

ACC405/605 – Cost Management and Control
SPRING 2016
 Section 1 – T/TH 11:30-12:45pm (BEH241)

PREREQUISITES: Business major, junior standing, minimum grade of B- in ACC 201 and ACC 202. The maximum number of attempts for this course is three, including earned grades, withdrawals and audits.

COURSE DESCRIPTION: This course covers the fundamentals of cost management for decision-making and control. Topics include job, ABC, & process costing; service department and joint cost allocations; cost estimation, CVP analysis, and decision making.

LEARNING OUTCOMES: In this course you will

- Learn/practice basic **Excel** skills such as linking spreadsheets, formatting, using functions, keyboard shortcuts, pivot tables, graphing, regression and solver. **Excel** will be used to present information useful for decision making.
- Practice **written communication and critical thinking skills** by preparing excel project responses.
- Develop an understanding of fundamental cost accounting techniques.

REQUIRED MATERIALS:

- 1) Select chapters from *Cost Management: A Strategic Emphasis 6e* by Blocher, Stout, Juras, and Cokins. This text is available as a custom text in the UNLV bookstore or as an ebook
- 2) Simple calculator

To purchase the e-book go to: <https://create.mheducation.com/shop/>
 Search by ISBN 9781308251769

“Cost Management and Control”

COURSE GRADES: Grades will be determined based on the following possible points and assigned as shown below:

| | | |
|------------------------------------|------------|------------|
| Exams (3 @ 120 point) | | 360 |
| Professional Development | 20 | |
| Reading quizzes | | 20 |
| <u>Excel Projects (5 projects)</u> | <u>100</u> | |
| Total | | 500 |

| Points | Grade |
|---------|-------|
| 500-465 | A |
| 464-450 | A- |
| 449-435 | B+ |
| 434-415 | B |
| 414-400 | B- |
| 399-385 | C+ |
| 384-350 | C |
| 349-300 | D |
| 299-0 | F |

I will maintain grades on the web page and you will be able to access your account to monitor and verify your grades. **Please monitor your grades carefully. You will have only one week after an exam or assignment is graded and posted to resolve any issues.** I will not revisit grades at the end of the semester in an attempt to “find” additional points.

ACC605: Graduate students will each prepare a short paper on the portrayal of accountants in the media (films or TV). You should give a brief synopsis of how the character is portrayed in the media, how this may impact non-accountants view of the profession and whether or not this portrayal reflects your perceptions of accountants you may know. The paper will be **due March 28th**. This paper must be satisfactorily completed or your grade will be lowered a full letter grade. **Please send via email.**

ATTENDANCE: Attendance is not mandatory, however if you miss a class please make sure you get the notes from a classmate. I will NOT provide you with notes from classes you missed.

EXAMS: The exams will consist of objective questions (multiple choice, true/false. etc.) and problems. Questions may cover anything contained in your textbook readings and/or classroom lectures. Exams are closed book and you will ONLY be allowed to use a simple calculator. You cannot use your cell phone or programmable calculators for the exam. I will discuss exams the class period following the exam. Any questions or issues you have with the exam must be resolved in writing.

Makeup exams will only be given to students with the following excused absences: illness or accident (you must be under treatment by health professionals and provide documentation regarding such treatment), death in the immediate family, or participation in a university-sponsored event. In all but emergency cases, you should notify me BEFORE the exam.

EXCEL PROJECTS: Excel is used extensively in the accounting profession. To gain more familiarity with Excel and its use in accounting FIVE projects will be assigned. Project materials will be posted on Webcampus. The projects will be graded on accuracy, insights and professional appearance. NO late assignments will be accepted.

PROFESSIONAL DEVELOPMENT: There are many things you will want to do while still in college to improve your chances of success as a professional accountant. First, you will want to get to know your professors and have an understanding of how the program works. Second, you will want to network with professionals as often as you can (it is not always what you know, but who you know). Third, network with your classmates because they will likely become part of your professional network as you advance in your career. To get you started on this path you can earn as many as 20 points in the following ways:

- Attend the LBS “Welcome to the Majors” events To receive credit you must submit a selfie with the Dean, Department Chair of Accounting, or faculty AND sign attendance sheet at Welcome to the Accounting Dept. presentation following the LBS event. (10 points)
- Attend an IMA or IIA event (10 points)
- Attend a LBS Career and Professional Development Center event (10 points)
- Other TBD

COURSE WEB SITE: The course web site will be located on the UNLV Webcampus site. This site will be used to post notes, solutions to problems, additional materials for the class (if needed), any change in the syllabus and to post grades.

IMPORTANT DATES: Under the UNLV drop policy, drops will be accepted through the TOUCH system until April 1st without the student being subject to a grade. No drops or withdrawals will be accepted after that date.

SYLLABUS CHANGES: In the interest in continuous improvement and the pace of the individuals in the class, I reserve the right to change the schedule at any time. You are responsible for any changes announced in class.

COURSE POLICIES:

All students taking accounting courses must read and sign the UNLV Accounting Department Academic Integrity Policy. No grades for assigned materials or exams will be released until a signed copy of the policy is returned to the instructor.

UNLV POLICIES:

Academic Misconduct – Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV’s function as an educational institution.

An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the *Student Academic Misconduct Policy* (approved December 9, 2005) located at: <http://studentconduct.unlv.edu/misconduct/policy.html>.

Copyright – The University requires all members of the University Community to familiarize themselves with and to follow copyright and fair use requirements. **You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws.** Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at: <http://www.unlv.edu/provost/copyright>.

Disability Resource Center (DRC)—The UNLV Disability Resource Center (SSC-A 143, <http://drc.unlv.edu/>, 702-895-0866) provides resources for students with disabilities. If you feel that you have a disability, please make an appointment with a Disabilities Specialist at the DRC to discuss what options may be available to you. If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to the instructor during office hours so that you may work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any information you provide is private and will be treated as such. To maintain the confidentiality of your request, please do not approach the instructor in front of others to discuss your accommodation needs.

Religious Holidays Policy – Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor no later than the end of the first two weeks of classes, **September 4, 2015**, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit: <http://catalog.unlv.edu/content.php?catoid=6&navoid=531>.

Incomplete Grades - The grade of I – Incomplete – can be granted when a student has satisfactorily completed three-fourths of course work for that semester/session but for reason(s) beyond the student’s control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. The incomplete work must be made up before the end of the following regular semester for undergraduate courses. Graduate students receiving “I” grades in graduate level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the I grade.

Tutoring – The Academic Success Center (ASC) provides tutoring and academic assistance for all UNLV students taking UNLV courses. Students are encouraged to stop by the ASC to learn more about subjects offered, tutoring times and other academic resources. The ASC is located across from the Student Services Complex (SSC). Students may learn more about tutoring services by calling 702-895-3177 or visiting the tutoring web site at: <http://academicsuccess.unlv.edu/tutoring/>.

Library—Students may consult with a librarian on research needs. For this class, the subject librarian is https://www.library.unlv.edu/contact/librarians_by_subject. UNLV Libraries provides resources to support students' access to information. Discovery, access, and use of information are vital skills for academic work and for successful post-college life. Access library resources and ask questions at <https://www.library.unlv.edu/>.

UNLV Writing Center – One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-3-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance. Appointments may be made in person or by calling 702-895-3908. The student's Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: <http://writingcenter.unlv.edu/>

Rebelmail – By policy, faculty and staff should e-mail students' Rebelmail accounts only. Rebelmail is UNLV's official e-mail system for students. It is one of the primary ways students receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students' e-mail prefixes are listed on class rosters. The suffix is always @unlv.nevada.edu. Emailing within WebCampus is acceptable.

Tentative Schedule

| DAILY CLASS SCHEDULE AND HOMEWORK ASSIGNMENTS | | |
|---|---|---|
| Date | Topic and/or Activity | Required Reading (before class) & Recommended Homework (after class) |
| Monday, Jan. 18 th | Martin Luther King Jr. Day | |
| Wednesday, Jan. 20 th | Introduction to the course | |
| Monday, Jan. 25 th | Management Accounting & the CMA Reading Quiz 1 by 11:30am | |
| Wednesday, Jan. 27 th | Basic Cost Management Concepts | Read Ch. 3 (pg. 67-71, 78-83) HW: 2, 9, 13, 14, 26-30, 34, 35, 55-57 |
| Monday, Feb. 1 st | Basic Cost concepts Discussion of EXCEL 1 | |
| Wednesday, Feb. 3 rd | Job Costing EXCEL 1 due by 11am, Feb. 5th | Read Ch. 4 HW: 3, 7, 22, 36, 48 |
| Monday, Feb 8 th | Job Costing | HW: 11, 20, 21,24, 31, 47 |
| Wednesday, Feb. 10 th | Job Costing Discussion of EXCEL 2 | HW: 32, 33, 35, 44, 45 |
| Monday, Feb. 15 th | PRESIDENT'S DAY – NO CLASS | |

| DAILY CLASS SCHEDULE AND HOMEWORK ASSIGNMENTS | | |
|---|---|--|
| Date | Topic and/or Activity | Required Reading (before class) & Recommended Homework (after class) |
| Wednesday, Feb. 17 th | Welcome to the Major Event! (10 PD points) 10:30-Noon in BEH Atrium EXCEL 2 due by 8pm, Feb. 17th. | |
| Monday, Feb. 22 nd | Activity based costing (ABC) Reading Quiz 2 due by 11:30am | Read Ch. 5 (pg. 131-145) HW: 1, 4, 7, 28, 32, 33, 41 |
| Wednesday, Feb. 24 th | ABC Discussion of EXCEL 3 | |
| Monday, Feb. 29 th | Excel Workday EXCEL 3 due by 8pm, Feb. 29th | |
| Wednesday, March 2 nd | EXAM I | |
| Monday, March 7 th | Process Costing | Read Ch. 6 HW: 1,4, 7, 18-22, 31, 34, 43, 44 |
| Wednesday, March 9 th | Process Costing | |
| Monday, March 14 th | Service Department Allocations | Read Ch. 7 (pg. 223-240) HW: 3, 4, 11-13, 28, 35 |
| Wednesday, March 16 th | Joint & By-product Costing | Read Ch. 7 (pg. 241-248 & appendix) HW: 2, 17-18, 31-33, 44 |
| March 21st –25 th | SPRING BREAK | |
| Monday, March 28 th | Cost Estimation ACC605 papers due | Read Ch. 8 HW: 6, 13-16, 19, 23, 29, 34, 36, 44, 45 |
| Wednesday, March 30 th | Cost Estimation Discussion of EXCEL 4 | |
| Monday, April 4 th | EXCEL Work day EXCEL 4 due by 8pm, April 4th | |
| Wednesday, April 6 th | EXAM II | |
| Monday, April 11 th | Cost-Volume-Profit (CVP) Analysis | Read Ch. 9 HW: 2,13,15-17,21 |
| Wednesday, April 13 th | CVP Analysis | HW: 6-9, 18-20, 22-26, 37,39 |

| DAILY CLASS SCHEDULE AND HOMEWORK ASSIGNMENTS | | |
|---|--|--|
| Date | Topic and/or Activity | Required Reading (before class) & Recommended Homework (after class) |
| Monday, April 18 th | Multi Product CVP & Advanced topics | HW: 10, 32, 38, 40 |
| Wednesday, April 20 th | Fundamentals of Cost Analysis for Decision Making – Managing Scarce Resources | Read Ch. 11 HW: 28,30f, 44 |
| Monday, April 25 th | Scarce Resources Discussion of EXCEL 5 | |
| Wednesday, April 27 th | Fundamentals of Cost Analysis for Decision Making- Special Orders EXCEL 5 due by 11am, April 29th | HW: 19, 23, 30g, 31 |
| Monday, May 2 nd | Fundamentals of Cost Analysis for Decision Making- Outsourcing | HW: 30a&e, TBD |
| Wednesday, May 4 th | Fundamentals of Cost Analysis for Decision Making- Keep or Drop a Product Line | HW: 15, 27, TBD |
| FINAL EXAM Wednesday, May 11th 10:10am – 12:10 pm | | |

All the articles for the reading quizzes can be retrieved from the UNLV library. The articles can be found in the Accounting and Tax electronic database. You can access the articles as follows:

1. Go to <https://www.library.unlv.edu/>
2. Select the All Library Databases (right hand side of the page under the RESEARCH heading)
3. Select Accounting& Tax
4. Select Advanced as your means of doing a search
5. Search for “Strategic Finance” as the Publication title and the first author’s last name as the Author.

QUIZ 1: Thomson, Jeffrey C. 2008. Financial Leadership: What’s It All About? *Strategic Finance* (April): 35-41.

QUIZ 2: Baxendale, Sidney J. and Victoria Dornbusch. 2000. Activity-Based Costing for a Hospice. *Strategic Finance* (March): 65-70.