

## BA515 (online) – Managerial Accounting Concepts and Applications

### Course Syllabus Fall 2024

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#### 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. We do not meet at fixed times.**

- **All 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.

#### Office Hours

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

The following office hours are also available for those who want to meet with the instructor face-to-face. Please make an appointment for a face-to-face meeting also.

M W	10:20 – 11:20
M W	1:00 – 1:40
M W	3:20 – 4:00
Other times by <u>appointment</u>	
<u>Office hours subject to change</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. A 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** for our class schedule (last 4 pages of the syllabus).

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.

## **Required Text and Homework Management Software**

Big Red Backpack (Day 1 Access) 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. **The deadline to opt-out of the program is Friday, Aug. 30.**

If you chose to go by the Big Red Backpack Program - You are able to get access to the textbook and homework software online. You can obtain the optional hardcopy of the text at additional cost.

Text: **Managerial Accounting**, 18<sup>th</sup> ed. Garrison, Noreen, and Brewer. 2024. McGraw-Hill Irwin.

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

<https://connect.mheducation.com/class/m-lee-fall-2024-515>

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. I strongly recommend that you get a hard copy.

\* Of course, you can opt out of this program and obtain the textbook and homework software on your own. You may want to shop around for the most inexpensive combination. To obtain textbook, you can do a google search for the used/new textbook. Also, you can try [www.abebooks.com](http://www.abebooks.com), [www.ebay.com](http://www.ebay.com), etc.

\* 2 Week Free Trial (if you opt out of Big Red Backpack / Day 1 Access): You can get access to Connect for two 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.

## 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 self-study, **weekly study guides** will be placed. All **quizzes** taken so far in the semester will be placed with answers and detailed explanations. Also, there will be other **helpful materials**.

## 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.)

Frequently, 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 “**BA 515: short comment**” in the subject section (for example, “BA 515: Homework P1-12”).

**Please do not email like you text or chat, you need to be professional. This is one of the complaints I hear from prospective employers that students do not know how to write a professional email. Below is a good sample email.**

Dr. (or Professor) Lee ----- *Good to start with*  
I missed the last class. So, I have a question for you. ----- *Reason to email*  
When will be the next exam date? ----- *Only this line may look unprofessional / offending / rude*  
Thank you (or I appreciate it, See you in class, Have a good evening, etc.) --- *Good to finish with*  
Michael Jones (MW hh:mm) ----- *Tell who you are and class time*

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:

Mid-term exam	200 points
Final exam	300
Homework	100
Quizzes	100
Cases	150
Participation in Discussion	50
<u>EXTRA CREDIT (up to 100)*</u>	<u>          </u>
Total	900 points

\*...There will be extra credit opportunities that will provide up to 100 extra points (without affecting the 900 total)

1. Grading scale: A = 900 or above; B = 800 - 899; C = 700 - 799; D = 600 - 699; F = 599 or below
2. For one of the cases (Case 4), you will be required to prepare a master budgeting device using a spreadsheet. Specific instructions will be given after the mid-term exam.
3. All cases will be group projects.
4. 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**.

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.

### **Scheduling Conflicts, Etc.**

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

## **Important Dates**

**Aug. 21 (Wed) -- Last day to add/drop the course without a grade; Last day to change from Audit to Credit**

**Aug. 30 (Fri) -- Last day to opt-out of the Big Red Backpack program**

**Sep. 23 (Mon) -- 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](http://www.wku.edu/tlc).

## **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](mailto: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.

### **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., 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.

### **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**

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.

### **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 in Blackboard or via emails.

## **5 THINGS YOU WANT TO DO IN THIS CLASS**

1. **Stay on schedule.**  
**Do not get behind the schedule suggested by the instructor.**
2. **Get and keep all materials (old or new) posted on Blackboard.**
3. **Maintain WKU email account in good working condition and check Blackboard and WKU emails daily.**
4. **Work in groups.** You will get synergy effects in learning.
5. **Ask for help for any difficulties and anything unclear.**

LET'S HAVE A GOOD TERM!

**BA 515  
PLANNING GRID**

**Fall 2024**

Dr. Minwoo Lee  
506 Grise Hall

E-mail: [minwoo.lee@wku.edu](mailto:minwoo.lee@wku.edu)

Phone: 270-745-5001

Text: **Managerial Accounting**, 18<sup>th</sup> ed. Garrison, Noreen, and Brewer. 2024. McGraw-Hill Irwin.

• **Understand the Course Structure. There are three major parts (Part II is the most important part for us):**

I. Cost Basics and Costing (Chapters 1, 2, 3)

II. Planning (Decision-Making) Aspect of Managerial Accounting (Chapters 5, 7, 8, 13)

III. Control Aspect of Managerial Accounting (Chapters 9, 10, 11, 12)

- 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. 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 you need to turn in.
- **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.
- **Note:**
  - \* **All times are CENTRAL.**
  - \* **Typically, each week starts on Monday and ends on the following Sunday.**

<i><b>Week</b></i>	<i><b>Chapter</b></i>	<i><b>Main Topics</b></i>	<i><b>Quizzes &amp; Cases Due</b></i>	<i><b>Exams &amp; Important Dates</b></i>
<b>1</b> <b>(8/19 - 25)</b>	Prologue: Overview: Managerial Accounting	<ul style="list-style-type: none"> <li>• Managing</li> <li>• Managerial Accounting</li> <li>• Managerial vs. Financial Accounting</li> </ul>		<b>8/21 - Last day for drop/add</b>
	1A: Basic Cost Concepts	<ul style="list-style-type: none"> <li>• Cost</li> <li>• Cost Classifications               <ul style="list-style-type: none"> <li>- Product vs. Period Costs</li> <li>- Direct vs. Indirect Costs</li> <li>- Manufacturing vs. Non-manufacturing Costs</li> <li>- Variable vs. Fixed Costs</li> </ul> </li> </ul>		
	2: Job-Order Costing (I)	<ul style="list-style-type: none"> <li>• Different Costing Methods</li> <li>• Job-Order Costing</li> <li>• Application of Manufacturing Overhead</li> <li>• Unit Product Cost</li> </ul>	<b>Quiz 1 (due 8/26)</b>	
<b>2</b> <b>(8/26 - 9/1)</b>	3: Job-Order Costing (II)	<ul style="list-style-type: none"> <li>• Accounting for Cost Flows</li> <li>• Over- or Under Applied Overhead</li> <li>• Important Cost Concepts/Computations</li> <li>• Schedules of Cost of Goods Manufactured and Cost of Goods Sold</li> </ul>		<b>8/30 - Last day to opt-out of the Big Red Backpack program</b>

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

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



<b>Week</b>	<b>Chapter</b>	<b>Main Topics</b>	<b>Quizzes &amp; Cases Due</b>	<b>Exams &amp; Important Dates</b>
<b>3 - 4</b> <b>(9/2 – 15)</b>	1B + Appendix 5A: Cost Behavior	<ul style="list-style-type: none"> <li>• Cost Behavior Patterns</li> <li>• Mixed Cost Estimation</li> <li>• Contribution Format Income statement</li> </ul>	<b>Quiz 2 (due 9/2)</b>	
	5: Cost-Volume-Profit Analysis	<ul style="list-style-type: none"> <li>• Cost-Volume-Profit Relationships</li> <li>• Break-Even Point</li> <li>• Achieving Target Profit</li> <li>• Margin of Safety</li> <li>• Operating Leverage</li> <li>• Analysis with Multiple Products</li> <li>• Decision-making with CVP Analysis</li> </ul>	<b>Case 1 (due, 9/14)</b> <b>Quiz 3 (due 9/15)</b>	
<b>5</b> <b>(9/16 - 22)</b>	8. Budgeting	No lecture. No test on Ch. 8. We will do this chapter with Case 4.		<b>Mid-Term Exam</b> <b>(9/16 or 17; Student Choice)</b>
	13: Decision-Making Analysis	<ul style="list-style-type: none"> <li>• Overview: Decision-Making</li> <li>• Relevant Information</li> <li>• Analysis of Special Decisions <ul style="list-style-type: none"> <li>- Keep or Replace</li> <li>- Make or Buy</li> <li>- Accept or Reject</li> <li>- Keep or Drop</li> <li>- Sell As-Is or Process Further</li> </ul> </li> </ul>		
<b>6</b> <b>(9/23 - 29)</b>		- Decisions with Scarce Resources		<b>9/23 - Last day to drop with "W" grade; Last day to change from Credit to Audit</b>
	11B: Transfer Pricing	<ul style="list-style-type: none"> <li>• Overview: Transfer Pricing</li> <li>• Transfer Pricing Methods</li> <li>• Transfer Pricing Implications</li> </ul>	<b>Case 2 (due 9/27)</b> <b>Quiz 4 (due 9/28)</b>	

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

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

<i>Week</i>	<i>Chapter</i>	<i>Main Topics</i>	<i>Quizzes &amp; Cases Due</i>	<i>Exams &amp; Important Dates</i>
<b>7</b> <b>(9/30</b> <b>- 10/6)</b>	Special: Control Overview	• Big Picture of Control		
	<b>Chs. 9, 10, 11A are all short.</b> 9: Flexible Budgets	• Flexible Budget and Performance Evaluation		
	10: Standard Costs and Variances	• General Model for Cost Variance Analysis • Direct Materials Variances • Direct Labor Variances • Fixed Cost Variances		
<b>8</b> <b>(10/7 – 11)</b>	11A: Responsibility Accounting	• Responsibility Centers • Investment Center Performance Measures	<b>Case 3 (due 10/8)</b> <b>Quiz 5 (due 10/9)</b>	<b>Final Exam</b> <b>(10/10 or 11;</b> <b>Student Choice)</b>
	Review and Study		<b>Case 4 (due 10/12)</b>	

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

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