ACCT 3371-01 COST ACCOUNTING
Fall 2019
Professor: Lisa Lightfoot, MPA

Class Days/Times/Location or Other Format: Tues/Thurs 1:30pm-2:45pm; Classroom CC224
Office Location: Classroom Center (CC) 203E
Office Hours: Tuesday & Thursday 8:30-1:30, and by appointment or email
Office Phone: 806-651-4029
Email: Use course email on WTClass or llightfoot@wtamu.edu
Social Media: Keep up with the latest happenings of your COB on Facebook and Twitter, connect with us on LinkedIn, and check out COB videos on YouTube.
Prerequisite: ACCT 2302

Terms of Use
A student's continued enrollment in this course signifies acknowledgment of and agreement with the statements, disclaimers, policies, and procedures outlined within this syllabus and elsewhere in the WTClass environment. This Syllabus is a dynamic document. Elements of the course structure (e.g., dates and topics covered, but not policies) may be changed at the discretion of the professor.

WTAMU Paul and Virginia Engler College of Business Mission Statement
The mission of the Paul and Virginia Engler College of Business is to provide high quality undergraduate and graduate business education with a global perspective and ethical awareness. We accomplish this through emphasis on excellence in teaching, which is strengthened by faculty scholarship and supported by professional service.

Learning Objectives of the WTAMU Paul and Virginia Engler College of Business Programs
The Paul and Virginia Engler College of Business (COB) at West Texas A&M University (WTAMU) seeks to prepare students in the Bachelor of Business Administration (BBA), Master of Business Administration (MBA), Master of Professional Accounting (MPA), and the Master of Science, Finance and Economics (MSFE) degree programs for careers in business and to foster their professional growth and advancement via key learning goals and objectives.

The learning objectives of the Paul and Virginia Engler College of Business are as follows:
- Leadership
- Communication
- Critical Thinking
- Business Integration
- Core Business Knowledge
- Global Business Environment
- Business Ethics and Corporate Governance
Course Description
Cost Accounting is designed to help give the student a strong foundation and fundamental understanding of the basic concepts and procedures of cost accounting under job order and process cost systems. In the course, the student will study cost concepts, cost behavior, cost accounting techniques, reporting formats, and the application of cost accounting to manufacturing, merchandising, and service businesses.

Course Objectives
At the conclusion of the course, students are expected to:

1. Understand the basic concepts, behaviors, and procedures related to cost accounting for materials, labor, and factory overhead.
2. Understand the fundamentals of job order and process cost systems, various types of manufacturing costs, and the use of standard cost accounting for materials, labor, and factory overhead.
3. Be able to prepare and analyze various types of cost reports and demonstrate competency in communicating an understanding of their information on a professional level.
4. Understand the budgeting process, including unique budgeting techniques.
5. Understand cost accounting techniques and analysis used in managerial decision-making.
6. Be able to synthesize ethical considerations with cost accounting concepts, with an emphasis on the ethics of the managerial accountant’s role within an organization.
### Map from COB Learning Objectives to Specific Course Objectives

<table>
<thead>
<tr>
<th>COB Learning Objective</th>
<th>Specific Course Objectives</th>
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</thead>
<tbody>
<tr>
<td><strong>COB Learning Objective 1: Leadership</strong></td>
<td>Students are given opportunities to develop and demonstrate leadership through various group activities during class. Specific outcomes include the ability to listen, to manage, to relate to the group, to come to a group consensus, and to understand and adapt to change. Maps to Course Objectives 1 - 6</td>
</tr>
<tr>
<td><strong>COB Learning Objective 2: Communication</strong></td>
<td>Students will be given instruction in and opportunities to demonstrate competency in written communications related to the cost accounting reporting. Maps to Course Objectives 3, 5, and 6</td>
</tr>
</tbody>
</table>
| **COB Learning Objective 3: Critical Thinking** | Students will be given instruction in and opportunities to demonstrate competency in analyzing cost accounting systems. Explicit learning outcomes are to understand and communicate:  
- The relationship of cost accounting systems to the organization as a Whole;  
- Techniques to measure the performance of managers and subunits within an organization;  
- The role of cost accounting in setting prices and analyzing Profitability. Maps to Course Objectives 1 - 5 |
| **COB Learning Objective 4: Business Integration** | Students will be given opportunities to demonstrate understanding of the role of cost accounting in merchandising, manufacturing, and service businesses. Students are encouraged to demonstrate the capacity to integrate quantitative and qualitative techniques to analyze alternatives available to decision makers in an organization. Maps to Course Objectives 1 - 6 |
| **COB Learning Objective 5: Core Business Knowledge** | Students will be given instruction in and opportunities to demonstrate competency in functional business knowledge as it relates to cost accounting. Explicit learning outcomes are:  
- To understand and apply concepts of cost accounting and cost behavior to set prices, bid on contracts, and analyze profitability;  
- To develop and practice techniques to measure performance of managers and subunits within organizations;  
- To understand the basics of designing a cost accounting system to fit the production and distribution system of an organization. |
Development of core business knowledge is initiated with the instructor’s presentation of each topic. The student’s comprehension is reinforced by reading the assigned chapter of the textbook and completing related assignments.

By completing assignments, students are given opportunities to apply their understanding of accounting concepts.

Maps to Course Objectives 1 - 5

<table>
<thead>
<tr>
<th>COB Learning Objective 6: Global Business Environment</th>
<th>Through various assignments, students will have opportunities to consider global implications of cost accounting systems, including the identification and analysis of global factors affecting business.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Maps to Course Objectives 1 – 6</td>
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</table>

<table>
<thead>
<tr>
<th>COB Learning Objective 7: Business Ethics and Corporate Governance</th>
<th>Throughout the course are discussions of ethical considerations in the profession of accountancy. Professional standards require accountants to behave with integrity, to set the bar higher than technical adherence to rules, regulations, and laws. While companies establish internal controls and adopt procedures and policies to address various situations, an ethical environment relies both on management’s and employees’ ethical codes.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maps to Course Objectives 3, 5, and 6</td>
</tr>
</tbody>
</table>

**Course Materials (Text, calculator, etc.)**

*Textbook / Access Code:* Principles of Cost Accounting, 17th edition; Edward J. VanDerbeck & Maria R. Mitchell; Publisher: South-Western, Cengage Learning. An Access code to the CengageNOW website must be purchased for this course. (Note: a hardcopy of the textbook is not required; an eBook is included when you purchase just the Cengage access code for the course).

*Publisher Link:*

The links within Lessons on WTClass will take you to CengageNOW, an online site where all homework and quizzes will be completed, and where you have access to various resources, including an electronic version of the textbook.

*Other:* A basic calculator (not on a cell phone) will be needed for this course.

Microsoft Office: Word, Excel and Power Point will be needed for this class.
Course Grading Policies

Four exams (including a comprehensive final) will be given. Each exam is worth 100 points. Out of these four exams, the lowest exam score will be dropped.

<table>
<thead>
<tr>
<th>Exam scores (3 highest scores @ 100 pts each)</th>
<th>300 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter homework assignments in CengageNOW (10 pts each)</td>
<td>100 points</td>
</tr>
<tr>
<td>Chapter quizzes in CengageNOW (10 pts each)</td>
<td>100 points</td>
</tr>
</tbody>
</table>

| Total | 500 points |

The grading scale is as follows:

- **A** 90 – 100%  
  450 – 500 points
- **B** 80 – 89 %  
  400 – 449 points
- **C** 70 – 79 %  
  350 – 399 points
- **D** 60 – 69 %  
  300 – 349 points
- **F** less than 60%  
  below 300 points

Students who will miss an exam due to University sponsored activities must make advance arrangements to take the exam.

- If you drop the class, you will receive the grade you had earned as of the official date of your dropping.
- If an unavoidable problem arises during the semester that inhibits your performance in the course you should contact me to discuss.

Course Assignment, Examination, and or Project Policies

The leading cause of failure in accounting courses is the lack of attendance and preparation. In order to get the maximum benefit from class, you should read the chapter prior to class. Homework is assigned in order for you to practice the concepts learned from your reading and from the class lecture. Students who do not read the chapter and work the assigned homework rarely do well in the course. Should it become apparent that a majority of students are coming to class unprepared, I may give an unannounced quiz based on the reading assigned for that class period. The publisher’s website contains several learning tools. Please take advantage of these resources as you work through the material.

Homework assignments will be made throughout the semester along with Chapter quizzes. The assignments will be due as posted on the publisher’s website. Homework will be completed and graded on the publisher’s website and will count as part of this class grade as outlined above. Chapter quizzes will be completed and graded on the publisher’s website and will count as part of this class grade as outlined above. No late homework assignments or quizzes will be accepted unless associated with an excused absence.

Each student’s preparation for class is essential to a successful outcome.
- **Assigned Reading** - Students should read the assigned chapter of the textbook and be prepared to take notes in class and complete any related in-class exercises. See **Class Schedule** in WT Class.
- **Pre-tests, Personal Study Plans, Homework, and Post Chapter Quizzes** provide opportunities to apply concepts covered in assigned reading and in class. All homework and quizzes assigned are to be completed in CengageNOW. Students may take each homework assignment an unlimited number of times up to the due date. Post Chapter Quizzes will be given at the end of each chapter and may be attempted twice. Failure to complete these assignments will limit a student’s opportunities to learn and will impact the final course grade.
- **Pop (Unannounced) Tests** may be given occasionally. These will cover assigned reading and/or material covered in previous classes.
- **In-Class Handouts and Exercises** are used to assess and enhance the student’s understanding of assigned reading and homework.
- **Exams** (3) will be based on assigned reading, homework, class notes, in-class exercises, and other handouts. Exam questions will be in the form of multiple choice, true-false, essay, and/or problems. All electronic devices (other than a calculator) must be turned off and stowed away during exams. See **Class Schedule** for exam dates. These tentative dates are subject to change. All exams will be given in class.
- **Optional Comprehensive Final** taken at the time scheduled by the University. This will replace your lowest exam score and may be dropped if you are satisfied with the three other course exam grades.
**Course Topics - Tentative Calendar of Readings, Topics, and Due Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Material Covered</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 27</td>
<td>Introduction/Chapter 1</td>
<td>Review Course Syllabus; Get signed up on Cengage on-line</td>
</tr>
<tr>
<td>Aug 29, Sept 3</td>
<td>Chapter 1</td>
<td>Read Ch. 1 prior to Lecture; HW as assigned on Cengage</td>
</tr>
<tr>
<td>Sept 5, 10</td>
<td>Chapter 2</td>
<td>Read Ch. 2 prior to Lecture; HW as assigned on Cengage</td>
</tr>
<tr>
<td>Sept 12, 17</td>
<td>Chapter 3</td>
<td>Read Ch. 3 prior to Lecture; HW as assigned on Cengage</td>
</tr>
<tr>
<td>Sept 19</td>
<td>Finish Chapters / Exam Review</td>
<td>Ch. 1-3 HW &amp; Quizzes Due Monday 9/23 at 11:55pm</td>
</tr>
<tr>
<td>Sept 24</td>
<td>EXAM #1</td>
<td>Bring Scantron &amp; Calculator (not on a cell phone)</td>
</tr>
<tr>
<td>Sept 26, Oct 1</td>
<td>Chapter 4</td>
<td>Read Ch. 4 prior to Lecture; HW as assigned on Cengage</td>
</tr>
<tr>
<td>Oct 3, 8</td>
<td>Chapter 5</td>
<td>Read Ch. 5 prior to Lecture; HW as assigned on Cengage</td>
</tr>
<tr>
<td>Oct 10, 15</td>
<td>Chapter 6</td>
<td>Read Ch. 6 prior to Lecture; HW as assigned on Cengage</td>
</tr>
<tr>
<td>Oct 17</td>
<td>Finish Chapters Ch. 4-6</td>
<td></td>
</tr>
<tr>
<td>Oct 22</td>
<td>Exam Review</td>
<td>Ch. 4-6 HW &amp; Quizzes due Wednesday 10/23 at 11:55pm</td>
</tr>
<tr>
<td>Oct 24</td>
<td>EXAM #2</td>
<td>Bring Scantron &amp; Calculator (not on a cell phone)</td>
</tr>
<tr>
<td>Oct 29, 31</td>
<td>Chapter 7</td>
<td>Read Ch. 7 prior to Lecture; HW as assigned on Cengage</td>
</tr>
<tr>
<td>Nov 5, 7</td>
<td>Chapter 8</td>
<td>Read Ch. 8 prior to Lecture; HW as assigned on Cengage</td>
</tr>
<tr>
<td>Nov 12, 14</td>
<td>Chapter 9</td>
<td>Read Ch. 9 prior to Lecture; HW as assigned on Cengage</td>
</tr>
<tr>
<td>Nov 19, 21</td>
<td>Chapter 10</td>
<td>Read Ch. 10 prior to Lecture; HW as assigned on Cengage</td>
</tr>
<tr>
<td>Nov 26</td>
<td>Finish Chapters / Exam Review</td>
<td>Ch. 7-10 HW &amp; Quizzes Due Monday 12/2 at 11:55pm</td>
</tr>
<tr>
<td>Dec 3</td>
<td>EXAM #3</td>
<td>Bring Scantron &amp; Calculator (not on a cell phone)</td>
</tr>
<tr>
<td>Dec 5</td>
<td>Review for Final</td>
<td></td>
</tr>
<tr>
<td>Dec 12 10:15am</td>
<td>Optional Comprehensive Final Exam</td>
<td>Bring Scantron &amp; Calculator (not on a cell phone)</td>
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</tbody>
</table>

*October 31 is the last day to drop or withdraw*
Additional Course Policies

It will be hard to succeed in this class unless you attend all or most of the classes and prepare properly before you come to class. Proper preparation means that you carefully read the chapter. Homework and quizzes will be due the week after the lecture on each chapter. Assigned homework problems are posted in CengageNOW.

Unless specific instructions allow collaboration, all assignments are to be completed INDIVIDUALLY and by the student enrolled in the course. *It is totally unacceptable to represent as your work any assignment, question, exercise, or problem that is done by someone else. It is equally unacceptable to copy from anyone or any source any assignment, question, exercise, or problem, or to allow yours to be copied by anyone else.* **While it is impossible to control, prevent, or detect all abuses, be assured that if you cheat, you are cheating yourself, your classmates, and your future employer.**

**WTAMU Paul and Virginia Engler COB Student Code of Ethics**

Each student enrolled in COB courses accepts personal responsibility to uphold and defend academic integrity and to promote an atmosphere in which all individuals may flourish. The COB Student Code of Ethics strives to set a standard of honest behavior that reflects well on students, the COB and West Texas A&M University. All students enrolled in business courses are expected to follow the explicit behaviors detailed in the Student Code of Ethics.

**Code of Ethics**

- Do not use notes, texts, solution manuals, or other aids for a quiz or exam without instructor authorization.
- Do not copy the work of others and/or allow others to view your answers or copy your work during a quiz, exam, or on homework assignments.
- Do not allow other parties to assist in the completion of your quiz, exam, homework, paper, or project when not permitted.
- Do not work with other students on projects or assignments without authorization from the course instructor.
- Properly cite and specifically credit the source of text, graphic, and web materials in papers, projects, or other assignments.
- Do not forge the signature of an instructor, advisor, dean, or another student.
- Provide truthful information for class absences when asking faculty for excused absences or for a make-up for a quiz, exam, or homework.
- Provide truthful information on your resume including work history, academic performance, leadership activities, and membership in student organizations.
- Respect the property, personal rights, and learning environment of all members of the academic community.
- Live up to the highest ethical standards in all academic and professional endeavors.
Students violating the Student Code of Ethics will be reported to the Dean’s office and are subject to penalties described in the West Texas A&M University Code of Student Life, which may include suspension from the University. In addition, a violator of the Student Code of Ethics may become ineligible for participation in student organizations sponsored by the COB and for recognition for College academic honors, awards, and scholarships.

**COB Student Resources Link**
The COB has developed a *Student Resources* repository (e.g., APA writing style information, business core reviews, facilities, and other helpful supplements), which can be found on the [COB Website](#). Additionally, WTAMU has developed an Academic Study Skills information site to assist students (e.g., study habits, supplemental instruction, tutoring, writing and math skills), which can be found on the [WTAMU Website](#). For WTAMU Writing Center information (for students needing writing assistance, guidance, and feedback), please visit their [website](#).

**COB Communications Component**
The Paul and Virginia Engler College of Business Communication Component requires students to demonstrate knowledge of communication skills. The COB communications component is a requirement in the following courses: ACCT 4373 (*Accounting Communications*), BUSI 1304 (*Business Communication*), BUSI 3320 (*Digital Collaboration and Communication*), BUSI 4333 (*Cross-Cultural Issues in Business Communications*), BUSI 4350 (*Current Issues in Management Communications*), BUSI 4375 (*Healthcare Communication*), BUSI 4380 (*Conflict Resolution and Negotiation*), BUSI 4382 (*Emerging Media Law*), CIDM 3320 (*Digital Collaboration and Communication*), ECON 4370 (*Economics of Health Care*), FIN 3350 (*Personal Financial Planning*), FIN 4320 (*Investments*), FIN 4321 (*Portfolio Theory*), MGT 3335 (*Organizational Behavior*), MGT 4380 (*Conflict Resolution and Negotiation*), or MKT 3342 (*Consumer Behavior*).

**Student Travel Opportunities**
In multiple business courses, there may be opportunities for student travel supplemented by student fees. If you have an interest in such opportunities as they become available, please notify a faculty member.

**Dropping/Repeating the Course**
Should a student decide to drop the course, it is the student’s responsibility to be aware of the final drop dates and adhere to the WTAMU Add/Drop policy. Any student participating in the course after the WTAMU posted drop date will be considered active and a grade will be administered at the end of the course for that student. Students are charged a fee for any course attempted for a third or subsequent time at WTAMU other than a non-degree credit developmental course or exempted courses.
Scholastic Dishonesty
It is the responsibility of students and instructors to help maintain scholastic integrity at the University by refusing to participate in or tolerate scholastic dishonesty. Commission of any of the following acts shall constitute scholastic dishonesty. This listing is not exclusive of any other acts that may reasonably be said to constitute scholastic dishonesty: acquiring or providing information for any assigned work or examination from any unauthorized source; informing any person or persons of the contents of any examination prior to the time the examination is given in subsequent sections of the course or as a makeup; plagiarism; submission of a paper or project that is substantially the same for two courses unless expressly authorized by the instructor to do so; submission of a paper or project prepared by another student as your own. You are responsible for being familiar with the University’s Academic Integrity Code, as well as the COB Student Code of Ethics listed in this document.

Academic Integrity
All work must be completed individually unless otherwise stated. Commission of any of the following acts shall constitute scholastic dishonesty: acquiring or providing information for any assigned work or examination from any unauthorized source; informing any person or persons of the contents of any examination prior to the time the exam is given in any subsequent sections of the course or as a makeup; plagiarism; submission of a paper or project that is substantially the same for two courses unless expressly authorized by the instructor to do so. For more information, see the Code of Student Life.

Viewpoints/External Websites Disclaimer
The views expressed in this document, web-based course materials, and/or classroom presentations and discussions are those of the professor and do not necessarily represent the views of West Texas A&M University, its faculty and staff, or its students. Views expressed by students are likewise those of the person making such statements. It is understood and expected that each individual within this course will respect and allow individual difference of opinion.

Neither the professor, the COB, nor WTAMU are responsible for the content of external websites discussed in the classroom and/or linked to via online course materials, emails, message boards, or other means. Referred websites are for illustrative purposes only, and are neither warranted nor endorsed by the professor, COB, or WTAMU. Web pages change frequently, as does domain name ownership. While every effort is made to ensure proper referencing, it is possible that students may on occasion find materials to be objectionable for reasons beyond our control.

Acceptable Student Behavior
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (Code of Student Life). Unacceptable or disruptive behavior will not be tolerated. Students engaging in unacceptable behavior may be instructed to leave the classroom. Inappropriate behavior may result in disciplinary action or referral to the University’s Behavioral Intervention Team. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc.
Technology Requirements
All technological requirements for the successful completion of this course are the responsibility of the student, including access to a working computer and or to a device with secure broadband Internet connection, data storage and retrieval, and state-of-the-art security. The student is responsible for all technological problems not related to WTAMU, including but not limited to equipment failures, power outages, and Internet breakdowns. Furthermore, students are responsible for all necessary technical and operational skills for completing this course, and for being familiar with WTCourse (the Blackboard Learning System) both in a general sense and in a specific sense as pertaining to this course and any materials stored within. The professor is not responsible for any technical matters related to WTCourse. Students must contact WTCourse if they have problems accessing and/or using the WTCourse environment.

Physical or Educational Access - ADA Statement
West Texas A&M University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to register with Student Disability Services (SDS) and to contact faculty members in a timely fashion to arrange for suitable accommodations. Contact Information: Student Success Center, CC 106; phone 806-651-2335.

Title IX Statement
West Texas A&M University is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual misconduct and discrimination. Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. Harassment is not acceptable. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here:

- WTAMU Title IX Coordinator Richard Webb – Kilgore Research Center 147, or call 806.651.3199
- WTAMU Counseling Services – Classroom Center 116, or call 806.651.2340
- WTAMU Police Department – 806.651.2300, or dial 911
- 24-hour Crisis Hotline – 800.273.8255, or 806.359.6699, or 800.692.4039
- Visit the Notaline website

For more information, see the Code of Student Life.

WT Attendance Policy for Core Curriculum Classes
For the purposes of learning assessment and strategic planning, all students enrolled in Core Curriculum or developmental courses at West Texas A&M University must swipe their Buff Gold cards through the card reader installed in the classroom/lab for each class/lab meeting.
Evacuation Statement
If you receive notice to evacuate the building, please evacuate promptly but in an orderly manner. Evacuation routes are posted in various locations indicating all exits, outside assemble area, location of fire extinguishers, fire alarm pull stations and emergency telephone numbers (651.5000 or 911). In the event an evacuation is necessary; evacuate immediately do not use elevators; take all personal belongings with you; report to outside assembly area and wait for further information; students needing assistance in the evacuation process should bring this to the attention of the instructor at the beginning of the semester.

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* Syllabus template approved by COB Curriculum Committee May 2019. Annual review of the syllabus is a formal part of the COB continuous improvement process.