

ACCOUNTING 310 – Managerial Cost Accounting

Course Syllabus Winter 2023 (Dec. 12 – Jan. 14)

Dr. Minwoo Lee
519 Grise Hall

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

Office Hours

By appointment (due to the nature of the course). Just email me to make an appointment.

Teaching Mode

- * As indicated on TopNet, this class is taught on an **asynchronous online** mode.
 - Within the class schedule (presented on the last page), each student studies at her/his own times and pace.
 - All prerecorded lectures and study materials are provided.
 - All Exams and Quizzes are taken online at predetermined times per syllabus.
- * All of our dates and plans are **subject to change** depending on the situation.

Class Announcements

Communication between the students and the instructor is vital. Important announcements and reminders are sent the class via Blackboard Announcements to the class. The same messages are also sent via email. Note that each Blackboard announcement is copied and emailed to the students.

- * Check announcements/emails on a daily basis.
- * If an announcement/email requires your reply or responding, be sure to reply to me and/or take actions.
- * If you have hard time finding particular emails, they can be easily found in Blackboard Announcements.

Class Announcements

Communication between the students and the instructor is vital. **Important announcements and reminders are sent the class via Blackboard Announcements. The same messages are also sent via email.** * If you have hard time finding particular emails, they can be easily found in Blackboard Announcements.

- * Check Blackboard announcements/emails on a daily basis.
- * If an announcement/email requires your reply or responding, be sure to reply to me and/or take actions.

Eligibility and Prerequisites

To be eligible for ACCT 310, you must have completed ACCT 200 and ACCT 201 with grades of “B” or higher.

Course Objectives

The course is designed to provide you with an in-depth understanding of the process of organizations’ internal accounting at the intermediate level. This includes the use of information by managers in planning, control, and decision-making. Product costing is also covered.

Required Text and Homework Management Software

Big Red Backpack Program - ACCT 310 participates in the program. You are able to get access to the textbook and homework software online and you are automatically billed for them by the University. You can obtain the optional hardcopy of the text at additional cost. Of course, you can opt out of Day 1 Access and obtain the textbook and homework software on your own. You may want to shop around for the most inexpensive combination.

Text: Fundamentals of Cost Accounting, 6th ed. Lanen, Anderson and Maher. 2020. McGraw-Hill Irwin.

Homework Management Software: CONNECT ACCOUNTING for Fundamentals of Cost Accounting.
It can be accessed at the following site:

<https://connect.mheducation.com/class/m-lee-winter-2023-1>

Note:

- * Connect comes with the electronic copy of the textbook (eBook).
 - * With Connect, you have an option to buy the hard copy of the book
 - * Alternatively, to get the hard copy, you can do a google search for the used/new textbook. Also, you can try www.abebooks.com, www.ebay.com, etc.
 - * 2 Week Free Trial (if you opt out of the Big Red Backpack Program): You can get access to Connect for 2 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 regarding the registration for and use of Connect is separately provided in Blackboard.
- 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.

Blackboard

This course will use **Blackboard (Bb)**, so you should familiarize yourself with this web-based software system. To facilitate your learning, important course materials are placed in Bb. Students are encouraged to check out Bb regularly for the materials and important **announcements**. For your convenience in note-taking, **chapter outlines** will be placed. Also, all **Review** and **Multiple-Choice HW** questions will be placed with answers and detailed explanations. Additionally, there will be other **helpful materials**.

Success in the Course

In order to succeed in the course it is essential that you stay current with all reading assignments, attend all classes, complete homework, and ask questions about anything unclear to you. Students are encouraged to speak to the instructor for all difficulties, big or small. It is also a good idea to meet with other students in the class and work in groups. Be prepared to actively participate in class.

A good plan of attack for learning the material is to first read the chapter outline on Blackboard, and then read the chapter thoroughly. You should work through the assigned exercises and problems before coming to class. Eventually, you should be able to work the homework exercises and problems without the aid of the textbook. Plan to spend at least two hours outside of class for every hour spent in class. You also have to keep in mind:

- Experience tells us that lack of regular attendance results in poor or failing performances. Regular attendance in this course means to watch the video lectures in time and keep up with the announcements.
- **Whether present or absent, each student is responsible for all material covered, all posted materials, all homework assignments, all graded assignments/exams, and all announcements made in Bb and/or emails.**

- Essential to the learning process is active preparation on the part of the student. Therefore, ***I expect each student to be prepared to learn the materials. Before watching a video lecture, make sure that you watch all previous video lectures and study the materials in advance.***
- Feel free to ask questions about the material during class, office hours or at other times when your instructor is available.

E-mail Correspondence

From time to time, the instructor sends important e-mails to students to the addresses listed on WKU data base (i.e., WKU emails). Each student is responsible for checking e-mails and maintaining his or her e-mail account up-to-date and in good working condition (e.g., not exceeding quota). If you email me, type “**ACCT 310: short comment**” in the subject section (for example, “ACCT 310: Homework P1-12”).

The best way to reach me is to send me an email. You can email me anytime. 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.

Assignments and Evaluation Method

Your grade will be determined based on the following:

3 Term Exams	300 points in total
Final Exam	170 points
Homework	280 points
Master Budgeting Project	<u>50</u> points
Total	800 points

Letter grades are assigned based on overall average in the following way:

Grading scale: A = 90% or above; B = 80% - 89%; C = 70% - 79%; D = 60% - 69%; F = 59% or below

Note:

* For the students **to prepare for the exams in an easier manner and to perform better, a limited number of chapters is covered in each term exam. 3 term exams work well for the best interest of the students.**

* Homework consists of following three groups.

(1) Connect HW - to be done in Connect

Connect Accounting is an online homework management system containing questions tied directly to the textbook.

(2) Control Overview HW - to be assigned separately when starting Ch. 12

(3) Multiple-Choice HW - to be done in Blackboard

Since all exams are in the multiple-choice format, this HW is assigned to provide sample questions for the exams. **Exams questions are similar to or closed related to Multiple-Choice HW.**

* Each of Homework assignments (except LearnSmart) can be submitted multiple times. **If you submit an assignment multiple times, the best (highest score) one will count.**

* Attendance: Regular attendance is a course requirement. Be sure to watch video lectures in time.

Make-Up Exam Policy

The general policy is that there are no make-up exams. In the event that extenuating circumstances prevent a student from taking an exam at the specified time, he or she must make an arrangement at least several days prior to the exam date. No consideration will be given to those students who simply miss an exam.

Calculator

For exams, you are not allowed to use programmable calculators, cell phones, or any other types of calculators in which information is stored. Use a plain calculator that can do basic computations (additions, subtractions, multiplications, and divisions).

Important Deadlines

Dec 14 (Wed) -- Last day to add; and drop the course without a grade

Jan 4 (Wed) -- Last day to drop with a “W” grade

Department of Accounting policy permits no exceptions to these deadlines. Also, the Department does not allow a change from credit to audit.

Policies

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

Academic Dishonesty

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 270-843-4357.

University Policy Related to COVID 19 Circumstances 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 web page](#).

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., chapter outlines, practice/review questions and answers),
- Communicating online via email and/or Zoom meetings to further explore course material and answer student questions, and
- Feedback on exam, assignments and student progress.

Accounting Tutoring

Tutoring on Accounting 310 is provided by the Gordon Ford College of Business Student Success Center. Sign up for FREE one-hour tutoring at:

www.wku.edu/tlc/tutortrac.php.

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 me know your problems as soon as possible. Let's have a good semester.

***Note**

There may be some changes in evaluation methods, class and exam schedules, coverage, etc. It is student's responsibility to be aware of changes announced in class, posted on Blackboard, or e-mailed.

6 THINGS YOU WANT TO DO IN THIS CLASS

1. **Keep up with the schedule (falling behind is very detrimental).**
2. **Get all chapter outlines before coming to class.**
3. **Make sure that you get all study materials.**
4. **Maintain WKU email account in good working condition, and check Blackboard and WKU emails on a daily basis.**
5. **If the instructor asks, be sure to reply.**
6. **Ask to the instructor for any questions or difficulties.**

LET'S HAVE A GOOD WINTER.

Tentative Class Schedule#

This schedule is subject to change.

Week*	Chapter and Topics	Due Dates**
12/12 - 18	I. INTRODUCTION Ch. 1: Introduction: Managerial Cost Accounting for Decision Making II. PLANNING DECISIONS Ch. 2A: Cost Behavior (part of Ch. 5 included) Ch. 3: Cost-Volume-Profit Analysis	
12/19 - 25	Ch. 3 continued Ch. 4: Decision Making Ch. 13: Master Budgeting* III. COST BASICS AND COSTING Ch. 2B: Cost Basics (short chapter) Ch. 6: Product Costing (short chapter)	12/22 Connect HW (Chs. 1- 4) 12/23 Exam 1 (Chs. 1, 2A, 3, 4) * No exam on Ch. 13
12/26 - 1/1	Ch. 7: Job Costing Ch. 8: Process Costing	12/29 Connect HW (Chs. 2B, 6, 7, 8) 12/30 Exam 2 (Chs. 2B, 6, 7, 8)
1/2 - 8	IV. CONTROL DECISIONS Ch. 12: Management Control Systems (short chapter) Control Overview (CO) (special handout) Ch. 11: Service Department and Joint Cost Allocation	1/4 Control Overview HW 1/5 Connect HW (Ch. 11) 1/6 Exam 3 (Chs. CO, 12, 11)
1/9 - 14	Ch. 16: Variance Analysis Ch. 14: Performance Measurement of Decentralized Units	1/12 Connect HW (Ch. 16, 14) 1/13 Final Exam

* Typically, a week starts on Monday and ends on the following Sunday.

** Due dates for Others and Extra Credit Items are to be announced in Blackboard.