**ACCT 252 COURSE SYLLABUS**

**USING ACCOUNTING INFORMATION TO MAKE MANAGEMENT DECISIONS**

WESTERN CAROLINA UNIVERSITY - FALL 2019

Section 02 TR 12:30-1:45 pm Forsyth 305

Section 03 TR 2:00-3:15 pm Forsyth 305

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| **Professor:** |  |  |
| Dr. Beth H. Jones |  | Email: [bjones@wcu.edu](mailto:bjones@wcu.edu) |
| Office location: FO 202  Office hours: By appointment on Tuesday or Thursday |  | Cell phone: 828-508-6371 (do not text me) |
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| Physical mailbox: FO 104 |  |  |

**COURSE OVERVIEW**

**Materials:**

* Required ACCT 252 Class Notes are available on Blackboard or upon request at the bookstore. We will also use Blackboard for other course material distribution as well as announcements and grades.
* Recommended ACCT 252 Exam Review packet is available in the bookstore. These review exercises are also available on Blackboard under “Exam Reviews”.
* Recommended Textbook: Noreen, Brewer, Garrison, *Managerial Accounting for Managers, 4th ed.,* McGraw-Hill Irwin, 2017. ISBN: 978-1-259-57854-0
* Calculator

**Objectives:**

Acct 252 is an introductory course in managerial accounting focused primarily on users internal to the firm. This is a core business course and part of the sequence of courses which make up the foundation of knowledge for business. At the end of the course, you should be able to:

1. determine the cost of your product or service. If you don’t know what your costs are then you don’t know which of your products and services are making you money.
2. understand how the mix of fixed costs (i.e. costs that don’t change with how much you produce – rent is a good example) and variable costs (i.e. costs that increase as you produce more – cost of the goods you’ve sold and sales commissions are good examples) will affect your profitability.
3. map out the future with “cost-volume-profit” analysis and budgeting.
4. compare actual to expected performance with flexible budgets.
5. analyze problems with “variance analysis”. Is the problem that you are paying too high a rate, or are you being inefficient? Did you pay too much for materials or use too much? This tool will point you to the answer.

**What You Should Know as Preparation for this Class:**

In Principles of Financial Accounting, the prerequisite for this class, you should have learned:

* What assets, liabilities, revenue and expenses are and the major components of each.
* How transactions and events affect assets, liabilities, revenues and expenses (the accounting equation).
* The basic financial statements of an organization (Income Statement, Balance Sheet, and Statement of Cash Flows) and how they are put together and work together (horizontal financial statements model).
* How internal and external users employ financial statements to understand business performance.

In addition you should know basic algebra – particularly how to solve for unknowns. Accounting problems (both in this class and in real life) are a lot like algebra word problems.

**PERFORMANCE EVALUATION**

**Exams:** Term exams may be a mixture of multiple choice, true-false, short answer questions, and problems taken entirely from the material in the class notes packet. The final exam is *comprehensive* and all multiple choice. Mark your calendar now – everyone *must* take the final exam and you must take it at 9 a.m. on the Saturday posted on the class schedule. Other exam policies:

(1) With University approved absences (written permission), exams may be taken early if arrangements are made with me in advance. Missed exams are zeros (see #2 below).

(2) If your final exam is HIGHER than one of your other exams (e.g., if you miss one of the exams or “blow” a test), then the low exam score will be dropped and the final will count double for you. Beware - final exam scores typically run lower than scores on the other exams because it covers the most material. If two exams are missed, the second missed test will be a zero, so be very careful with your absences.

(3) No baseball caps or other eye-covering hats during exams.

(4) NO CELL PHONES during exams, or your exam will be taken up and you will receive a zero.

(5) Use the restroom before the exam begins; if you leave during the test, turn in your test as you go. I have noticed that during regular classes, it is a rare occurrence when someone must leave to use the restroom, while on exam days it’s not unusual for a half dozen to go (some students actually leave two or three times). Sorry these students have ruined it for everyone else.

**Quizzes:** Six five-point open book quizzes will be given on Blackboard, 10 questions each. Your lowest quiz score will be dropped. The class schedule indicates the day when each quiz will be opened and closed; quizzes open at 6:00 a.m. and close at midnight. No late quizzes. After you take it, if you are satisfied with your grade, no need to do more. If you are not satisfied with your grade, you may take the quiz a second time and the two grades will be averaged automatically. The material on the quizzes comes from the course pack AND THE TEXTBOOK. Quizzes are open books, open notes, but NOT “open neighbor”. Do your own work!

**Participation/attendance:** It is expected that you will attend all classes unless illness or a university-approved reason prevents your attendance. You are more likely to do well on exams if you have regularly attended class. In addition, active class participation will help your understanding of the material. To calculate the participation score, graded four-point problems on the material we are covering will be assigned randomly during class throughout the semester. Because they serve as attendance/participation grade, you cannot make them up if you miss class that day.

**Grade Assignment:** Your course grade will be determined as follows:

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| --- | --- |
| 6 Participation Assignments, 4 points each (5 of the 6 will be counted; lowest score dropped) | 20 |
| 6 Online multiple choice 10-question quizzes, 5 points each (5 of the 6 counted; lowest dropped) | 25 |
| Exams (3 @ 100 pts each) | 300 |
| Final Exam | 100 |
| Total | 445 |

Final grades are based on the following scale:

A+ 98-100% B+ 88-89% C+ 78-79% D+ 68-69% <60%=F

A 92-97% B 82-87% C 72-77% D 62-67%

A- 90-91% B- 80-81% C- 70-71% D- 60-61%

**CLASS MANAGEMENT**

**Computers in the classroom:** I prefer you not use your laptop in the classroom. If you have a strong preference for taking notes with your computer, you may but you must sit in the front row. And expect me to wander by and check out your screen.

**Seating:** You may decide where to sit, but after the first week or so a seating chart will be prepared and you are expected to sit in that seat for the remainder of the semester. Athletes and computer-users are required to sit in the front.

**Disruptive behavior:** I will treat you with respect and I expect the same in return. This means you do not talk while I am talking. If you have a question, raise your hand and be acknowledged. Punitive measures for excess talking or other disrespectful/disruptive behavior include moving you to another seat for the rest of the day, excusing you from class for the rest of the day, and moving you to another seat for the rest of the semester. If these actions fail to correct the behavior, you will be administratively withdrawn from the course.

**Ethical Standards (see the student handbook for additional information):**

Western Carolina University, as a community of scholarship, is also a community of honor. Faculty, staff, administrators, and students work together to achieve the highest standards of honesty and integrity. Academic dishonesty is a serious offense at Western Carolina University because it threatens the quality of scholarship and defrauds those who depend on knowledge and integrity. Academic dishonesty includes:

* **Cheating:** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
* **Fabrication:** Intentional falsification of information or citation in an academic exercise.
* **Plagiarism:** Intentionally or knowingly representing the words or ideas of someone else as one’s own in an academic exercise.
* **Facilitation of Academic Dishonesty**: Intentionally or knowingly helping or attempting to help someone else to commit an act of academic dishonesty, such as knowingly allowing another to copy information during an examination or other academic exercise.

Instructors have the right to determine the appropriate sanction or sanctions for academic dishonesty within their courses up to and including a final grade of “F” in the course. Within 5 calendar days of the event the instructor will inform his/her department head, and the Associate Dean of the Graduate School when the student is a graduate student, in writing of the academic dishonesty charge and sanction.

**ADMINISTRATION**

**Office of Disability Services:** Accommodations for Students with Disabilities: Western Carolina University is committed to providing equal educational opportunities for students with documented disabilities and/or medical conditions.  Students who require reasonable accommodations must identify themselves as having a disability and/or medical condition and provide **current** diagnostic documentation to the Office of Disability Services.  All information is confidential.  Please contact the Office of Disability Services at (828) 227-3886 or come by Suite 135 Killian Annex for an appointment.

**Student Support Services:** Student Support Services provides support to students who are either first-generation, low-income or those who have disclosed a disability with: academic advising, mentoring, one-on-one tutorial support, and workshops focused on career, financial t1 and Learning Commons (WaLC),**located in BELK 207**, provides free small-group course tutoring, one-on-one writing tutoring and academic skills consultations, and online writing and learning resources for all students.  All tutoring sessions take place in the WaLC or in designated classrooms on campus. To schedule tutoring appointments, log in to TutorTrac from the WaLC homepage ([http://walc.wcu.edu](http://walc.wcu.edu/)) or call 828-227-2274. Distance students and students taking classes at Biltmore Park are encouraged to use Smarthinking and the WaLC’s online resources. Students may also take advantage of writing tutoring offered at the Biltmore Park campus on certain days of the week; call 828-227-2274 or log in to TutorTrac and select “Biltmore Park Writing Tutoring” for availabilities. Math Tutoring Center (usually included in Math department lower division courses)

**The Mathematics Tutoring Center:**(455 Stillwell, http://mathlab.wcu.edu, 227-3830) provides tutoring in all lower-division math and many CS courses, help with mathematical concepts in other disciplines, and workshops on study skills specific to mathematics courses. Tutoring is available on a drop-in basis, 9-5 and 6-9 pm Monday-Thursday, and 9-5 on Friday or by appointment.

**Academic Calendar:** Academic calendarincludes dates for all breaks, university closures, final exams, etc.  The academic calendar can be found at:  <http://www.wcu.edu/academics/campus-academic-resources/registrars-office/academic-calendar.asp>.

**Dr. Jones ACCT 252 – Tentative Course Outline Fall 2019**

NOTE: Exercises referred to in this syllabus are in the **class notes packet, not in the textbook.**

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| # |  | Topic | Classwork Exercises are ***in your class packet****!* | Homework (due next class) | Quizzes - open  6am, close 10pm |
| 1 | T Aug 20 | Chapter 2 part 1 (textbook pages 23-32) | Ch. 2 Ex. 1,2,3 | Ch. 2 Ex. 4 |  |
| 2 | R " 22 | Chapter 2 part 1 – Managerial Acct | Ch. 2 Ex. 4, 5, 7 | Ch. 2 Ex. 6 | **QZ1 (ch2) opens** |
| 3 | T " 27 | Chapter 2 part 1 – Managerial Acct | Ch. 2 Ex. 6, 8, 9 | Ch. 2 Ex. 10 |  |
| 4 | R " 29 | Chapter 2 part 1 – Managerial Acct | Ch. 2 Ex. 10, 11, 12, Ch. 4 Ex 1 years  2011 & 12 | Ch. 4 Ex 1 year 2013  (optional: BB Trans. Analysis problem) | **QZ1 (ch2) closes** |
| 5 | T Sept 3 | Chapter 4 – Job-Order Costing | Ch. 4 Ex. 1 year 2013;  Ex 2,3,4 |  | **QZ2 (ch4) opens** |
| 6 | R " 5 | Chapter 4 – Job-Order Costing | Ch. 4 Ex. 5, 6, 7 | Ch. 4 Ex. 8 |  |
| 7 | T " 10 | Chapter 4 – Job-Order Costing | Ch. 4 Ex. 8 |  | **QZ2 (ch4) closes** |
| 8 | R " 12 | **EXAM 1 (chapters 2, 4)** | **EXAM 1** |  |  |
| 9 | T " 17 | Go over Exam I |  |  |  |
| 10 | R " 19 | Chapter 6 – Activity-Based Costing (ABC) | Ch. 6 Ex. 1,2,3,4 | Ch. 6 Ex 5 | **QZ3 (ch6) opens** |
| 11 | T " 24 | Chapter 6 – Activity-Based Costing (ABC) | Ch. 6 Ex. 5,6 |  |  |
| 12 | R " 26 | Chapter 2 part 2 (textbook pages 29-39) | Ch. 2 Ex. 1,2,3, 5 | Ch. 2 Ex. 4,6 | **QZ3 (ch6) closes** |
| 13 | T Oct 1 | Chapter 3 – Cost-Volume-Profit (CVP) | Ch. 2 Ex. 4, 6  Ch. 3 Ex. 1,2,3,4 |  | **QZ4 (ch2/3) opens** |
| 14 | R " 3 | Chapter 3 – Cost-Volume-Profit (CVP) | Ch. 3 Ex. 5,6, 8,9,10 | Ch. 3 Ex. 7, 11, 12 |  |
| 15 | T " 8 | Chapter 3 – Cost-Volume-Profit (CVP) | Ch. 3 Ex. 7,11,12 |  | **QZ4 (ch2/3) close** |
| 16 | R " 10 | **EXAM 2 (Chapters 2,3,6)** | **EXAM 2** |  |  |
|  |  | *No Class - Fall Break Oct 12-20* |  |  |  |
| 17 | T " 22 | Go over Exam 2 |  |  |  |
| 18 | R " 24 | Chapter 9 – Master Budgeting | Ch. 9 Exercises 1 through 13 | *Note: Fri., Oct 25th - last day to drop with a “W”* | **QZ5 (ch9) opens** |
|  | T " 29 | *No Class – Advising Day* |  |  |  |
| 19 | R " 31 | Chapter 9 – Master Budgeting | Ch. 9 Ex. 14, 15, 16Start Demo problem |  |  |
| 20 | T Nov 5 | Chapter 9 – Master Budgeting | Finish Demo problem | (Optional: BB Budgeting problem) | QZ5 (ch9) closes |
| 21 | R " 7 | Chapters 10/11 – Flex Bud & Stnd Costs | Ch. 10/11 Ex. 1,2,3 |  | QZ6 (10/11) opens |
| 22 | T " 12 | Chapters 10/11 – Flex Bud & Stnd Costs | Ch. 10/11 Ex. 4,5,6,7 |  |  |
| 23 | R " 14 | Chapters 10/11 – Flex Bud & Stnd Costs | Ch. 10/11 Ex 8,9,10 |  | QZ6 (10/11) closes |
| 24 | T " 19 | Review for exam 3 |  |  |  |
| 25 | R " 21 | **Exam 3 (Chapters 9,10/11)** | EXAM 3 |  |  |
| 26 | T " 26 | *No Class* |  |  |  |
|  | R " 28 | *No Class – Thanksgiving Nov 22-26* |  |  |  |
| 27 | T Dec 3 | Go over exam 3 |  |  |  |
| 28 | R " 5 | Review for Final Exam |  |  |  |
| **Saturday, Dec. 7th, 9:00-11:00 a.m. – COMPREHENSIVE FINAL EXAM Room TBD** | | | |  |  |