

Course Syllabus

Course: 5111 - B12, Managerial Accounting

Academic Year: 2013/14

Semester/Quad: Fall Quad B

Credit Hours: 2

Prerequisites: SBNM 5110 Financial Accounting

Instructor: Tony West, CPA—Adjunct Professor

Phone: 773-244-6270 in the office or 312-731-5964 on my mobile

Email: akwest@northpark.edu

Availability:

Please contact me via email. I will reply within 24 hours during the week and within 48 hours on weekends. Also, if necessary, telephone conversations can be requested (send email to request times).

Course Description:

Managerial accounting takes an internal decision-oriented approach and examines the information requirements of various techniques and planning models. The course emphasizes the solution of particular types of problems and the structural evolution of costing systems for management planning and control. It covers accounting data used by managers for several purposes: product cost and income determination, routine short-run decision making, fundamental policy formation, and control of various activities of the organization. Stress is placed on the design of accounting systems aimed at encouraging ethical behavior consistent with top-management goals.

Course Materials:

REQUIRED

Managerial Accounting (McGraw-Hill Irwin 14th Edition)

Garrison, Noreen and Brewer

ISBN: 978-0-07-811100-6

OPTIONAL

There may be optional references or articles noted via Moodle.

Essential IDEA Objectives:

1. Learning fundamental principles, generalizations, or theories.
2. Learning to apply course material (to improve thinking, problem solving, and decisions).
3. Learning to analyze and critically evaluate ideas, arguments, and points of view.

Specific Course Objectives:

By the completion of this course, participants will:

1. Identify the major differences and similarities between financial and managerial accounting.
2. Define and give examples of cost classifications associated with the behavior of costs, the allocation of costs and using costs in decision-making.
3. Prepare a schedule of cost of goods manufactured.
4. Compute predetermined overhead rates and demonstrate their use in a job-order costing system.
5. Prepare the journal entries necessary in a job-order costing system.
6. Prepare a Production Report as used in a process costing system.
7. Demonstrate how fixed and variable costs behave and how to use that information to predict costs.
8. Demonstrate the use of contribution margins to predict profitability.
9. Prepare income statements using both variable costing and absorption costing.
10. Demonstrate the use of activity-based costing.
11. Prepare a budget for companies in a variety of industries.
12. Demonstrate the use of standards in analyzing budget vs. actual data

Course Methodology:

This course is being taught in intensive online format; therefore, it is very important for students to keep pace with readings, assignments, and online discussions. There are a number of requirements each week and it is each student's responsibility to ensure the assignments, requirements, and deadlines are met.

The learning process in the online environment is not solely instructor-led. Students must co-create and collaborate learning opportunities with one another. This is very typical in business settings today, particularly within global organizations with locations worldwide.

Computer Requirements:

In order to effectively participate in and successfully complete this course, each participant will need to have access to a computer and a high-speed internet connection. Please visit <http://www.northpark.edu/Campus-Life-and-Services/Information-Technology/Network/Minimum-Requirements> for information on computer requirements.

Schedule of Weekly Assignments:

Week	Dates	Topics	Assignment(s)
0	Prior to 21 Oct	Prepare for course and review: - Moodle and Syllabus - Discussion Forums - Homework - Exams	
1	21 Oct	1: Managerial Accounting and the Business Environment 2: Managerial Accounting and Cost Concepts	Self-Study Problems (Optional) Discussion Forum Homework Problems
2	28 Oct	3: System Design: Job-Order Costing 4: System Design: Process Costing	Self-Study Problems (Optional) Discussion Forum Homework Problems
3	4 Nov	5: Cost Behavior: Analysis and Use	Self-Study Problems (Optional) Discussion Forum Homework Problems
4	11 Nov	6: Cost-Volume-Profit Relationships 7: Variable Costing: A Tool for Management Decision Making	Self-Study Problems (Optional) Discussion Forum Homework Problems Exam 1
5	18 Nov	8: Activity-Based Costing: A Tool to Aid 11: Standard Costs and Operating Performance Measures	Self-Study Problems (Optional) Discussion Forum Homework Problems
6	2 Dec	9: Profit Planning 10: Flexible Budgets and Performance Analysis	Self-Study Problems (Optional) Discussion Forum Homework Problems
7	9 Dec- 12 Dec	12: Segment Reporting, Decentralization, and the Balanced Scorecard	Self-Study Problems (Optional) Homework Problems Exam 2

Grading:

Assignment	Points	Grade %
Discussion forum (13 points / 7 weeks)	91	21%
Homework (12 points / 6 weeks, 8 points / week 7)	80	24%
Exams (105 points / 2 exams)	210	55%
Total	381	100%

Grade Mapping:

Numeric Grade	Letter Grade	Numeric Grade	Letter Grade	Numeric Grade	Letter Grade
	A (95-100%)		B- (80-82%)		F (<70%)
	A- (90-94%)		C+ (77-79%)		
	B+ (87-89%)		C (73-76%)		
	B (83-86%)		C- (70-72%)		

Assignment Grading Policies:

Assignments will be graded according to the rubrics given. Grades, and instructor feedback, will be posted in Moodle.

Please be aware that any late submission of an assignment will incur a penalty. A late submission which is received within 24-hours of the deadline will be assessed an automatic 10% point deduction, and a submission which is received 24-48 hours after the deadline will be assessed an automatic 20% point deduction. No submissions will be accepted over 48-hour past the deadline.

Student Responsibilities:

Discussion forum participation and written assignments are required for this course. You cannot successfully complete this course without completing the weekly readings assignments. It is imperative that students complete the weekly assigned readings before participating in the discussion forums or beginning a written assignment.

- Assignments will be posted on-line. You will be asked to retrieve assignments from Moodle.
- Use proper “netiquette” (see A Guide to Netiquette in Course Information folder on Moodle).
- For a quick reply, it is best to communicate questions, concerns or issues via email. But, you may also contact me via phone.

Instructor Responsibilities:

As your instructor, I will:

- Provide updated information on relevant resources for the various topics of interest
- Read and critically assess students’ assignments and provide feedback within 7-10 days of receipt
- Facilitate a participant-centered course experience, which focuses on student learning
- Respond to all student e-mails within 48 hours of receipt (target is 24 hours)
- Respond to all student phone calls within 48 hours (target is 24 hours)

ASSIGNMENT SPECIFICATIONS**Overview:**

Assignments consist of readings, discussion forums and examinations. Due dates are indicated in the Schedule of Weekly Assignments and in Moodle. The “week” begins on Monday and ends on Sunday. Unless otherwise stated, assignments are due by midnight on the Sunday during the week indicated.

WEEKLY ONLINE DISCUSSION FORUM

Threaded discussion requirements:

Weekly forum discussion open Monday of each week and close at midnight of the next Sunday. An initial set of questions will be posted. Each week you are required to post three times according to the following schedule:

- You must first respond to the initial question no later than Wednesday of each week;
- The second post must be logged no later than Friday; and
- The third post must be logged no later than Sunday (before midnight).

Participation in the discussion forum will be graded on a weekly basis according to the following criteria:

	9-10 points	7-8 points	0-6 points
Timeliness	The initial post created by Wednesday, allowing time for others to respond.	The initial posting created late.	Initial post not created or created after Friday of the week.
Initial response	Provides a thorough and insightful response to the prompt question(s).	Post partially answers the prompt question(s).	Does not address the prompt question(s).
Integration of content	Reinforces course material or challenges interpretation of material, and does so in a concise manner. Any references to external sources provide references (URL link or page number in text) so others can follow the thought process.	Refers to lesson content but not integrated effectively.	Does not refer to key points with no evidence participant understands the key points. Or, is excessively long.
Reply responses	Responds to the ideas presented in the original post and required number of responses posted.	Responses are loosely related to the ideas of the original post, and/or less than the required number of responses posted.	Responses do not relate to the original post, and/or less than the required number of responses posted.
Constructive comments	Is characterized by at least three of the following: a. supportive b. thought-provoking c. challenging d. reflective e. ties to course concepts	Is characterized by two of the following: a. supportive b. thought-provoking c. challenging d. reflective e. ties to course concepts	Response is one or none of the following: a. supportive b. thought-provoking c. challenging d. reflective e. ties to course concepts
Clear writing	Organized, concise, grammatically correct, clearly written in understandable language.	Writing is adequate but may include inconsistencies or inaccuracies.	Writing is poor, unclear, disorganized or contains significant grammatical errors.

EXAMINATIONS

Assignment Specifications:

During the course, there will be two examinations: one midterm and one final. The exams will cover all of the course material and consist of computational problems and multiple choice questions.

	90-100%	70-80%	0-60%
Timeliness	N/a	N/a	Late exams will not receive passing grades.
Integration of content	Reinforces course material or challenges interpretation of material, and does so in a concise manner.	Refers to lesson content but not integrated effectively.	Does not refer to key points with no evidence participant understands the key points. Or, is excessively long.

Other Information:

The homework assignments should be viewed as learning tools for preparing for the exams. I will post the solutions for the homework so that students may assess their work as the class progresses.

POLICY STATEMENTS

Academic Honesty

In keeping with our Christian heritage and commitment, North Park University and the School of Business and Nonprofit Management are committed to the highest possible ethical and moral standards. Just as we will constantly strive to live up to these high standards, we expect our students to do the same. To that end, cheating of any sort will not be tolerated. Students who are discovered cheating are subject to discipline up to and including failure of a course and expulsion.

Our definition of cheating includes but is not limited to:

1. Plagiarism – the use of another’s work as one’s own without giving credit to the individual. This includes using materials from the internet.
2. Copying another’s answers on an examination.
3. Deliberately allowing another to copy one’s answers or work.
4. Signing an attendance roster for another who is not present.

In the special instance of group work, the instructor will make clear his/her expectations with respect to individual vs. collaborative work. A violation of these expectations may be considered cheating as well. For further information on this subject you may refer to the Academic Dishonesty section of the University’s online catalog.

In conclusion, it is our mission to prepare each student for a life of significance and service. Honesty and ethical behavior are the foundation upon which such lives are built. We therefore expect the highest standards of each student in this regard.

Attendance Policy for Graduate Courses

The graduate courses in the SBNM are all 7 weeks in length. Missing one class session is allowed without penalty as long as all readings and assignments are made up by the student within a reasonable time period (the following week). Failing to log into an online course site for an entire week is allowed, but a

penalty may be applied at the instructor's discretion. Missing a second class session is allowed only in unusual circumstances by prior arrangement with the instructor. Since this represents almost 30% of the engagement time for the course, the student runs the risk of receiving a lower overall grade for the class. Faculty are encouraged to drop the course grade by a full letter grade in this situation. A student who misses three classes (or the equivalent two weeks for an online class) will automatically fail the course, unless the student drops the course before the seventh week of class. Students who drop a course will be held responsible for tuition, based upon the current North Park University refund policy outlined in the University Catalog.

Attendance Policy for Undergraduate Courses

Attendance and participation are vital. Thus, students are expected to attend every class session, and to arrive on time – tardiness is undesirable and disruptive to your fellow classmates. This course has a strict requirement of documented, advance notification. If you are unable to attend any class session, you are to inform me (preferably by email) **prior to** that session. You need to provide a reason for your absence. Failure to provide advance notification will result in an unexcused absence. Be advised that poor attendance can affect your grade adversely

APA Requirement

The School of Business and Nonprofit Management (SBNM) has adopted the *Publication Manual of the American Psychological Association* (APA) as the standard and required format for all written assignments in SBNM courses.

Our goal in adopting the *APA Manual* is to enhance student learning by:

- 1) Improving student's writing skills.
- 2) Standardizing the required format of all written assignments in all SBNM courses.
- 3) Emphasizing the importance of paper mechanics, grammatical constructs, and the necessity of proper citations.
- 4) Holding students accountable for high quality written work.

If you are unfamiliar with the requirements of the *APA Manual*, we recommend that you purchase the reference manual and/or that you consult one or more of the suggested resources as listed on the Student Resources section of the SBNM website. ***It is your responsibility to learn and ensure that all written work is formatted according to the standards of the APA Manual.***

Students with Disabilities

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact your program's office (Business: 773-244-6270). Please do so as soon as possible to better ensure that such accommodations are implemented in a timely manner. For further information please review the following website: <http://www.northpark.edu/Campus-Life-and-Services/Disability-Resources>