliminate the possibility of any potential disruptions (such as noise, phone calls, unexpected visitors, etc. you could have at home) while taking a test. In most cases, there is no proctoring fee. You may have to pay for the testing fee depending on the testing center you choose. **To ensure that you have a spot on the best day for you, make an appointment as soon as possible** (refer to the section “Finding a Testing Center”).
- **YOU ARE RESPONSIBLE FOR ALL ASSIGNED MATERIALS, HANDOUTS, AND ANNOUNCEMENTS.** You should communicate regularly with me and/or fellow classmates.

Required - Text and Connect Accounting

Managerial Accounting, 10th ed. Ronald W. Hilton and David E. Platt, McGraw-Hill Irwin and Connect Accounting

Connect Accounting is a homework management software. It can be accessed at the following site:

<http://connect.mheducation.com/class/m-lee-fall-2017-online>

- *You can buy them new or used on your own from any seller. At WKU Store, you can buy the Custom version (copy of the text only for the chapters we cover) at a price that is significantly lower than the regular price.
- * The custom book comes with Connect. Connect is a software with which you will do homework, get help and feedback, and submit homework on-line. Connect also comes with the on-line textbook (e-book).
- * You can print the e-book on your own. Alternatively, at any time, you can order a full set of color loose-leaf pages sent free of shipping charge for additional \$40.
- * 2 Week Free Trial: You can get access to Connect for three weeks. Before the free trial period is over, you can purchase Connect and transfer all of your work to the purchased account.
- * More detailed information about the purchase and use of Connect is separately provided in Blackboard.
- * You can also find useful study materials (Net Tutor, Quizzes, PowerPoint slides, etc.) from the textbook’s web page, <http://www.mhhe.com/hilton10e/> (Online Learning Center)

Success in this Course

In order to succeed in the course it is essential that you stay current with all reading assignments and assignments. Ask questions about anything unclear to you. Students are encouraged to speak to the instructor for all difficulties, big or small. Be prepared to actively participate in class discussion. Experience has proven that those who keep up and put effort into the course have little difficulty succeeding in the course. On the other hand, those who put forth little effort and get behind are soon lost. It is also a good idea (if possible at all) to meet with other students in the class and work in groups.

A good plan of attack for learning the material is to scan the chapter, read the questions at the end of the chapter, then

read the chapter (answering questions as you read). You should work through the assigned exercises and problems. Eventually, you should be able to solve the homework exercises and problems without the aid of the textbook. Plan to spend at least twelve hours per week on this course.

Participation

Essential to the learning process is active participation. Therefore, I expect you to be prepared to discuss chapter reading and homework assignments by the day the assignment is due. My feedback or answers are based on the assumption that you have thoroughly read the assigned material and attempted to solve assignments or cases.

Communications

I encourage you to regularly communicate with your fellow classmates and me. (I suggest you obtain the phone number and email address for at least two of your classmates.)

You can email me anytime. I usually check my emails at least twice a day. If you email me, type “BA515: “A short comment” in the subject section (for example, BA515: Case 2 Question). You should check your email every day for messages.

You can call me at the office most days between 9:00 am and 4:00 pm Monday through Friday. If I am not in my office when you call, leave a short message telling me why you called along with a phone number, so that I can return your call. I check my phone service for messages at least twice each day. I usually return your call or email within few hours. At the latest, my response will be within 24 hours during the week and 48 hours during the weekend. More things to note follow:

- I will communicate with you using the email addresses listed on WKU database (i.e., WKU email addresses).
- Each student is responsible for maintaining the email account in good condition (e.g., not exceeding quota) so that you can receive incoming emails.
- For your reference, copy yourself on any email sent to me.

Meeting in Person

Certainly, I can talk with you via emails or over the phone. However, I encourage you to meet with me so, if possible at all. If you have a chance to come to WKU, please stop by my office even if you do not have anything to ask. We can enjoy talking to each other.

Final Course Grade Determination

The final course grade is determined based on the following weights:

Midterm exam	25%
Final exam	30%
Homework	10%
Cases	10%
Quizzes	10%
Project (Master budgeting)	10%
<u>Participation in Discussion</u>	<u>5%</u>
Total	100%

1. Grading scale: A = 90 - 100%; B = 80 - 89%; C = 70 - 79%; D = 60 - 69%; F = below 60%
2. Discussion participation will be subjectively determined based on an ongoing monitoring of discussion forums.

3. You will be required to prepare a master budgeting device using a spreadsheet. The project will be a group project. Specific instructions will be given when Chapter 9 is studied.
4. When you check your grade on Blackboard during the term, note that your scores are raw (not weighted) scores. BlackBoard is not capable of incorporating weights of all categories and their sub-items in the correct way.

Discussion participation

Because this is a graduate-level course, you have an obligation to yourself and to your classmates to make substantive and productive contributions to class discussions. Thus, your PARTICIPATION in class discussion is expected. While participation is required to earn credit for class participation, comments that indicate poor class preparation will not receive credit. You will not be penalized for seeking clarifications or for asking questions that reflect an adequate degree of study and preparation.

Exams

There will be two examinations for this course. The dates for these examinations and the material covered by each exam are indicated in the **planning grid**. You will take exams at a proctored testing center of your choice. All students must take these examinations during the specified time periods. You can start the exam anytime during the period. However, once you logon to an examination, you must complete it within the time limit specified.

It is the student's responsibility to notify me of any scheduling conflict well in advance of the exam date, so that a reasonable amount of time is allowed to make other provisions.

Finding a Testing Center

Students can take exam at WKU (the DELO Testing Center) or at any testing center (near their homes or anywhere). The DELO Testing Center at the WKU main campus can proctor exams and can also help distant students locate other proctored test locations. In most cases, there is no proctoring fee. You may have to pay for the testing fee depending on the testing center you choose.

To make an appointment please visit the DELO Testing Center's website,
<http://www.wku.edu/testing/>

You are advised to make an appointment as soon as the exam schedule is announced. It takes up to 2 weeks to process your appointment request.

Important Deadlines

Aug. 23 (Wed) -- Last day to drop the course without a grade

Sep. 13 (Wed) -- Last day to drop with a "W" grade

Gordon Ford College of Business policy permits no exceptions to these deadlines.

Academic Dishonesty

I have no tolerance for academic dishonesty. Any student found to violate the University's policy will receive a failing grade (i.e., an F) for the course and also reported to the University for initiation of disciplinary action. If the application of the honor system to this class and its assignments is unclear in any way, it is your responsibility to ask me for clarification. Two or more students taking an online quiz or exam together are not permitted without specific approval of the instructor.

Student Accessibility Services

In compliance with university policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center (SARC), Downing Student Union 1074. The phone number is 270-745-5004. Please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the SARC.

Learning Center

Should you need academic assistance with this course, or any other General Education Course or like to request a tutor, contact the Learning Center (DUC, A330, 745-6254, www.wku.edu/tlc)

Need Help?

It is utmost important to seek help from the instructor for anything related to the course. I will be very pleased to help you out in this course. Please help me help you. Do not hesitate to ask for help, before it is too late. Let's have a good term.

Note

This syllabus reflects the information that was available at the time the syllabus was prepared. Subsequently, there may be changes to the syllabus (schedules, coverage, assignments, evaluation method, exam dates, etc.). It is the student's responsibility to stay abreast of all changes announced on Blackboard or in emails.

*** REGISTERING FOR CONNECT ACCOUNTING**

Connect Accounting is an online homework management system containing questions tied directly to your textbook. We will be using Connect Accounting for assignments in this course. If you buy the textbook from WKU Store, your access code is packaged with textbook. Alternatively, you can buy the access code from the publisher or other websites.

How to Register for Connect Accounting:

1. Navigate to the Connect website indicated on the syllabus,
<http://connect.mheducation.com/class/m-lee-fall-2017-online>
2. Click on **Register Now**
3. Enter your email address
4. Enter the registration code packaged with your book or obtained from other sources, or choose **Buy Online** to purchase the access code online
5. Continue to follow the on-screen directions
6. When registration is complete, click on **Go to Connect Now**
7. You are now ready to use **Connect**.

Detailed instructions for the registration for and use of Connect Accounting are also posted on Blackboard.

7 THINGS YOU WANT TO DO IN THIS CLASS

1. Stay on schedule.
Do not get behind the schedule suggested by the instructor.
2. Arrange to get reservations with testing centers for the exams.
Do it right away!
3. Get and keep all materials (old or new) posted on Blackboard.
4. Obtain copies of all quizzes, taken or missed.
In case you missed a quiz, ask the instructor for a copy.
5. Maintain WKU email account in good working condition and check Blackboard and WKU emails daily.
6. Work in groups. You will get synergy effects in learning.
7. Ask for help for any difficulties and anything unclear.

LET'S HAVE A GOOD TERM!

BA 515 MANAGERIAL ACCOUNTING
Fall 2017

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Textbook: Managerial Accounting, 10th ed. Ronald W. Hilton and David E. Platt. 2014. McGraw-Hill Irwin. <http://www.mhhe.com/hilton10e/>

E-book and Connect: <http://connect.mheducation.com/class/m-lee-fall-2017-online>

- Understand the Course Structure. There are three major parts (Part II is the most important part for us):
 - I. Managing, Cost Information (Chapters 1, 2, 3 and 5)
 - II. Planning (Decision-Making) Aspect of Management Accounting (Chapters 6, 7, 9, 13 (part) and 14)
 - III. Control Aspect of Management Accounting (Chapters 10, 11, 12, and 13 (part))
- You can choose your own exam date and time. For each exam there is a two or three-day window. Make appointment with the testing center ASAP.
- You will take each of the Quizzes during a two-day window. Its schedule is to be announced.
- For Homework, I will collect selected problems only on Connect. I will let you know on a weekly basis which homework problems that you need to turn in.
- Assignment due dates are to be announced.
- **The following schedule is tentative.** Weeks, chapters, topics, assignments, etc. **may change** as the term progresses, although every effort will be made to adhere to what is listed. Any changes will be announced on Blackboard, and/or sent via email to your WKU student e-mail account.
- **Note:**
 - * **All times are CENTRAL.**
 - * **Each week starts on Monday and ends on the following Sunday!**
 - * **In most cases, Quizzes, Homework, and Cases will be assigned/posted at the beginning or during the week and will be due on the following Monday.**
 - * **Each exam will be given during a 2 day time period. You will choose your own day and time within the time window. (Scheduling conflicts should be discussed in advance with the instructor.)**

<i>Week</i>	<i>Chapter</i>	<i>Main Topics</i>	<i>Special Notes</i>
1 Week of 8/21	1. Introduction: Managerial Accounting (Omit pp. 17-26)	<ul style="list-style-type: none"> • Managing • Managerial Accounting • Managerial vs. Financial Accounting • Role of Accountants in Organizations 	
	2. Basic Cost Concepts	<ul style="list-style-type: none"> • Cost Classifications • Manufacturing Costs • Cost Flows and Financial Statements • Preparing Schedules/Statement: <ul style="list-style-type: none"> - Cost of Goods Manufactured - Cost of Goods Sold - Income Statement 	Quiz 1 (any time between 8/25, 12 pm and 8/28, 10 pm)
2 Week of 8/28	3. Job-Order Costing	<ul style="list-style-type: none"> • Various Costing Methods • Overhead Application • Accounting for Cost Flows 	
	5. Activity-Based Costing	<ul style="list-style-type: none"> • Problems with Traditional Costing • Activity-Based Costing System • Activity-Based Management 	Case 1 (due 9/5, 10 pm) Quiz 2 (any time between 9/1, 12 pm and 9/5, 10 pm)
3 Week of 9/4	6. Cost Behavior (Omit pp. 240-243)	<ul style="list-style-type: none"> • Cost Behavior Patterns • High-Low method of Cost Estimation 	Case 2 (due 9/11, 10 pm)

* When reading each chapter of the book, you can safely skip chapter appendix.

<i>Week</i>	<i>Chapter</i>	<i>Main Topics</i>	<i>Special Notes</i>
3-4 Weeks of 9/4 and 9/11	7. Cost Volume Profit Analysis	<ul style="list-style-type: none"> • Cost-Volume-Profit Relationships • Break-Even Point • Achieving Target Profit • Safety Margin • Operating Leverage • Analysis with Multiple Products * Decision-making with CVP Analysis 	Case 3 (due 9/18, 10 pm) Quiz 3 (any time between 9/15, 12 pm and 9/17, 10 pm)
Mid-term Exam (September 19, 20)			
5 Week of 9/18	9. Budgeting	<ul style="list-style-type: none"> • Overview • Preparing Master Budget 	Master Budgeting Project (due 10/9, 10 pm)
5-6 Weeks of 9/18 and 9/25	14. Decision-Making	<ul style="list-style-type: none"> • Role of Accounting in Decision-Making • Relevant Information • Analysis of Special Decisions 	Case 4 (due 10/2, 10 pm) Quiz 4 (any time between 9/29, 12 pm and 10/2, 10 pm)
6 Week of 9/25	13. Transfer Pricing (pp. 559-568 only)	<ul style="list-style-type: none"> • Transfer Pricing • Incentive Issues • Transfer Pricing and Special Order Decisions 	

<i>Week</i>	<i>Chapter</i>	<i>Main Topics</i>	<i>Special Notes</i>
7 Week of 10/2	The following chapters will be studied briefly.		
	10. Standard Costing and Performance Measurement	<ul style="list-style-type: none">• Setting Standards• Cost Variance Analysis• Standard Costing• Contemporary Performance Measures	Case 5 (due 10/8, 10 pm)
	11. Flexible Budget (Omit pp. 461-471)	• Flexible Budget and Performance Evaluation	Quiz 5 (any time between 10/6, 12 pm and 10/8, 10 pm)
	12. Responsibility Accounting	<ul style="list-style-type: none">• Responsibility Centers• Performance Report• Segmented Reporting	Master Budgeting Project (due 10/9, 10 pm)
	13. Investment Centers (pp.544-559 only)	<ul style="list-style-type: none">• Goal Congruence: Incentive Issues in Performance Evaluation• Investment Center Performance Measures (ROI and Residual Income)	
8 Week of 10/9	Final Exam (October 9, 10)		

* This planning grid is subject to change.