



ACCT 3270 Cost Accounting
Monday & Wednesday BLB 010: 2:00-5:50 p.m.
Summer I 2013

Instructor: Jay Baker, MS, MBA, CPA **Office:** BLB 387C

Phone: (940) 565-3635 (Only monitored during office hours)

Office Hours: Monday & Wednesday 1:00 p.m. to 1:50 p.m.

E-mail: Keith.Baker@UNT.edu - Use this email; do not email me via Blackboard Vista

Required Textbook/Online-Materials:

Cost Accounting, 14th Edition; by Horngren, Datar and Rajan. ISBN # 978-0-13-210917-8

Catalog Description: Accounting in manufacturing operations; cost concepts and classifications; cost accounting cycle; accounting for materials, labor and burden; process cost accounting; budgeting; standard costs; cost reports; direct costing and differential cost analysis. Prerequisite(s): ACCT 2010 and ACCT 2020 with grades of C or better; ECON 1100 and ECON 1110; BCIS 2610; and MATH 1100 or MATH 1400 or MATH 1710.

May not be taken more than twice whether at UNT. Students may not retake this course once they have completed (with a grade of C or better) a course for which this is a prerequisite.

COURSE POINT DISTRIBUTION:

Course grades will be assigned based on the total number of points earned during the semester. Points are allocated according to the following:

Unannounced In Class Quizzes	100
Blackboard Quiz/Assignments	100
EXAM I & 2 worth 100 points each	200
Comprehensive Final	<u>100</u>
Total Points	500

As a general rule the percentage of points to achieve a certain letter grade will be as follows:
90% or more = A, 80%-89% = B, 70%-79% = C, 60%-69% = D, less than 60% = F

There are three requirements for passing this course. You must accumulate more than 70% of the total course points (350 points or greater), and you must take all exams (see Exams, item f below), and you must make a grade of 60% or better on the Final Exam. Example: If you earned 420 total course points, took all three exams, but scored 55 out of 100 points (55%) on the Final Exam you would receive a failing grade of D for the course.

GRADING NOTES:

- a. No other work can be substituted for the required course work.
 - b. There are no opportunities for extra credit in this course. Your grade will be determined exclusively on the criteria noted above under Course Points. Please do not ask me for any extra credit opportunities.
 - c. I will return exams 1 & 2 for you to keep. During the class meeting following each examination, your exam will be returned to you. If you wish to discuss any of the problems or questions on your exam, please see me during my office hours (I cannot discuss your exams either on the phone or via e-mail). I suggest that you review each exam to determine the types of questions you missed so that you can adjust your exam prep to focus on the kind of questions you miss most frequently (concept questions or problems). If you are not in attendance at a class meeting during which an exam is returned, it is your responsibility to see me during office hours in order to retrieve your exam.
 - d. For each exam during the semester and for the Final Exam, I will post your exam scores on Blackboard Vista at the earliest possible time. When your exam is returned to you, should you find an error in its grading or should you have a question concerning how a particular question was graded, you should bring the question to my attention immediately. If your exam has been graded incorrectly resulting in the need to adjust your recorded score, I will do so only if you have brought the question to my attention within one week of our in-class review. After that time I will not alter your recorded exam score.
- a. No other work can be substituted for the required work. Once again, I cannot discuss your exam scores on the phone or via email therefore; you must see me in person to discuss your exams.

EXAMS:

Four exams will be administered during the semester as per the attached course schedule. Exams 1 & 2 will cover material from specific chapters as noted on the class schedule. Each Exam and Final are expected to be administered beginning at 2:05 p.m., and will be used as the start time for an 1 hour a 20 minute exam. The final exam will include questions on Chapters 12, 15, 21, & 22 as well as questions covering all of the material previously tested on Exams 1 & 2. The exams will consist of multiple choice problems.

The best preparation for all of the exams will be: 1) careful reading of the text material, 2) use of the text website resource material (videos, power points, quizzes, additional problems, etc.), and 3) working all assigned and/or unassigned end of chapter problems and resource materials. Please note the following:

- a. It is required that you take each of the four course exams.
- b. When you take an Exam, the grade will be recorded and CANNOT be dropped.
- c. If you miss an Exam a zero will be recorded.
- d. If you miss an Exam and have an excused absence, your score on the Comprehensive Final Exam will replace the previously recorded zero. This substitution can occur for only one missed exam. Any other missed exam (regardless of the reason for missing the exam) will retain the recorded score of zero. Make-up exams are not given.
- e. The Exam dates are listed on the attached Class Schedule and will not be changed during the semester unless you are notified via email on the email you have on blackboard.
- f. Should you have to miss an exam, it is your responsibility to notify me BEFORE the exam takes place if possible. For an absence to be considered excused, it must be the result of serious, unavoidable circumstances (generally related to your illness, a death in the family, accident, or work (in some cases)) and must be supported by documentation. Only the most serious of reasons will constitute an acceptable excuse for missing an exam. A flat tire, car trouble, traffic, no baby sitter, tired, I went out of town and my car broke down, etc. are not eligible for "excused absence" status. Excused absences due to attendance at sanctioned

university activities qualify for the application of this policy PROVIDED you have apprised me in advance of the class meeting to be missed.

EXAM RULES:

- a. Phones and Beepers: On exam days, please have cellular phones and/or beepers turned off and removed from the desk surface. Please remove all phone ear pieces and/or Blue-Tooth devices. You may not use your wireless phone as a calculator or as a time piece on exam days. I have a zero tolerance policy regarding cellular phones ringing on exam day....if your phone rings, I take up your exam and you receive the grade you have earned on the work completed to that point. On lecture days, as a courtesy to me and to your classmates, I will appreciate your having cellular phones and/or beepers turned off. If you believe you need an exception to this policy, please discuss it with me.
- b. Calculators: You should provide your own calculator for exams. Your calculator may not be a programmable like a simple four function calculator. You may not use your cell-phone as a calculator.
- c. No books or notes may be used during exams. All material you bring to class with you must be placed on the floor.
- d. I will supply all "scratch" paper.
- e. I reserve the right to seat and/or re-seat any student before or during an exam.
- f. Please come to class ten (10) minutes early on exam days so that we may begin the exam promptly at 2:05PM. Should you arrive in class after 2:30PM, you will not be allowed to take the exam.
- g. On exam days, please bring a picture ID to class. When you turn in your exam, I will ask to see your picture ID.
- h. At the end of exams when I ask for your paper I expect you to surrender you exam. The need for me to make repeated requests for the surrender of your paper could result in a 10 point penalty to your exam grade. Five exams will be administered during the semester as per the attached course schedule. Exams 1 & 2 will cover material from specific chapters as noted on the class schedule. The Final is on July 5th, so make sure you don't have a conflict as it will be only administered that day.

The best preparation for all of the exams will be: 1) careful reading of the text material, 2) use of the text website resource material (videos, narrated power points, quizzes, additional problems, etc.), 3) working all assigned problems, 4) practice with any supplemental problems and materials provided by me. Additionally, review of the glossary and the chapter review problem provided at the end of each chapter of the textbook.

Please note the following:

- a. It is required that you take each of the Exams in this course.
- b. When you take an Exam, the grade will be recorded and CANNOT be dropped.
- c. If you miss an Exam a zero will be recorded.
- d. If you miss an Exam and have an **excused** absence, your score on the Comprehensive Final Exam will replace the previously recorded zero. This substitution can occur for only one missed exam. Any other missed exam (regardless of the reason for missing the exam) will retain the recorded score of zero.

CLASS PREPARATION:

When we begin the discussion of a new chapter, I will briefly discuss the concepts contained therein but by no means will my lectures be comprehensive over all of the subjects or concepts covered in each chapter. Please come to class prepared to ask questions regarding any concepts from the chapter that you do not understand. Rather than spend class time lecturing about all of the concepts from each chapter, my expectation will be that you have carefully read the text material so that class time can be spent solving exercises and problems, applying the

concepts about which you have read in the text. The exercises and problems listed in the Class Schedule are those which we will discuss and work in class and I expect you to have attempted to solve those problems prior to class. The problems listed as Class Discussion Problems on the Class Schedule will not be graded but I expect your participation as we discuss the solutions to these exercises in class. Therefore, you should attempt to work the Class Discussion exercises prior to class. You will not be successful in this class by working none or only a minimum number of the problems assigned.

UNANNOUNCED QUIZZES: On a random basis during the semester, quizzes will be given during class meetings. Quizzes may be given at the beginning of the class period or at the end of the class meeting. If you are not in your seat in the classroom when the quiz begins, you will not be allowed to take the quiz. Quizzes WILL NOT be made up...no exceptions.

DISCUSSION PROBLEMS:

The Exercises, and Problems, listed on the right side of the Class Schedule should be worked as preparation for each class meeting. No grade will be recorded for the Class Discussion Problems. You will find the class discussion problems at the end of the chapter being discussed. You should come to class with questions about the problems you attempt and with which you have difficulty. If it is your intention to do well in this course, it is essential that you work not only the Class Discussion Problems but as many other related problems as you. The concepts we are to study can be learned and understood only by working problems. Please be advised that I will ask students, on a random basis, to assist me in solving the problems as we work them in class. Or if the problem calls for a verbal explanation and discussion of a result, I will ask individuals to respond. I do not expect you to come to class and simply copy my work having done no advance preparation on the exercises. It is not likely that you will always be able to give me a correct answer....after all this is called a "learning process". BUT I do expect you to respond. Better to respond with an incorrect answer demonstrating that you attempted the work than to have no answer, which assures me that you have done nothing at all.

CLASS ATTENDANCE: Regular attendance and quality class preparation are essential elements for your success in this course. The subject matter in this course is not extremely difficult but may be new to most students. Therefore, to fully understand this material you should avail yourself of all of the text resources, as well as class discussions. My lectures will be limited to the material from the text that I believe needs additional clarification and material that you have asked to be clarified. We will spend a great deal of class time working problems and analyzing supplemental materials. Working problems in class is designed not simply to provide you with solutions to problems but with the logic and thought processes you need to develop in order to correctly solve a problem or answer a question. Therefore, your regular class attendance will contribute to your success on course examinations. Past experience suggests that your course grade is highly correlated with the level of your class attendance.

ABSENCES BASED ON RELIGIOUS BELIEFS: A student who misses an examination or other assignment due to the observance of a religious holy day will be given the opportunity to complete the work missed. To be eligible for this opportunity, the student must notify me in writing of exams scheduled on dates he or she will be absent to observe a religious holy day. Notification must be made within the first fifteen (15) calendar days of the semester by written correspondence, delivered to me, and acknowledged as received by me.

CHEATING: Honesty and integrity are very important characteristics of an accountant or any business person. Failure to perform within the bounds of accepted ethical standards is sufficient grounds for your discontinuance in this course with a grade of F and could lead to expulsion

from the University. Failure to abide by the university's rules regarding academic dishonesty will not be tolerated in this course. University policy regarding this matter is a part of the UNT Code of Student

Conduct and Discipline and can be found in the UNT Policy Manual, Vol. III, No. 18.1.11, and in the Student Handbook. The university's recently revised academic integrity policy can be found at <http://vpaa.unt.edu/academic-integrity.htm>.

AMERICANS WITH DISABILITIES ACT (ADA): If you are a student who requires accommodations in compliance with the ADA, please consult with me during the first week of the semester. As a faculty member, I will provide "reasonable accommodation" to any student with a disability, so as not to discriminate on the basis of that disability. It is your responsibility to inform me of the disability at the beginning of the semester and provide me with documentation authorizing the specific accommodation. UNT's Office of Disability Accommodation (ODA), is responsible for verifying and implementing accommodations to ensure equal opportunity in all programs and activities. You must contact ODA who will instruct you how to proceed. I recognize that any disclosure by a student of their need for accommodation is extremely sensitive. I assure you that all conversations and other communications will be kept protected and confidential and disclosed only on a need-to-know basis.

WITHDRAWALS: University policy relative to withdrawals will be followed. **Thursday, June 13th, 2013**, is the last date for students to drop with an automatic grade of W. Otherwise the student will receive a grade of WF. Students may not drop a course after **Wednesday, June 26th, 2013** unless they are withdrawing from the University. You should consult with your academic advisor prior to the above dates if you are considering dropping this course.

COMMUNICATING WITH THE INSTRUCTOR:

When I interact with you, I want to be responsive. If you will adopt the following suggestions, I will have a better chance of helping you in an effective and timely manner.

- a. Email is the best way to contact me. If you email me, do not assume that I received your email unless I confirm receipt.
- b. When you see me in my office, it will be helpful for you to remind me of your name and the section you are in.

STUDENT EVALUATION OF TEACHING EFFECTIVENESS (SETE): The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

ACCEPTABLE STUDENT BEHAVIOR: Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr Please be on time for each class. Your late arrival is a distraction to me as well as to your classmates. Please show everyone the courtesy of arriving timely. Likewise, your departure from class should be at the same time as your classmates. I am very offended when a student, in the

middle of class, simply gathers his or her things and departs. That is rude and is a distraction to your classmates. If you must leave class early for a meeting or appointment, etc., please do me the courtesy of informing me at the beginning of class.

SEATING and CLASSROOM BEHAVIOR: I do my best to get to know each of my students during the semester. It is helpful to my efforts in this regard if you are in the same seat each class meeting. Beginning with our second class meeting, I will expect you to sit in the seat in which you will remain for the duration of the course. On exam days, I reserve the right to re-assign seats. Re-assigned seating will apply to that exam day only. On the next class day, you will return to your customary seat.

CANCELLATION OF CLASSES: In the event that weather or other conditions are such that normal campus operations could be impeded, the administration of the University will determine whether classes will be canceled or delayed. Such information will be provided to the local broadcast media and posted on the UNT homepage. If the campus has not been closed, I will hold class. You must use your own judgment with regard to your personal safety in coming to campus.

WEBSITES OF INTEREST:

www.tsbpa.state.tx.us/

www.rutgers.edu/Accounting/raw/fasb/

www.sec.gov/

www.imanet.org (Institute of Management Accountants)

www.pearsonhighered.com/braun (textbook website)

www.aicpa.org (American Institute of CPA's)

www.fasb.org

www.austincc.edu/accting/toolbox/ (Accounting Toolbox)

www.youtube.com (Search: Susan Crosson)

Accounting 3270.001 - Class Schedule - 5wk Summer One, 2013 - Monday - Wednesday Classes

Day	Date	Chapter	Topics	To Be Discussed in Class
Monday	3-Jun	Ch 1 & Ch 2	Course Introduction & Cost Terms & Behaviors	E-1-18, 1-19, 1-21, 1-22, 1-23 E2-16, 2-18,2-19,2-20, 2-28
Wednesday	5-Jun	Ch 10	Determining how Cost Behave – LO's 1-4	
Wednesday	5-Jun	Ch3	CVP Analysis	E-3-17, 3-20,3-23, 3-31
Monday	10-Jun	Ch 4	Job Costing	E-4-16, 4-17, 4-20, 4-27, 4-30
Monday	10-Jun	Ch-17	Process Costing – LO's 1-5	E-10-17, 10-18, 10-20, 10-24, 10-25
Wednesday	12-Jun	Exam # 1	Chapters 1, 2, 3, 4, 10 & 17	
Wednesday	12-Jun	Ch 5	Activity Based Costing	E-5-16, 5-17, 5-18, 5-20, 5-22, 5-23, 5-27
Monday	17-Jun	Ch 6	Master Budgeting & Responsibility Accounting	E-6-16, 6-17, 6-18, 6-19, 6-19, 6-20, 6-22
Monday	17-Jun	Ch 7	Flexible Budgets, Direct-Cost Variances - Management Control	E-7-16, 7-17, 7-18, 7-20, 7-21, 7-22, 7-23, 7-24
Wednesday	19-Jun	Ch 8	Flexible Budgets, Overhead Cost Variances - Management Control – LO's 1-6	E-8-16, 8-17, 8-18, 8-19, 8-20, 8-27, 8-28
Wednesday	19-Jun	Ch 11	Decision Making & Relevant Information LO's 1-4	E-11-16, 11-17, 11-18 11-19, 11-20
Monday	24-Jun	Exam # 2	Chapters 5, 6, 7, 8, 11	
Monday	24-Jun	Ch 12	Pricing Decision & Cost Management	E-12-16, 12-17, 12-26, 12-27,
Wednesday	27-Jun	Ch 21	Capital Budgeting & Cost Analysis	E-21-16, 21-17, 21-18, 21-21, 21-22, 21-23
Monday	2-Jul	Ch 22 & 15	Management Control System Transfer Pricing LO's 1-3 & Cost Allocation Ch 15 LO's 1-3	E-22-16, 22-17, E-15-16, 15-17, 15-18
Tuesday	4-Jul	Fourth of July Holiday		
Tuesday	4-Jul		Fourth of July Holiday	
	5-Jul		Comprehensive Final Exam – with 50% emphasis on Chapters 12,21,22 & 15	
Final Examination Schedule:				
Final Exam, Section 001		MW 2:00 to 5:50PM		Wednesday July 5th, 2013