

**ACCOUNTING 3270  
COST ACCOUNTING  
SPRING, 2016 COURSE SYLLABUS**

**INSTRUCTOR:** Jay K. Baker  
**OFFICE:** BLB 387C  
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**CLASS TIME:** Monday & Wednesday 2:00 pm to 3:20 pm Section 001 – Room BLB 090

**OFFICE HOURS:** Wednesday 5:00PM thru 6:00PM

**COURSE DESCRIPTION:** Cost systems with emphasis on information generation for cost management of products, projects, and services. It is a sequenced course designed to cover the more challenging chapters in your management accounting experience.

**Prerequisites:** ACCT 2010, ACCT 2020 with grades of 'C' or better; ECON 1100, ECON 1110; MATH 1190 or MATH 1400 or MATH 1710; BCIS 2610.

**VALUE OF THE COURSE:** This course provides skills and knowledge in several broad areas that are desired by corporate employers, including cost systems, allocations, and control. It helps you understand that internal reporting involves actively and continually redesigning an organization's management information system to meet changing managerial needs.

**COURSE OBJECTIVES:** Since cost accounting is internal and potentially unique to each organization, there are limited rules to govern cost accounting systems. Various, constantly evolving principles and procedures exist which must be selectively applied. You must be able to apply these principles and procedures, as appropriate, to diverse, often unstructured problem scenarios. It is very difficult to memorize your way through this course and reasonably hope to attain a grade higher than "C". Rather, you must develop your analytic and conceptual thinking skills so as to find solutions that satisfy management's needs.

This course has the following specific learning objectives. After completing this course, you should be able to:

- Recognize that Cost accounting is a forward (and backward) accounting tool.
- Understand the theory and concepts underlying cost accounting management systems.
- Describe common cost accounting tools and models and apply them to solve problems
- Extract relevant accounting issues from a business problem.
- Identify relevant information related to an accounting issue of a business problem
- Enhance your interpersonal skills.
- Develop and improve your analytical thinking and problem solving skills.

**SUMMARY OF GRADING COMPONENTS AND GRADE SCALE:**

Examinations	(3) Worth 80 points each	= 240 points
Master Budget Project	(1) Worth 60 points	= 60 points
Quizzes	(10) Worth 10 points each	= 100 points
MyAccountingLab homework	(10) Worth 10 points each	= 100 points
Comprehensive final exam	Worth	= <u>100 points</u>
Total points possible to be earned		600 points

Final letter grades will be determined on a standard average scale where: **A** = 90% or above (540 pts), **B** = 89% to 80% (480 pts), **C** = 79% to 70% (420 pts), **D** = 69% to 60% (360 pts), and **F** = below 360 points. You will be required to take 10 pop quizzes in class and they will be counted toward your final quiz grade. Each will be worth 10 points; for a maximum of 100 points. Any online quizzes if necessary will be administered on Blackboard and will have a due date for completion and you are responsible for taking the online quiz before the deadline for that chapter. No make-up quizzes will be given for missing these assignments.

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 for a maximum of 5 attempts; or until the window for that chapter's assignment closes. Partial credit is given for partially completed homework problems so use the 80/20 rule wisely.

If you have problems with MAL at any time, you must contact the Pearson helpdesk immediately to attempt to resolve the problem. Contacting the instructor will not be of any assistance. The Pearson helpdesk can be contacted online or by telephone. When you contact the helpdesk for assistance you must obtain an Incident Number for your issue. I am sorry, but students who report issues they had with MAL will not be able to receive further assistance from the Instructor or the Pearson UNT Representative if they do not have a related incident number documenting the work previously done by the Pearson technicians on their Incident. Unfortunately, hardware issues such as computers/laptops crashing or internet not working are not legitimate reasons to re-open a homework assignment for a student. Each chapter is discussed for a minimum of one week before the homework assignment is due. During that time all students are responsible for scheduling enough time at a working computer with adequate internet access to complete the assignments. It is difficult to walk 100 yards on the UNT campus in any direction without running across an available computer with internet access. Use these readily available resources if need be, you paid for them in your tuition.

### TEXT AND OTHER REQUIRED MATERIALS:

**Cost Accounting: A Managerial Emphasis**, by Horngren, Datar, Foster, Rajan, Ittner, 15<sup>th</sup> edition, 2015, Prentice Hall. (Required)

**MyAccountingLab:** To access this learning module you will upload the 'pdf' Pearson attachment in Blackboard from Course Syllabus and Schedule section. Registration in MyAccountingLab is required. The key component to learning is using the tool often rather than a couple of days before the exam. Students who use this resource effectively make higher grades in the course. (Required)

**PEARSON MY ACCOUNTING LAB (MAL):** Along with your course textbook you will need to purchase access to Prentice Hall's online package called My Accounting Lab (referred to as MAL in the rest of the syllabus). All quizzes are required and will be taken online at the MAL site. You may also obtain extra practice by completing optional online assignments for each chapter including, Class Discussion Problems (most of which will be discussed in class).

To register for MAL see the instructions and course ID in the MAL registration document posted on Blackboard. **Make sure to register with an email address that you will check regularly.** I will send class emails and announcements to that email address throughout the semester.

### EXAMINATIONS:

**Examinations:** Three 1 hour 20 minute exams will be given on the dates indicated in the Class Schedule. In addition, a 2-hour comprehensive multiple-choice final exam will be given during the final exam period. Semester exams may contain problems, multiple-choice questions, or essay questions focusing on the reasons behind specific accounting concepts and procedures.

**Make-Up Exam Policy:** It is to your advantage to take all exams at the scheduled times. Only in the case of a documented true emergency should an exam be missed. Please be sure to get your instructor's *prior* approval. Exams missed without prior approval of your instructor or without adequate documentation of the reason for missing the exam will result in a recorded grade of zero for the missed exam. If an exam is missed **with prior agreement and adequate documentation**, the final exam will automatically be substituted in calculating the points for the missed exam. All students must take the final exam as scheduled unless an incomplete contract has previously been approved according to university regulations.

**Grading Questions:** Questions concerning the grading of a particular exam/quiz question must be resolved within a reasonable period (**two weeks**) after the exam/quiz is returned. After that period, all grades are final. Finally, neatness and legibility of exams for numerical problems requiring calculations are considered in grading.

**COURSE COMMUNICATION:** The primary communication method outside of class will be through E-MAIL AND BLACKBOARD). All email will be sent to the email address you have attached to your Blackboard account. If that is not your primary e-mail address, please login to your UNT account and forward all UNT e-mail to your active email account.

**BLACKBOARD:** The course is supported by the Blackboard course delivery system. I will use Blackboard to communicate with you, to provide you with course materials, including course syllabi, handouts, PowerPoint Slides, and assignments. Each student will receive a Blackboard login and password through the college of business website (you will need to locate the blackboard link (in black with white letters) at the very top of the page <http://www.cob.unt.edu/>).

**GRADING NOTES:**

- a. No other work can be substituted for the required 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 Point Distribution. Please do not ask for extra credit opportunities.
- c. Except for the comprehensive Final, in-class exams will be returned to you as soon as possible during a class meeting following an exam. We will discuss 3 or 4 of the most frequently missed questions on the exam at that time. If you wish to discuss other problems on your exam, please see me during my office hours or contact me via email. Due to Federal HIPPA regulations, I am not allowed to discuss a particular student's exam results where other students can over-hear the discussion. Therefore, please refrain from asking questions regarding your specific exam immediately before or after class, in the hallway, or in the elevator. I also cannot discuss your exam scores on the telephone, therefore, you must see me in person to discuss your exams.
- d. I suggest that you spend some time working the problems and questions that you miss on each exam. Your exams will be the best place for you to begin preparing for the Final Exam. 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 pick-up your exam.
- e. For each exam and quiz during the semester, including the Final Exam, I will post your exam/quiz scores on Blackboard at the earliest possible time. I will not post any Homework scores but they will be available in MAL. Please do not call or email me to discuss your exams or to be told your exam scores prior to the exam being returned to you.
- f. 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 and your exam score needs to be corrected, I will do so but **only if you have brought the question/issue to my attention within one week of our in-class review**. After that time I will not alter your recorded exam score.

**EXAMS:** Five exams will be administered during the semester as per the attached course schedule. Exams I thru III will cover material from specific chapters as noted on the Class Schedule. **The fourth exam will be a Comprehensive Final.**

The best preparation for all of the exams will be: 1) careful reading (and sometimes re-reading) of the text material and study of the end-of-chapter materials found in the textbook, 2) working all assigned problems, 3) use of the textbook's website resource material for sample quizzes and additional problems, 4) practice with any supplemental problems, and 5) extensive practice time with Study Plan section of MAL and other materials available on the textbook website.

Please note the following:

- a. It is required that you take each of the Exams in this course. If you miss an Exam a zero will be recorded.
- b. **Once an Exam grade is recorded it CANNOT be dropped. I DO NOT DROP YOUR LOWEST EXAM GRADE AT THE END OF THE SEMESTER.**
- c. 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 except as noted below in the section on "EXCUSED ABSENCES...."**. 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 unavoidable, serious circumstances (generally related to your illness, death in the family, accident, or work (in some very rare cases)) and must be supported by written documentation. A flat tire, car trouble, 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. **You MUST apprise me IN ADVANCE of any exam you will miss.**

- d. The Exam dates are listed on the attached 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. You are responsible for monitoring your Blackboard account and noting all changes to the Class Schedule or this Syllabus.

#### EXAM RULES:

- a. **PDA's, Tablets, and Laptops:** On exam days, please have PDAs, tablets, and laptops turned off and removed from your desk surface. Please remove all ear pieces and/or Blue-Tooth devices. You may not use your PDA 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.** "Ringing" means incoming call rings, buzz or vibration signals, and alarms.
- b. **Calculators:** You may use your own non-PDA/Tablet calculator on exam days but you may not use your cell-phone as a calculator. Calculators used for exams need to be simple calculators with no more than addition, subtraction, multiplication, division, percentage, and square root functionality.
- c. No books or notes may be used during exams. All material you bring to class with you must be placed on the floor at the front or back wall of the classroom.
- 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, however, don't enter the classroom until you are ready to take the exam. Last minute studying needs to be done in the hallway prior to entering the classroom.
- g. On exam days, please bring a picture ID to class. When you turn in your exam, I may ask to see your picture ID.
- h. At the end of exams when I ask for your exam papers, I expect you to bring your exam to the front of the classroom promptly. Failure to relinquish your exam upon my request will result in the application of a 5 point reduction of your exam score.
- i. An important aspect of success in business is the ability to follow both verbal and written instructions. Points will be taken off of exam scores if students are unable to follow instructions concerning how to label and identify their exams and matching scantron documents.

**CLASS PREPARATION:** I expect, at a minimum, that you will read the assigned text material before the first class meeting during which a chapter is scheduled to be discussed. For **some** students multiple readings of the text material may be necessary to grasp all of the concepts discussed in the text. Prior to our first class meeting on a particular chapter, I will expect you to have attempted to work the Short Exercises and the Class Discussion problems assigned for the particular chapter, and have carefully reviewed the vocabulary listing at the end of the chapter. These materials are ripe fruit for pop quizzes. Reading the text material and doing the suggested work prior to the first class meeting in which a chapter is discussed will aid in your understanding of the material.

When we begin the discussion of a new chapter, I will spend some time discussing the concepts contained therein but by no means will my lectures be comprehensive. The concepts to be mastered in this course and the official material that presents them is the textbook that was chosen for this course. Careful consideration was given to which textbook most adequately fulfilled the requirements for this course assessed by the College of Business Academic Committees. My contribution to your learning experience is to assist in your mastering of the materials presented in the textbook. As such, I will attempt to expound upon those topics and concepts that have shown to be more problematic to students in the past, but the best approach is to come to class prepared to ask questions regarding any concepts from the chapter that you specifically do not understand. Rather than spending class time lecturing about concepts I have chosen from each chapter, time can better be spent solving exercises and problems....applying the concepts about which you have read in the textbook and may be struggling with. The exercises and problems listed in the Class Schedule as "Class Discussion" problems are those which we will work and discuss in class. I expect you to have attempted to solve those problems prior to the day they are worked in class and it's possible you will be called upon during class to assist with their solutions. The "Class Discussion" problems **will not be graded** but I expect your participation as we discuss the solutions to these exercises. **Repetition through working problems will help prepare you for class and for exams. You will not be successful in this class if you only work a minimum number of the problems assigned.**

**PEARSON MY ACCOUNTING LAB:** Along with your course textbook **you will need to purchase** access to Pearson's online package called My Accounting Lab (MAL). All end of chapter exercises and problems in the textbook are found on MAL. You will find three different assignments in MAL for each chapter we cover in the course. Those assignments are Class Discussion Problems, the **Homework** assignment for the chapter, and a Practice and Review assignment. The **Homework** assignment for each chapter will be the only assignment that is graded and used in the computation of your final course grade. **Class Discussion problems and the Practice and Review assignments are not graded.** You should,

however, use these two assignments for practice, which will enhance your understanding of the concepts we will cover in the course (and improve your exam scores!).

We will be referring to the textbook often during class therefore, **I will expect that you come to class with your textbook or e-book.**

MAL provides you with a large set of problems with which to practice the concepts we will discuss in this course. **Practice is the key to success in accounting.** Persistent use of the features of MAL (including the customized Study Plan feature) 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!

**CLASS ATTENDANCE:** Regular attendance and quality class preparation are essential elements for success in this course. The subject matter in this course is not extremely difficult but can be quite challenging to many students. Therefore, to fully understand this material you should avail yourself of all of the textbook resources, the MAL 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 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 also 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.

**EXCUSED ABSENCES BASED ON RELIGIOUS BELIEFS or UNT SPONSORED ACTIVITIES:** A student who misses an examination or other assignment due to the observance of a religious holy day or required attendance at a UNT School sponsored event (i.e. student athletes, etc) 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 they will be absent. 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>.

**DROPPING THE CLASS:** University policy relative to dropping the class will be followed. **Friday February 26<sup>th</sup>, 2016**, is the last date for students to drop with an automatic grade of W. After this date and through **Tuesday April 5<sup>th</sup>, 2016**, any student wishing to drop the class must have the instructor's approval in order to receive a grade of WF. You should consult with your academic advisor prior to the above dates if you are considering dropping this course.

**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:** 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 preferred manner of communication. If you email me, do not assume that I received your email unless I confirm receipt. ALWAYS include your full name and section number when communicating with me using email. This protocol should be followed even if I am familiar with you as a student and know your name.
- b. When you do see me in my office during my office hours listed in this syllabus, it will be helpful for you to remind me of your name and the section you are in.

**Note:** The best way to contact me will be via e-mail at [Keith.Baker@unt.edu](mailto:Keith.Baker@unt.edu)

**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:** I will 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. **Soon after the first Exam, I will create a seating chart and, for the remainder of the semester I will expect you to sit in the seat on the chart.** On exam days, I reserve the right to re-assign seats. Re-assigned seating will apply to that exam day only and on the next class day, you will return to your customary seat. 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. 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 and be as discreet as possible when exiting the classroom.

PDAs, Tablets, and Laptops can be distracting to your fellow classmates and should only be used for taking notes, class exercises, and emergency communications. When class begins, all PDAs, Tablets, and Laptops should be put in silent mode. Devices that become distracting to the class in any way will be confiscated until the end of class.

**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 use Blackboard in this class.** You can reach the Blackboard site at [www.ecampus.unt.edu](http://www.ecampus.unt.edu). On Blackboard for ACCT 3270 you should find sections for the following items:

1. Class Announcements
2. Class Syllabus and Class Schedule
3. Course Gradebook
4. Class Discussion problem solutions
5. Instructor PowerPoints
6. Pearson Student PowerPoints
7. Chapter Outlines
8. Quizzes & Exams
9. Other Miscellaneous postings.

**I use the Blackboard system extensively during the semester to communicate with students. Changes to this Syllabus or other class structure or schedules will be communicated through the Blackboard system. Students are responsible for monitoring their Blackboard account and the associated email address connected to their Blackboard account. If you have had no previous experience with the system, you should take advantage of the available training resources early in the semester. *This syllabus and the course schedule is subject to change and every attempt will be made to post these changes on Blackboard.***

Your success not only in this course but throughout your UNT career is important to me, to the Department of Accounting, to the College of Business, and to the University. We are successful only when **YOU** are successful. Always keep the following ideas in mind as you pursue the completion of this course as well as your degree.

**Show up**  
**Find support**

Take control  
Be prepared  
Get involved  
Be persistent  
Take responsibility!

Remember, you did not come to UNT to be given a degree.....you came to earn it!

Good luck this semester!

## **COURSE SCHEDULE**

<b><u>Class Time</u></b>	<b><u>Chapters Covered</u></b>	<b><u>Class Discussion Assignments</u></b>
W 1/20	Chapter 1 – The Manager and Management Accounting	
M 1/25	Chapter 2 – An Introduction to Cost Terms and Purposes	17, 25, 28, 31
W 1/27	Chapter 2 – An Introduction to Cost Terms and Purposes (Continued)	17, 25, 28, 31
	Chapter 3 – Cost-Volume-Profit Analysis	22, 24, 27
M 2/1	Chapter 3 – Cost-Volume-Profit Analysis (Continued)	22, 24, 27
W 2/3	Chapter 3 – Cost-Volume-Profit Analysis (Continued)	22, 24, 27
M 2/8	Chapter 4 – Job Costing	16, 17, 19, 27
W 2/10	Chapter 4 – Job Costing(Continued)	
M 2/15	Chapter 4 – Job Costing(Continued)	
W 2/17	Chapter 17 – Processing Costing (only pages 606-616)	1, 5, 7, 19, 20
M 2/22	Chapter 17 – Processing Costing (only pages 606-616) (Continued) & Exam # 1 Review	1, 5, 7, 19, 20
W 2/24	Exam #1 – Chapters 1, 2, 3, 4 & 17	
M 2/29	Chapter 5 – Activity-Based Costing (only pages 138-156)	16, 19, 21
W 3/2	Chapter 5 – Activity-Based Costing (Continued)	
M 3/7	Chapter 6 – Master Budget & Responsibility Accounting	21
W 3/9	Chapter 6 – Master Budget & Responsibility Accounting (Continued)	
March 14 <sup>th</sup> – March 18 <sup>th</sup> Spring Break – No Class		
M 3/21	Chapter 6 – Master Budget & Responsibility Accounting	

(Continued) & Master Budget Assignment Review

W 3/23	Chapter 7 – Flexible Budgets (exclude Appendix )	16, 17, 18
M 3/28	Chapter 7 – Flexible Budgets (Continued) (exclude Appendix)	16, 17, 18
W 3/30	Chapter 8 – Flexible Budgets (only pages 262-281)	
M 4/4	Chapter 8 – Flexible Budgets (Continued)& Exam # 2 Review	
W 4/6	Exam # 2 Chapter 5, 6, 7 & 8	
M 4/11	Chapter 9 – Inventory Costing (only pages 300-309)	16, 21
W 4/13	Chapter 9 – Inventory Costing (Continued)	
M 4/18	Chapter 11 – Decision Making (exclude Appendix)	18, 21, 25, 26, 28
W 4/20	Chapter 11 – Decision Making(exclude Appendix Continued)	
M 4.25	Chapter 20 - Inventory Management, Just-in-Time & Simplified Costing Methods Turn in Master Budgeting Project – Deadline is Classroom end time at end of class in paper on online submitted on Blackboard (prefer a excel spreadsheet file submitted on Blackboard).	
W 4/27	Chapter 20 – Inventory Management (Continued) & Review for Exam #3	
M 5/2	Exam # 3 – Chapters 9, 11 & 20	
W 5/4	Review for Comprehensive Final Exam	
Week of May. 9-12	Actual time date and room TBD	Comprehensive Final Exam

Homework deadlines are on Pearson's My Accounting Lab.