



Course Information

Course Name:	Cost Accounting
Course ID:	ACT351-7101
Semester:	Summer 2019
Mode:	Online

Instructor Information

Instructor:	Liang Song
Email:	lsong@umassd.edu
Phone:	508-999-8037

Class Schedule, Office Hours and Location

This course is 100% Online.

I can be reached for help using the contact information listed above.

You can also post your questions to the Ask Questions Here Discussion Forum, located on the Course Menu.

Course Description

Course Description:

Catalog descriptions for your courses can be found at the [online catalog](#). Feel free to add more information to your course description if you prefer.

Prerequisite:

List any and all prerequisite courses to this course.

Course Credits:

3 credits.

Recommended Text:

Cost Accounting: A Managerial Emphasis, Fifteenth Edition, by Charles T. Horngren; Srikant M. Datar; Madhav V. Rajan, Pearson, ISBN 9780133428704

The below book may be also helpful.

Managerial Accounting: Tools for Business Decision Making, 7th Edition, by Jerry J. Weygandt, Paul D. Kimmel, Donald E. Kieso, Wiley, ISBN 9781118334331

Managerial Accounting for Undergraduates, 1st Edition, by Christensen, Hobson, Wallace, ISBN 978-1-61853-112-4

Required Materials:

Course Objectives

Upon completing this course, you will be able to:

- plan and control business activities using various managerial accounting techniques.
- make business decisions based on managerial accounting information.

Communication Plan

Expectations for electronic communication

Please use email ***ONLY*** when the subject is of a personal and confidential matter. If the question you ask is of a nature that even one other person in the course could benefit from the answer, post the question in the appropriate discussion board forum.

I check my email daily Monday through Friday during normal business hours only. You can expect a reply from me via email within 24 hours during the work week. You ***may*** get an email reply during the weekend, but that would be an exception not the rule.

I will also check the discussion forums daily during the work week. I will post often during the first weeks of the course and then drop off in Activity while expecting participants to fill any void. Rest assured however, I ***will*** be participating in what I hope will be lively discussions and will ***always*** reply to any discussion comment directed specifically at me.

Time Considerations

Students should be prepared to spend a minimum of 3 hours a week on reading and on course assignments. While you may feel that I'm displaying a lot of information to you on a weekly basis remember that in a traditional "live" course you would be coming to class for 3 hours and then spending an additional 3-6 hours (at least) outside of class on assignments and reading. In our online course environment my expectation is that you will be spending those 3 "class hours" on your own, working on the concepts that you would usually get in a live lecture. Please be sure to budget your time accordingly!

Substantive participation should:

- Add value to the discussion and avoid simply repeating, agreeing with, or answering yes or no to peer's comments
- Challenge comments in class, including those of the facilitator
- Ask insightful questions
- Answer other people's questions
- Exemplify the point with real-life events, when possible
- Make comments that are relevant to the course content and objectives

Things to keep in mind as you write discussion posts and communicate with other students:

- Share an experience that is related to the discussion. Comment on other participants' experiences that are related to the course.
- Ask others questions about their ideas and experiences that are related to the course
- Challenge a point that another participant made in a respectful manner. Offer a different perspective on an idea that is being discussed

- Give insights gained from readings that were assigned for the week. If you need more information, ask the participants a question about the week's reading
- Discuss a work issue that is related to the course or discussion and ask for feedback
- Relate how you have applied what you have read, learned or discussed regarding the course to your personal and professional life
- Share another resource such as Web links, books, etc. that you have used to answer other participants' questions or as you explore the topics of the course (as it is a violation of copyright law to copy the actual page)

Methods of Instruction

In each week, you should:

- read PPT and book chapters
- watch videos
- work on homework
- Take quiz

Assignments:

There are eleven problem sets and they are due at 23:59 on Tuesday of next week. Then I may give you some feedback. Late assignments receive zero points.

Quiz:

There are one quiz each week.

Exams:

There are three exams as shown in the below course schedule. Before each exam, there is a review video that you need to watch.

Evaluation and Grading Breakdown:

(Please note that the instructor may need to adjust course grading assignments and scale due to unforeseen circumstances-snow days, semester breaks, time constraints, etc.)

Grades will be based on the following:

Homework (11 x 20 points each)	220
Exams (3 x 100 points each)	300
Quiz	80
Total Points	600

Grading System

According to the university catalogue, an incomplete may be given only in exceptional circumstances at the instructor's discretion. The student must be passing at the time of the request or be sufficiently close to passing. If the work is not completed within one year of the recording of the incomplete grade, the grade will become an F (I). The incomplete policy for this course is that at least 70% of the course must be already completed and an exceptional circumstance (i.e. medical issue) must exist. If you feel you require an incomplete for an exceptional reason, you need to email me and state your reasons for the incomplete in writing. We will then decide on a course of action. For details about the University's grades and grading system policies and procedures, please go to

Letter Grade	Percentage	Grade points/credit	Rating
A+	97% & above	4.00	Excellent
A	93% – 97%	4.00	Excellent
A-	90% – 93%	3.70	Excellent
B+	87% – 90%	3.30	Good
B	83% – 87%	3.00	Good
B-	80% – 83%	2.70	Good
C+	77% – 80%	2.30	Satisfactory
C	73% – 77%	2.00	Satisfactory
C-	70% – 73%	1.70	Satisfactory
D+	67% – 70%	1.30	Marginal
D	63% – 67%	1.00	Marginal
D-	60% – 63%	0.70	Marginal
F	below	0.00	Failure

Attendance Policy

N/A

Incomplete Policy

According to the university catalogue, an incomplete may be given only in exceptional circumstances at the instructor's discretion. The student must be passing at the time of the request or be sufficiently close to passing. If the work is not completed within one year of the recording of the incomplete grade, the grade will become an F(I). The incomplete policy for this course is that at least 70% of the course must be already completed and an exceptional circumstance (i.e. medical issue) must exist. If you feel you require an incomplete for an exceptional reason, you need to email me and state your reasons for the incomplete in writing. We will then decide on a course of action.

Course Conduct

UMass Dartmouth policies regarding equal opportunity, discrimination, harassment, and sexual violence apply to all learning environments wherever they are located and from wherever they are taught. This applies to all UE face-to-face,

off campus, blended, and online courses. Please see the Office of Diversity, Equity & Inclusion brochure for information at <http://www.umassd.edu/studentaffairs/departments/studentconductanddisputeresolution/studentcodeofconduct/>.

Student Academic Integrity Policy

All UMass Dartmouth students are expected to maintain high standards of academic integrity and scholarly practice. The University does not tolerate academic dishonesty of any variety, whether as a result of a failure to understand required academic and scholarly procedure or as an act of intentional dishonesty.

A student found responsible of academic dishonesty is subject to severe disciplinary action which may include dismissal from the University. The procedure for responding to incidents of academic dishonesty may be found in Section III of this document. You may also refer to the Student Handbook for information about the judicial process.

A high standard of academic integrity promotes the pursuit of truth and learning and respect for the intellectual accomplishments of others. These are values that are fundamental to the mission of this University. Such values are undermined by academic dishonesty.

Academic freedom is a fundamental right in any institution of higher learning. Honesty and integrity are necessary preconditions of this freedom. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Joint efforts are legitimate only when the assistance of others is explicitly acknowledged and deemed appropriate by the instructor of the course. Ethical conduct is the obligation of every member of the University community, and breaches of academic integrity constitute serious offenses.

Maintenance of the standards of academic integrity and the successful administration of this policy depend on the mutual cooperation of faculty and students.

Faculty cooperation is essential for successful application of the procedures defined by this Academic Integrity Policy. Faculty members promote academic integrity by making clear on their syllabi their expectations concerning homework assignments, collaborative student efforts, research papers, examinations, computer-based infractions, and the like. Efforts should be made to detect and to prevent cheating and plagiarism in all academic assignments. If faculty members have evidence of academic dishonesty, they are expected to report such evidence promptly.

Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course. Students are also expected to report incidents of academic dishonesty to the instructor or dean of the instructional unit.

The intent of this policy is to make clear the standards of academic integrity at UMass Dartmouth.

*For additional information on violations, infractions, and consequences visit the UMass Dartmouth Student Academic Integrity Policy at the link below.

<https://www.umassd.edu/policies/activepolicylist/academicaffairs/academicintegritypolicyandreportingform/>

Center for Access and Success

In accordance with University policy, if you have a documented disability and require accommodations to obtain equal access in this course, please meet with the instructor at the beginning of the semester and provide the appropriate paperwork from the [Center for Access and Success](#). The necessary paperwork is obtained when you bring proper documentation to the Center, which is located in Pine Dale Hall, Room 7136; phone: 508.999.8711.

Resources for UMass Dartmouth Students

Tutoring

If you are having difficulty with the class please:

- Contact me directly using the contact information listed at the top of this document.
- Contact the Academic Resource Center (ARC) for support:
 - Academic Resource Center, Liberal Arts - Room 007
 - Phone: 508.999.8708, Fax: 508.910.6404
- For help with writing assignments you can also make use of online writing tutoring.
 - eTutoring can be accessed at [this link](#) or by clicking the "Online Tutoring" link at the top of the myCourses Dashboard.

Technical Help

Technical support for myCourses is available 24/7:

- Students can email myCoursesHelp@umassd.edu or call the Student Help desk at **508-999-8505** during normal business hours. (Mon-Fri 9:00 a.m.-5:00 p.m. EST)
- During off-hours, weekends, and holidays, technical assistance is available for students at <http://umd.echelp.org/>.

Support information for all other UMass Dartmouth technologies can be found here:

<http://www.umassd.edu/extension/technicalresources/>

Tentative Course Schedule

(Please note that this schedule is tentative and may be changed as semester goes by)

Week/Date Beginning	Unit of Instruction Topic	Responsibilities
Session 1	The Manager and Management Accounting	Reading: PPT and Ch. 1 Activity: <ul style="list-style-type: none">• watch videos• work on homework• take quiz Evaluation: Quiz including single-choice questions
Session 2	An Introduction of Cost Terms and Purposes	Reading: PPT and Ch. 2 Activity: <ul style="list-style-type: none">• watch videos• work on homework• take quiz Evaluation: Quiz including single-choice questions

<p>Session 3</p>	<p>Job Costing and Three Methods for Adjusting Over/Underapplied Overhead</p>	<p>Reading: PPT and Ch. 4</p> <p>Activity:</p> <ul style="list-style-type: none"> • watch videos • work on homework • take quiz <p>Evaluation: Quiz including single-choice questions</p>
<p>Session 4</p>	<p>Process Costing and Equivalent Units Under FIFO</p>	<p>Reading: PPT and Ch. 17</p> <p>Activity:</p> <ul style="list-style-type: none"> • watch videos • work on homework • take quiz <p>Evaluation: Quiz including single-choice questions</p>
<p>Session 5</p>	<p>Activity-Based Costing and Just-in-Time</p>	<p>Reading: PPT, Ch. 5 and 20</p> <p>Activity:</p> <ul style="list-style-type: none"> • watch videos • work on homework • take quiz <p>Evaluation: Quiz including single-choice questions</p>
<p>Session 6</p>	<p>Review Session Exam 1</p>	<p>Reading: PPT and chapters covered in session 1, 2, 3, 4, and 5</p> <p>Activity:</p> <ul style="list-style-type: none"> • watch review video • read PPT and chapters covered in session 1, 2, 3, 4, and 5 <p>Evaluation: Exam 1</p>
<p>Session 7</p>	<p>Operating Budgets and Sensitivity Analysis</p>	<p>Reading: PPT, Ch. 6</p> <p>Activity:</p> <ul style="list-style-type: none"> • watch videos • work on homework • take quiz <p>Evaluation: Quiz including single-choice questions</p>

<p>Session 8</p>	<p>Financial Budgets and Budgetary Control</p>	<p>Reading: PPT, Ch. 7 and 8</p> <p>Activity:</p> <ul style="list-style-type: none"> • watch videos • work on homework • take quiz <p>Evaluation: Quiz including single-choice questions</p>
<p>Session 9</p>	<p>Responsibility Accounting and Residual Income</p>	<p>Reading: PPT, Ch. 6 and 23</p> <p>Activity:</p> <ul style="list-style-type: none"> • watch videos • work on homework • take quiz <p>Evaluation: Quiz including single-choice questions</p>
<p>Session 10</p>	<p>Review Session Exam 2</p>	<p>Reading: PPT and chapters covered in Session 7 to 10</p> <p>Activity:</p> <ul style="list-style-type: none"> • watch review video • read PPT and chapters covered in Session 7 to 10 <p>Evaluation: Exam 2</p>
<p>Session 11</p>	<p>Cost-Volume-Profit Analysis</p>	<p>Reading: PPT and Ch. 3</p> <p>Activity:</p> <ul style="list-style-type: none"> • watch videos • work on homework • take quiz <p>Evaluation: Quiz including single-choice questions</p>
<p>Session 12</p>	<p>Cost-Volume-Profit Analysis: Additional Issues</p>	<p>Reading: PPT and Ch. 3</p> <p>Activity:</p> <ul style="list-style-type: none"> • watch videos • work on homework • take quiz <p>Evaluation: Quiz including single-choice questions</p>

Session 13	Decision Making and Relevant Information	Reading: PPT and Ch. 11 Activity: <ul style="list-style-type: none">• watch videos• work on homework• take quiz Evaluation: Quiz including single-choice questions
Session 14	Review Session	Reading: PPT and chapters covered in Session 11 to 14 Activity: <ul style="list-style-type: none">• watch review video• read PPT and chapters covered in Session 11 to 14
	Exam 3	Evaluation: Exam 3