

# ACCOUNTING 2100 MANAGERIAL/COST ACCOUNTING I Winter 2018 (12713)

## INSTRUCTOR

Sha Zhao, PhD

Office: 339 Elliott Hall

Office Hour: Tuesday 5:00pm - 6:00pm or by appointment

Email: [zhao@oakland.edu](mailto:zhao@oakland.edu) (preferred method of communication, will try to respond within 24 hours)

Office phone: (248) 370-4286

## PREREQUISITES

ACC 200 with a minimum 2.0, MTH 121 or MTH 141 or MTH 122 or MTH 154 with a minimum 2.0, Sophomore standing. MIS 100 is recommended.

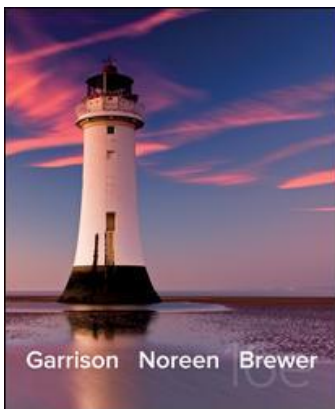
## COURSE OBJECTIVES

The overall objective of this course is for students to learn how to think like a financial manager or accountant when making business decisions. Specifically, students will learn:

- (1) the role accounting information plays in the analysis performed in making business decisions.
- (2) how relevant financial information is developed and analyzed
- (3) what types of financial reports are used in making business decisions and how to prepare these reports, and
- (4) how financial managers use the accounting information and financial reports to plan, operate, and manage their businesses.

## REQUIRED MATERIALS

**Text:** Garrison, Noreen, and Brewer, *Managerial Accounting* (16<sup>th</sup> Edition), McGraw-Hill.



### Formats:

Connect (with Online SmartBook): ISBN10: 1259995380 |

ISBN13: 9781259995385;

Connect + Loose Leaf: ISBN10: 1260088456 |

ISBN13: 9781260088458;

Connect + Hardcopy: ISBN10: 126019177X |

ISBN13: 9781260191776.

You **must** have the 16<sup>th</sup> edition of the textbook which accesses registration of McGraw-Hill's CONNECT Homework Management System.

**SCANTRON FORM 882-E** is required for all quizzes and exams.

**MOODLE:** *MOODLE* will be the primary method of communication outside the classroom and office hours. It is your responsibility to check the *MOODLE* site regularly.

You may find that a three-ring binder is a great way of keeping this course organized, as class notes for each chapter will be made available.

### **CLASS SESSION**

Each student must officially enroll in the lecture. Lectures meet every week on Tuesdays and Thursdays at 3:00 pm - 4:47 pm. The lecture will be held in Room 242 at Elliott Hall.

When communicating with me through emails, you should adhere to the following guidelines.

- Any email you sent to me should include a short description of your question (e.g., ACC2100 question) in the subject area.
- Please restrict your emails to issues that cannot be answered by reading the syllabus.
- If your question is detailed (e.g., how to solve a particular problem) or requires a long explanation, please see me in person instead of emailing your question.

### **HOW TO SUCCEED IN THIS COURSE**

The subject matter of the course will be presented through a combination of lectures, discussions, and problem demonstrations. Questions from students are always encouraged.

#### ***Advance preparation***

It is hard to discuss or present all the material relevant to managerial accounting in class. Consequently, the instructor's role is to guide and assist you in the learning process. The instructor's lectures are to **supplement the reading** and are not intended to be a substitute. In addition, assigned problems are intended to provide examples of practical accounting problems and solutions but cannot represent all of the situations one may encounter.

Although as much assistance as possible will be provided to you, the burden of assimilating the subject matter involves extensive reading, studying, and assignment preparation. Keeping up with the work and being prepared for class is the key to success.

Read the chapters and lecture notes before each class. The lectures will be based on a set lecture notes and practice problems that will be posted on MOODLE for each chapter. It is every student's responsibility to bring a hard copy of these materials to class. Without them, you will have difficulty in following the lectures. In addition, check your OU e-mail regularly as I often communicate to the class via e-mail.

Work through the assigned problems prior to each class marked as "In-class Practice Reading and Problems" in the attached course schedule. Rework problems that you had trouble with after they are discussed in class.

### ***Professional Conduct***

Professional conduct, important to success in both the college and workplace, includes consideration to colleagues and the considerate use of electronic devices.

- All cell phones must be turned off. Making / receiving calls, web surfing, e-mailing, texting, tweeting, listening to music, playing games, and otherwise acting in an unprofessional manner in classes will not be tolerated.
- Every student is expected to attend every class, to arrive on time, and to remain throughout the entire class session. Students who need to leave class early must make advance arrangements with the instructor and sit in seats close to the door, so their leaving class early is not disruptive to others.
- Please do not talk to others, eat, chew gum loudly, or engage in any other non-professional conduct. In the unlikely event that students are cited for unprofessional conduct, participation grades will be reduced by the equivalent of multiple missed classes.

### ***Other***

- Bring your text, pencil, paper, and a calculator to every class meeting. Only basic non-memory calculators or math calculators are allowed for quizzes and exams. Non-memory calculators are available at low cost in the bookstore, discount stores and at various pharmacies. Phones, including phones with calculators, are never permitted in class or during quizzes and exams.
- Never miss an exam.
- Get help as soon as you realize that you are having difficulty with the material.

### **COURSE GRADES**

Course grade will be based solely on the following grading factors and weights:

<b>Item</b>	<b>Weighting</b>
Homework	7
Preliminary Quizzes	5
Computer Project	8
Quiz 1 and Quiz 2	10
Midterm Exam 1	22
Midterm Exam 2	22
Final Exam	<u>26</u>
	100%

All individual scores will be posted on MOODLE and you should contact the instructor immediately with discrepancies. **MOODLE may not always calculate the weighted grades during the term so you should calculate your own weighted grade during the term.**

The relation between course grade and course average are based on the following grading factors:

<u>Course Average</u>	<u>Numeric Grade</u>	<u>Letter Equivalent</u>
100%-90%	4.0-3.6	A
89%-80%	3.5-3.0	B
79%-70%	2.9-2.0	C
69%-60%	1.9-1.0	D
59%-0%	0.0	

Within each range, numeric grades are proportionally allocated. For example, a 75% average will be graded as 2.5.

A word about INCOMPLETE grades: Per university policy, a grade of “I” (incomplete) may only be assigned if the student is unable to complete the course during the current semester, but will be able to complete it within eight weeks after the semester. All “I” grades convert to 0.0 after eight weeks, and cannot be modified. Accordingly, a grade of “I” will be assigned only if the student had a legitimate reason for not completing the course during the semester, and will be able to be complete it within eight weeks of the end of this semester. Before a grade of “I” will be submitted, you must consult with your instructor and complete an “I” grade petition form. Copies of the petition form are available at the SBA undergraduate advising office.

### **HOMEWORK and PARTICIPATION**

Preparation in and outside of class on a timely basis is essential for a good understanding of the subject matter in this course.

#### ***Homework***

Homework is intended to help you assess whether you understand the concepts you have studied and discussed in class. Assignments should be worked **after** you have studied and believe you understand the concepts. There will be an opportunity to address each assigned exercise and problem in class to some extent, but advance preparation will significantly enhance your success in the course. You are expected to make a serious attempt to prepare all assigned exercises and problems. It would also be helpful to do problems not assigned.

**Homework assignments are graded through the CONNECT system.** Each homework assignment is due at **11:59pm** on the date indicated in the attached class schedule. **All students need to register for the CONNECT.** There is a graded homework assignment for each chapter. Due dates are posted on the CONNECT as well. You are given three attempts for each homework assignment. **Late submissions will not be accepted.**

<b>Class Section Name</b>	<b>Student Class Section Registration URL</b>
ACC2100_12713_ZHAO_Winter2018	<a href="http://connect.mheducation.com/class/s-zhao-acc2100_12713_zhao_winter2018">http://connect.mheducation.com/class/s-zhao-acc2100_12713_zhao_winter2018</a>

One lowest homework assignment score will be dropped at the end of the term for constructing the final grade. The overall grade for the homework section will be posted to MOODLE at the end of the term.

Homework will account for 7% of your final grade.

### ***In-class Practice Reading and Problems***

Exercises and problems listed in the “In-class Practice Reading and Problems” section in the attached course schedule will be discussed in class on the scheduled meeting date. You are not required to submit solutions to these problems but are highly encouraged to work through them before the class meeting.

### **COMPUTER PROJECT**

A computer project using an electronic spreadsheet, utilizing Excel will be posted on MOODLE at a later date. **This assignment must be completed independently.** Any evidence of copying will be submitted to the University Committee on Academic Conduct for investigation. The computer project is **due on 04/05/2018 by 11:55 P. M.** An instruction on computer project submission will be announced with the project.

There is a 10% penalty for each 24-hour period that the project is late.

Computers and software are available for your use at several locations on campus, especially the SBA Computer Lab.

### **QUIZZES**

For almost all students, preparation outside of class on a timely basis is necessary for a good understanding of the subject matter in this course. In particular, it is important to read each chapter before that material is discussed in class. To encourage advance preparation, a “Preliminary Quiz” will be given at the introduction of most chapters as indicated on the syllabus. “Preliminary Quizzes” are easily answered by students who have reviewed the chapter. **Out of your respect to the professor, and courtesy and fairness to your classmates you must be present the entire class period to receive credit on the preliminary quiz.** The lowest score of the “Preliminary Quizzes” will be dropped at the end of the term. Preliminary Quizzes represent 5% of the final grade.

In addition, there will be **two in-class group quizzes.** The lower score of the two quizzes will be dropped at the end of the term. These quizzes represent 10% of the final grade (10% each).

**There are no make-ups on quizzes. You must be in class at the proper time to take the quiz. This policy is strictly enforced to ensure that all students are treated fairly.**

## **EXAMINATIONS**

There are two midterm exams and one final exam scheduled during the semester. Examination questions and problems will NOT be “just like” the class assignments. They will test your ability to apply the skills and knowledge developed through class assignments. Be advised that the course will require considerable independent preparation. A few hours per week may not be sufficient. Each midterm exam is 22% of your final grade. The final exam is 26% of your final grade.

## **MAKE-UP EXAM POLICY**

**There are NO make-up exams.** In the event of an unforeseeable medical/family emergency (with appropriate written documentation), I will do the following: (a) if you miss one of the two midterm exams, the weight from the exam will be put on the other midterm exam; or (b) if you miss the final, you will be able to make it up at a scheduled time. These exceptions will only be made if you provide written documentation showing that you missed the exam due to an emergency; otherwise, you will receive a zero for the missed exam. Similar policy applies to the quizzes.

*\*All the quiz and exam dates are well documented in the course schedule. Plan your time and avoid any conflicts at those dates. If you have a reasonable excuse that you have to be absent at that date, please let me know as early as possible.*

## **ETHICS AND INTEGRITY**

Academic dishonesty is unacceptable and will not be tolerated. Cheating, forgery, plagiarism and collusion in dishonest acts undermine the university’s educational mission and the students’ personal and intellectual growth.

An accountant’s most important asset is his/her integrity. Clients, employers, and the public at large rely on assertions made by accountants. They expect those assertions to be truthful and accurate, and place great trust in those assertions. This translates into expectations of personal integrity and ethical behavior. The instructor holds such expectations for students enrolled in this course.

Ethics involve choices of conduct that balance peer reaction or extrinsic rewards with one’s own value system. Ethics include both choice and consequence of choice. In this class, unaided individual work is expected on examinations, quizzes, and the computer project. If you are not certain if joint work is acceptable, ask your instructor.

Please read and follow the university policy on academic conduct. Any apparent violations will be reported to the Committee on Academic Conduct. Any student found guilty by the Committee on Academic Conduct will be assigned a grade of 0.0 in this course.

## **EXTRA CREDIT OPPORTUNITY**

A good understanding on the subject matter covered in this course is essential for those who wish to be successful in any business major. However, there are additional important skills that are not necessarily directly addressed in the classroom. Personal professional development, including developing leadership abilities and networking, are also an important part of business education. These can often be developed through student professional

organizations. You may receive extra credit by attending professional meetings sponsored by OASIS, FMA, MIS Club, or other SBA student groups approved by the instructor.

One-third point “extra credit” will be assessed for each professional meeting attended. A maximum of 2% (six meetings) will be included in calculating extra credit. Attendance forms must be completed and submitted by **April 17**. **Submit a stapled packet of ALL extra credit forms at one time.** Extra credit will be added to the MOODLE gradebook at the end of the semester.

### Class Schedule

Managerial/Cost Accounting I - ACC 2100 (12713) - 3:00 pm - 4:47 pm TR, Elliott Hall 242

Date	CHAPTER	Class Topics	In-class Practice Reading and Problems	Homework (Due on Date Indicated)
4-Jan		Orientation and Overview		
4-Jan	Chapter 1	Managerial Acc. & Cost Concepts		
9-Jan	Chapter 1	Chapter 1 Assigned Reading & Problems	E1-3, E1-6	
11-Jan	Chapter 2	Job-Order Costing: Calculating Unit Product Costs		
16-Jan	Chapter 2	Chapter 2 Assigned Reading & Problems	E2-6, P2-16, P2-17	E1-11, P1-20
18-Jan	Chapter 3	Job-Order Costing: Cost Flows and External Reporting		
23-Jan	Chapter 3	Chapter 3 Assigned Reading & Problems	P3-15	E2-1, P2-21
25-Jan	Chapter 4	Process Costing		Preliminary Quiz
30-Jan	Chapter 4	Chapter 4 Assigned Reading & Problems	E4-7, E4-8, P4-16	P3-14
1-Feb	Chapter 5	Cost-Volume-Profit Relationships		
6-Feb	Chapter 5	Chapter 5 Assigned Reading & Problems	P5-26, P5-29, P5A-8	E4-3, P4-15
6-Feb		Quiz 1-Chapters 1-4 (Group)		
8-Feb	Chapter 6	Variable Costing and Segment Reporting		Preliminary Quiz
13-Feb	Chapter 6	Chapter 6 Assigned Reading & Problems	E6-3, E6-6, E6-7, P6-21	P5-22
15-Feb		Mid Term Exam 1- Chapters 1-5		
		Winter recess		
27-Feb	Chapter 7	Activity-Based Costing		Preliminary Quiz
1-Mar	Chapter 7	Chapter 7 Assigned Reading & Problems	E7-2, E7-15, P7-17	E6-14, P6-25
6-Mar	Chapter 8	Master Budgeting		Preliminary Quiz
8-Mar	Chapter 8	Chapter 8 Assigned Reading & Problems	E8-12, P8-31	E7-13, P7-16
13-Mar	Chapter 9	Flexible Budgets and Performance Analysis		Preliminary Quiz
15-Mar	Chapter 9	Chapter 9 Assigned Reading & Problems	P9-20, P9-21, P9-25	P8-29
20-Mar		Mid Term Exam 2- Chapters 6-7		
22-Mar	Chapter 10	Standard Costs and Variances		Preliminary Quiz
27-Mar	Chapter 10	Chapter 10 Assigned Reading & Problems	E10-6, P10-10, P10-14	E9-18, P9-26
29-Mar	Chapter 11	Performance Measurement in Decentralized Organizations		



Date	CHAPTER	Class Topics	In-class Practice Reading and Problems	Homework (Due on Date Indicated)
3-Apr	Chapter 11	Chapter 11 Assigned Reading & Problems	E11-6, P11-19, P11-20	P10-9, P10-15
3-Apr		<b>Quiz 2 - Chapters 8-10 (Group)</b>		
5-Apr	Chapter 12	Differential Analysis		<b>Computer Project Due by 11:55pm</b>
10-Apr	Chapter 12	Chapter 12 Assigned Reading & Problems	E12-2, P12-18, P12-22, P12-23	E11-9, E11-12, P11-14
12-Apr	Chapter 13	Capital Budgeting Decisions	E13-12, P13-23	
17-Apr		Final Review		E12-14, P12-20, P12-28
19-Apr		<b>FINAL EXAM (12:00pm - 3:00pm, Thursday, April 19) - Chapters 8-13</b>		