

**ACCOUNTING 3270  
COST ACCOUNTING  
SUMMER 2014  
CLASS SYLLABUS AND SCHEDULE  
MYACCOUNTINGLAB COURSE ID: scott76073**

**INSTRUCTOR:** Dave Scott CMA, CPA  
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**CLASS TIME & LOCATION:** Monday & Wednesday 2:00 pm – 5:50 pm BLB 005

**OFFICE HOURS:** Monday & Wednesday 1:00 pm – 2:00 pm & by appointment

**TEXTBOOK:** Cost Accounting: A Managerial Emphasis (14<sup>th</sup> edition) Horngren, Datar and Rajanz

**MYACCOUNTINGLAB:** Along with your course textbook you will need to purchase access to Prentice Hall's online package called MyAccountingLab (MAL). Within MAL, you will find the chapter problems that we will discuss in class and the chapter Homework Problems which will be included in calculating your overall grade for the course. Practice is the key to success in an accounting class. Persistent use of the features of MAL provides you with a superior tool with which to work for success in this course. I urge you to make use of the system to the fullest extent possible!

**COURSE PREREQUISITES:** To enroll in course you need to have taken ACCT 2010 and ACCT 2020 and received a "C" or better. You also need to have successfully completed ECON 1100, ECON 1110, MATH 1100, MATH 1190, and BCIS 2610.

**COURSE OBJECTIVES:** This course is designed to solidify students' understanding of the costs associated with running company and how costs are accounted for and used by the company. Many of these concepts will be covered on CPA and CMA exams. Another important benefit for accounting students is that this course will provide you with a stronger understanding of how the balances of some of the largest and most complex financial statement accounts are determined; COGS and inventory. After completing this course students should have the skills and knowledge to:

- Understand and apply common cost accounting terms.
- Identify alternative methods for assigning costs to cost objects.
- Determine account balances for inventory/production costs and costs of goods sold.
- Identify opportunities to use product costing methods for making important decisions.
- Explain the role of budgeting and measure and analyze deviations from the budget.
- Make decisions related the cost structure of the company.
- Identify and use relevant information in common business decisions.

**COURSE POINT DISTRIBUTION:** Course grades will be assigned based on the total number of points earned on the Homework and Exams as follows:

Exam 1	100 points
Exam 2	100 points
Exam 3	100 points
Exam 4	100 points
Comprehensive Final Exam	100 points
Homework	100 points (10 MAL Homework Assignments at 10 points each)
Total course points	<u>600</u>

As a general rule the percentage of points to achieve a certain letter grade will be as follows:

90% or more = A    80% - 89.5% = B    70% - 79.5% = C    60% - 69.5% = D    less than 60% = F

**HOMEWORK:** MAL for the course contains an assignment for each chapter called Homework Problems. You will receive a grade (points) for each of the Homework Problems you complete correctly. There are 10 homework assignments covering Chapters 2 - 9, 11 and 17. Each Homework assignment is worth 10 points. Therefore, you can earn a total of 100 grade points for the correctly completed Homework Problems (10 chapter assignments worth 10 points each). The homework assignment for each chapter must be completed by 2:00 pm (Central Standard Time) on the dates indicated on MAL for that particular Homework Assignment. The Homework due date is the date of the Exam covering that Exam's chapter material. For example: Exam 1 is on 6/9 and covers material from chapters 1- 4, so the MAL Homework Assignments for chapters 1- 4 will close at 2:00 pm on 6/9.

You will be expected to complete all of the homework problems assigned for each chapter. MAL will allow you to continue to attempt to complete each problem until you are able to get it right or until the window of opportunity for that chapter's assignment closes, whichever comes first.

**EXAMS:**

There will be five exams in this course – 4 midterm exams and a comprehensive final exam. Each exam is worth 100 points. All exams will be multiple-choice using a Scantron answer sheet which I will provide so please bring a # 2 pencil with you to class on exam days.

**EXAM RULES:** 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 for the missed exam. 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. Although I do not expect to change any of the exam dates shown on the Class Schedule, please be advised that the dates are subject to change. Any change will be announced in class as well as via an Announcement on Blackboard.
- f. Should you have to miss an exam, it is your responsibility to notify me BEFORE the exam if possible. For an absence to be considered excused, it must be the result of unavoidable, serious circumstances generally related to your illness, death in the family, accident, or work (in some cases) and must be supported by documentation. Car trouble, no baby sitter, tired, I went out of town, 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.
- g. **Cell Phones:** On exam days, please have cell phones turned off and removed from your 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 will pick up your exam and you will 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 turned off. If you believe you need an exception to this policy, please discuss it with me.
- h. **Calculators:** I will provide you with a calculator on exam days. You may not use your cell phone as a calculator.
- i. No books or notes may be used during exams. All material you bring to class with you must be placed on the floor.
- j. I will supply all "scratch" paper.
- k. I reserve the right to seat and/or re-seat any student before or during an exam.
- l. Please come to class ten (10) minutes early on exam days and be ready to begin immediately when class is scheduled to start.
- m. **On exam days, please bring a picture ID to class. When you turn in your exam, I will ask to see your picture ID.**

**CLASS PREPARATION:** I expect, at a minimum, that you will read the assigned text material before the class meeting during which the material is scheduled to be discussed. Reading the text material prior to it being discussed will aid in your understanding of the material. Please note that I will discuss the concepts included in the Class Schedule but by no means will my lectures cover every detail with respect to the material covered in the text.

Please come to class prepared to ask questions regarding any concepts from the chapter that you do not understand. The exercises and problems listed in the Class Schedule as Homework are those which we will work and discuss in class. I expect you to have attempted to solve those problems prior to class. The problems listed on the Class Schedule will not be graded but I expect your participation as we discuss the solutions to these exercises in class. The best method of study with which to approach accounting is to first read the material, and secondly work problems associated with what you have read. Repetition through working problems will help prepare you for class and for exams.

**CLASS DISCUSSION ASSIGNMENTS:** The class discussion assignments listed on the right side of the Class Schedule should be worked as preparation for each class meeting but will not be graded. Rather, you are expected to attempt to work these assignments prior to the class in which they are to be discussed. You will find the class discussion problems at the end of the chapter text being discussed. There is an assignment in MAL that includes these problems as well. You should work a problem in MAL until you get it completed correctly. We will work and discuss as many of these problems as possible during our class meetings. You should come to class with questions about the problems you attempted and with which you had difficulty. You may not completely understand each problem but you should be familiar enough with the problems to be able to discuss them. If it is your intention to do well in this course, it is essential that you work not only the Class Discussion Assignments but as many other related exercises and problems as you can. The concepts we are studying can only be learned and understood by working exercises and problems. You must READ the text material! However, simply reading the textbook material will not be sufficient to assure success in this course. I do expect that, at a minimum, each student will work the Class Discussion and the Homework assignments found in MAL for each chapter we cover. **Please understand that working only the assigned Class Discussion and Homework problems may not be sufficient to assure your success in this course.**

**CLASS ATTENDANCE:** Regular attendance and quality class preparation are essential elements for your success in this or any other course. 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 have clarified. We will spend our class time discussing concepts and working exercises and problems. Working exercises and problems in class is designed not simply to provide you with solutions but with the logic and thought processes you need to develop in order to correctly answer a question or solve an exercise or problem. Therefore, your regular class attendance will contribute significantly to your understanding of course material and to your success on course examinations. Past experience suggests that your course grade is highly correlated with 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 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>.

**WITHDRAWALS:** University policy relative to withdrawals will be followed. You should consult with your academic advisor prior to the following dates if you are considering dropping this course.

**Thursday – June 12, 2014** – Last date for students to drop with an automatic grade of W.

**Wednesday – June 25, 2014** – Last day to withdrawal from course with the consent of the instructor (unless withdrawing from the University); W or WF may be assigned. Note that you will have taken three (3) Exams by this date, and you should have a good indication of your course performance to this point in time.

**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.

**COMMUNICATING WITH THE INSTRUCTOR:** I want to be responsive to you when you reach out to me for my assistance. If you will adopt the following suggestions, I will have a better chance of helping you in an effective and timely manner:

- a. If you e-mail me, do not assume I received your e-mail unless I confirm receipt with a reply.
- b. When you see me in my office, it will be helpful for you to remind me of your name and the class you are in.
- c. When leaving me a phone message, please speak clearly and slowly and make certain to leave me a number and time when I can return the phone call.

**Note: The best way to contact me will be via e-mail.**

**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.

**SEATING AND CLASSROOM BEHAVIOR:** On exam days, I reserve the right to re-assign seats. Please be on time for each class as late arrivals distract the class. If you must leave class early for a meeting, appointment, etc., please do me the courtesy of informing me at the beginning of class and sit in a seat closest to the door so as to not disturb all of your classmates when you leave.

**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.

**BLACKBOARD:** We will be using Blackboard in this class. All class information and other materials including the following items will be posted to Blackboard:

1. Class Syllabus and Schedule
2. Class Announcements
3. Accounting Lab hours of operation for the semester
4. Homework and Exam scores

## COURSE SCHEDULE

			Class Discussion Assignments
M	6/2	Chapter 1 – The Manager and Management Accounting	
		Chapter 2 – An Introduction to Cost Terms and Purposes	17, 25, 28, 31
		Chapter 3 – Cost-Volume-Profit Analysis	22, 24, 27
W	6/4	Chapter 4 – Job Costing	16, 17, 19, 27
<b>M</b>	<b>6/9</b>	<b>Exam 1 – Chapters 1, 2, 3, 4</b>	
W	6/11	Chapter 5 – Activity-Based Costing (only pages 138-156)	16, 19, 21
		Chapter 6 – Master Budget & Responsibility Accounting	21
<b>M</b>	<b>6/16</b>	<b>Exam 2 – Chapters 5 &amp; 6</b>	
W	6/18	Chapter 7 – Flexible Budgets (exclude Appendix)	16, 17, 18
		Chapter 8 – Flexible Budgets (only pages 262-281)	28
<b>M</b>	<b>6/23</b>	<b>Exam 3 – Chapters 7 &amp; 8</b>	
W	6/25	Chapter 9 – Inventory Costing (only pages 300-309)	16, 21
		Chapter 11 – Decision Making (exclude Appendix)	18, 21, 25, 26, 28
		Chapter 17 – Processing Costing (only pages 606-616)	1, 5, 7, 19, 20
<b>M</b>	<b>6/30</b>	<b>Exam 4 – Chapters 9, 11 and 17</b>	
W	7/2	Review for Comprehensive Final Exam	
<b>R</b>	<b>7/3</b>	<b>Comprehensive Final Exam</b>	