

BA515 (online) – Managerial Accounting Concepts and Applications

Course Syllabus Fall 2021

Dr. Minwoo Lee
506 Grise Hall

Tel: 270-745-5001
E-mail: minwoo.lee@wku.edu

Office Hours:

* Office hours are subject to change with announcement.

T, Th	10:00 – 11:00
T, Th	12:40 – 2:10
Other times by <u>appointment</u>	

* Just email me to make an appointment.

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 separately provided **Planning Grid** for our class schedule.

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

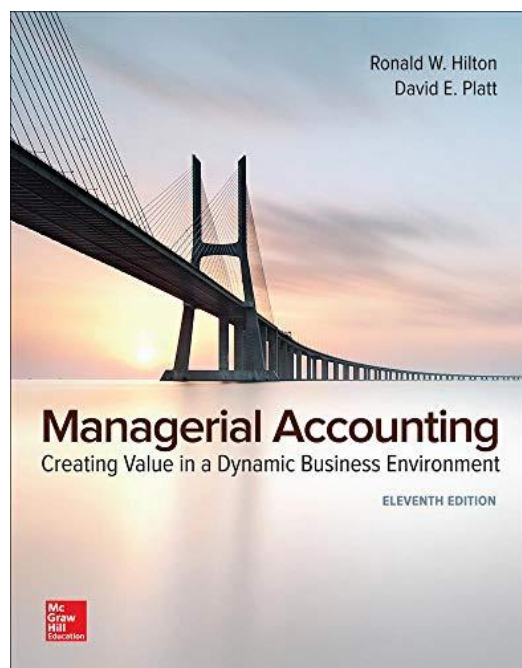
- This is an on-line course. You have to have **fast and reliable internet connection** throughout the term.
- This course will use **Blackboard**, so you should familiarize yourself with this web-based software system.
- You will take the two exams (mid-term and final) at **any place you like with online proctoring via LockDown Browser.**
- **YOU ARE RESPONSIBLE FOR ALL ASSIGNED MATERIALS, HANDOUTS, AND ANNOUNCEMENTS.** You should communicate regularly with me and/or fellow classmates.

Required - Text

Managerial Accounting, 11th ed. Ronald W. Hilton and David E. Platt, 2017, McGraw-Hill Irwin

ISBN: 9781259569562

Make sure that you get the book with the correct ISBN and pictured below (there are many similar books that may make you confused).



IMPORTANT TEXTBOOK INFORMATION - READ CAREFULLY

- * **This is the previous edition of the textbook (the most current one is 12th edition).**
- * **We use the edition because we want the students to save money significantly and the textbook has changed only slightly from 11th to 12th editions.**
- * **You can get the text (PDF file) online FREE by google searches.**
- * **Alternatively, you can obtain a hard copy as little as less than \$5 on many sites such www.abebooks.com, www.ebay.com, etc.**
- * **I recommend that you get a hard copy for more EFFECTIVE studying.**
- * **OPT-OUT from the Big Red Backpack Program. The program is NOT the instructor's choice. Students are automatically enrolled by WKU.**
- * **If you have any issues, let the instructor know immediately.**

Big Red Backpack Program - The Big Red Backpack program is the title of WKU's partnership with Barnes & Noble College for their First Day Complete initiative. Big Red Backpack is a course materials delivery program that ensures students have their required course materials on the first day of class and may reduce the costs of materials for many of their courses. **Enrollment in the program occurs automatically when students register for classes. Students may opt out of the program each semester, as long as they choose to opt out for all of their classes.**

Students MUST carefully and completely follow all instructions regarding the Big Red Backpack Program. Those instructions will be provided by:

1. An email to all Topper email addresses from the Big Red Backpack Program one month prior to the start of classes.
2. The Big Red Backpack Program site: <https://www.wku.edu/bigredbackpack/>.

Students should refer to the Big Red Backpack Program site referenced above for opt-out deadlines and any additional details.

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 participate in class discussions on Discussion Board in Blackboard and be prepared to discuss chapter reading and homework assignments also. Usually, my feedback and/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.)

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 email me anytime. **I usually check my emails every hour (except night sleep times).** I usually return your message 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.

Virtual Office Hours

I can talk with you via emails or over the phone (emails preferred). For long and/or difficult problems, we use Zoom. We can do it at any mutually convenient time.

Final Course Grade Determination

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

Base points (free with enrollment)	100 points
Mid-term exam	220
Final exam	330
Quizzes	100
Cases	100
Project (Master budgeting)	100
<u>Participation in Discussion</u>	<u>50</u>
Total	1,000 points

1. Grading scale: A = 900 or above; B = 800 - 899; C = 700 - 799; D = 600 - 699; F = 599 or below
2. 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.
3. Discussion participation will be subjectively determined based on the quantity and quality of your postings on Discussion Board in Blackboard. Refer to below for more details.

Discussion Participation

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. If you post a total of 10+ meaningful posts (raising important issues for discussion, providing good or significant answers, etc.), you will earn full credit. Merely posting questions, complimentary remarks or agreements (e.g., Is my answer correct?, How to do P3-25?, Thank you, I agree, etc.) will not earn credit.

I will keep monitoring your discussions. Since the evaluation of your discussions is subjective in nature, you may have questions regarding how you are doing. Anytime you ask, I will provide my feedback on your performance.

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. For academic integrity, our Department requires that all exams be proctored.

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, no available local testing center, etc. well in advance of the exam date, so that a reasonable amount of time is allowed to make other provisions.

Important Deadlines

Aug. 24 (Wed) -- Last day to add/drop the course without a grade; Last day to change from Audit to Credit

Sep. 23 (Fri) -- Last day to drop with a "W" grade; Last day to change from Credit to Audit

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

The Learning Center Peer Tutoring Services

The Learning Center (TLC) provides free tutoring services that empower students to achieve academic success. Trained peer tutors are available to review course content, answer questions, and demonstrate effective study strategy. TLC offers individual appointments and group sessions (PASS) for hundreds of undergraduate courses. For more information or to make an appointment, visit www.wku.edu/tlc.

Policies

All University policies – including class attendance, dishonesty, dropping courses – apply to this course.

Academic Integrity

Students who commit any act of academic dishonesty will receive an F for the course. The instructor may also present the case to the University to pursue disciplinary sanctions.

ADA Accommodations

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 located in Downing Student Union, Room 1074. The SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

Title IX/ Discrimination & Harassment

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's [Title IX Sexual Misconduct/Assault Policy](#) (#0.2070) and [Discrimination and Harassment Policy](#) (#0.2040). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's [Counseling and Testing Center](#) at 270-745-3159.

WKU Counseling and Testing Center

The university experience should be challenging, but not overwhelming. To this end, the WKU Counseling Center provides a variety of services to help strengthen students' capacity to tolerate distress, form healthy relationships, and seek healthy expressions of their ideals and values. If you would like to speak with someone, you may contact WKU's [Counseling and Testing Center](#) at 270-745-3159 or use their [Here To Help](#) service at <https://www.wku.edu/heretohelp/heretohelpemail.php>. If you need immediate help, please visit the Counseling Center in 409 Potter Hall or call the 24-hour emergency help line at 270-745-2548.

COVID-19

All students are strongly encouraged to [get the COVID-19 vaccine](#). In accordance with WKU policy, all students must call the WKU COVID-19 Assistance Line at 270-745-2019 within 4 hours of testing positive for COVID-19 or being identified as a close contact to someone who has tested positive. The COVID Assistance Line is available to answer questions regarding any COVID-19 related issue. This guidance is subject to change based on requirements set forth by federal, state, and local public health entities. Please refer to the Healthy on the Hill website for the most current information. www.wku.edu/healthyonthehill.

Regular and Substantive Interaction

The U.S. Department of Education requires that distance education courses must include regular and substantive interaction between students and faculty. For more information about Regular and Substantive Interaction at WKU, please visit the [Regular and Substantive Interaction in Online and Distance Learning webpage](#).

In this course, regular and substantive interaction will take place in the following ways:

- Weekly and occasional announcements,
 - Weekly posting of study materials (e.g., weekly study guides, practice/review questions and answers, solutions of previous assignments,
 - Communicating online via email and/or Zoom meetings (individual meetings or review/special sessions for the class) to further explore course material and answer student questions.
 - Faculty participation in weekly discussion boards, and
 - Timely and detailed feedback on cases and exams provided within a few days (one week at most)
-

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 semester!**

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 in Blackboard or via emails.

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. **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 2022

Dr. Minwoo Lee
506 Grise Hall

E-mail: minwoo.lee@wku.edu

Phone: 270-745-5001

Textbook: Managerial Accounting, 12th ed. Ronald W. Hilton and David E. Platt. 2017

- Understand the Course Structure. There are three major parts (Part II is the most important part for us):
 - I. Cost Basics and Costing (Chapters 2, 3 and 5)
 - II. Planning (Decision-Making) Aspect of Managerial Accounting (Chapters 6, 7, 9, 13 (part) and 14)
 - III. Control Aspect of Managerial Accounting (Chapters 10, 11, 12, and 13 (part))
- You can choose your own exam date and time. For each exam, there is a two-day window within which **you choose your own date and time.** Make appointment with the testing center ASAP. **Scheduling issues should be discussed in advance with the instructor.)**
- You will take each of the Quizzes during a three-day window. The due dates are indicated on the following pages.
- 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 (except Week 7)!**
 - * **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.**

PLANNING GRID
* This planning grid is subject to change.

<i>Week</i>	<i>Chapter</i>	<i>Main Topics</i>	<i>Special Notes</i>
1 8/22 - 28	1. Introduction: Managerial Accounting	<ul style="list-style-type: none"> • Managing • Managerial Accounting • Managerial vs. Financial Accounting • Role of Accountants in Organizations 	8/24 (Wed) - Last day for drop/add
	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 due (8/29)
2 8/29 - 9/4	6. Cost Behavior	<ul style="list-style-type: none"> • Cost Behavior Patterns • High-Low method of Cost Estimation 	
	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 1 (due, 9/6)
3 9/5 -11			

**** Unless otherwise indicated, each quiz/case/project is due at 11:59 PM (Central Time) on its due date.**

<i>Week</i>	<i>Chapter</i>	<i>Main Topics</i>	<i>Special Notes</i>
3 cont. 9/5 - 11	3. Job-Order Costing	<ul style="list-style-type: none"> • Various Costing Methods • Overhead Application • Accounting for Cost Flows 	Quiz 2 due (9/9) Case 2 due (9/11)
	5. Activity-Based Costing	<ul style="list-style-type: none"> • Problems with Traditional Costing • Activity-Based Costing System • Activity-Based Management 	
4 9/12 - 18	9. Budgeting	<ul style="list-style-type: none"> • Overview • Preparing Master Budget 	Quiz 3 (due 9/12) Mid-term Exam (9/15, 16)
	14. Decision-Making	<ul style="list-style-type: none"> • Role of Accounting in Decision-Making • Relevant Information • Analysis of Special Decisions <ul style="list-style-type: none"> - Keep or Replace - Make or Buy - Accept or Reject - Keep or Drop - Sell as is or Process further - Decisions with Scarce Resources 	Case 3 (due 9/19)
5 9/19 - 25			9/23 (Fri) - Last day to drop with W
	13. Transfer Pricing (pp. 569-579 only)	<ul style="list-style-type: none"> • Transfer Pricing • Incentive Issues • Transfer Pricing and Special Order Decisions 	

*** Homework assignments and their due dates can be found in Connect.**

**** Unless otherwise indicated, each quiz/case/project is due at 11:59 PM (Central Time) on its due date.**

<i>Week</i>	<i>Chapter</i>	<i>Main Topics</i>	<i>Special Notes</i>
6 and 7 9/26 - 10/12	Control Overview	• Big Picture of Control	Case 4 (due 9/30) Quiz 4 (due 9/30)
	10. Standard Costing and Performance Measurement	• Setting Standards • Cost Variance Analysis • Standard Costing	
	11. Flexible Budget (Omit pp. 467 - 482)	• Flexible Budget and Performance Evaluation	
	12. Responsibility Accounting	• Responsibility Centers	
	13. Investment Centers (pp.552 - 569 only)	• Goal Congruence: Incentive Issues in Performance Evaluation • Investment Center Performance Measures (ROI and Residual Income)	Case 5 (due 10/9) Quiz 5 (due 10/9) Final Exam (10/11, 12) Master Budgeting Project (due 10/9)

* Homework assignments and their due dates can be found in Connect.

** Unless otherwise indicated, each quiz/case/project is due at 11:59 PM (Central Time) on its due date.