COURSE POLICY: Cost Accounting – ACC300/BA300 Fall 2019
INSTRUCTOR: Jesse R. Ligo Jr., CPA Westminster College

DAY, TIME, LOCATION: TTh 7:40am, TC-315
OFFICE LOCATION: TC-312 PHONE: 724-946-7167 or 724-475-1137
OFFICE HOURS: MWF 8:00 - 9:15am
11:35 - 11:45am
TTh 7:15 - 7:35am
9:15 – 10:00am
(Other times by appointment)

CLASS DECORUM:
It is essential that proper classroom decorum be maintained for learning to take place. Cell phones are to be turned off and texting is not permitted. Failure to comply will result in a reduction of your grade. Cheating will be handled as noted in the college catalog. Those who are late or disruptive may be required to leave.

ATTENDANCE:
Attendance is expected at all regularly scheduled classes. Every other unexcused absence in excess of two (2) will result in a final grade reduction of a letter grade. You MUST communicate with the instructor before the next class period in order to have an excused absence. Two (2) lates count as one absence.

TEXT:
2019 Cost Learning Manual, provided by Ligo.

ASSIGNMENTS:
Assignments are included in the workbook. Each assignment should be completed prior to the class in which it is to be covered. All students are expected to participate in class discussion. Assignments will be collected at the discretion of the instructor. Late assignments will receive partial credit.

TESTING:
All exams and quizzes are required. There will be no makeup exams or quizzes. An excused absence from an exam or quiz will result in a grade replacement based on the final exam. It is your responsibility to notify the instructor personally.

FINAL EXAM:
There will be a comprehensive final exam in this course. The final exam may be double-weighted.
(Wednesday, December 11th @ 3:00pm)

GRADING:
Students will have the opportunity to earn points on exams, quizzes, assignments, class discussion, class attendance, etc. At any point during the term, your average can be calculated by dividing the number of points you have earned by the total possible points. You are required to keep a grade sheet for this course. Ultimately your grade is at the discretion of the instructor, and may relate to your overall business acumen.

A >= 90%  C >= 70%
B >= 80%  D >= 60%

Accessibility Statement
Westminster College actively strives for the full inclusion of all our students. Students with disabilities who require access solutions for environmental or curricular barriers should contact Faith Craig, Director of Disability Resources, located in 414 Thompson-Clark Hall. phone: 724-946-7192 e-mail: craigfa@westminster.edu
Academic Integrity Agreement

"Central to the purpose and pursuit of any academic community is academic integrity. All members of the Westminster community, including students, faculty, staff, and administrators, are expected to maintain the highest standards of honesty and integrity, in keeping with the philosophy and mission of the College. Academic dishonesty is a profound violation of this code of behavior."
- ACADEMIC INTEGRITY (Westminster College Catalog)

As a student in Westminster College's School of Business I, ____________________________, agree to maintain the highest standards of honesty and integrity, in keeping with the philosophy and mission of the college.

I will not cheat, engage in misconduct, plagiarize, or provide false information as outlined in the Westminster College Catalog. I understand and agree that professionalism and ethics are the cornerstone of any educational or business pursuit, and I will strive to establish both.

I will also abide by the following School of Business electronic device policy which states:

1. Cell phones are not to be used during class for any purpose unless given specific authorization from instructor.
2. All cell phones are to be turned to silent and placed in some type of carrying bag (such as a backpack), that does not sit on your desk during class.
3. No recordings of any kind are permitted to be taken during class; including audio, video, photos, etc.

Student signature: ____________________________ Date: ________________
Unit I.  Chpt. 1.  Introduction to cost accounting
       2.   Cost flows and basic cost concepts
            ** Quiz #1 – CGS & CGM relationships
       3.   Cost Behavior and CVP analysis
            ** Graded HW problem
            ** Exam #1

Unit II. Chpt. 4.  MOH, job order costing & cost journal entries
       ** Quiz #2 – MOH application
       ** Grades HW – Cost accounting journal entries
       ** Grades article review
       5.   Basic process costing
            ** Quiz #3 – FIFO or W/A COP report
       6.   Process costing expanded
            ** Exam #2

Unit III. Chpt. 7.  Budgeting
       **Quiz #4 – Cash or production budget
       8.  Standards & Variances – DM & DL
            ** Quiz #5 – DM & DL variances
       9.   MOH variances
            ** Exam #3

Unit IV. Chpt. 10. Joint products and by products
       **Graded HW – JCA problem
       11. Direct/Variable vs. full/absorption costing
       12. Additional topics

**Comprehensive Final Exam

As chapters are covered, all HW problems should be completed.
Learning Contract for Cost Accounting – Fall 2019

I have read and understand the course policy sheet and agree to abide by the following:

1. I read and understand the class decorum statement as listed in the course policy sheet.

2. I read and understand the attendance policy as listed in the course policy sheet. Furthermore, I recognize that missing even one class impairs my ability to get needed material from this course.

3. I agree to bring to class every time the text and supplies as listed on the course policy sheet.

4. I agree to make a good faith effort to complete my homework prior to class as noted in the course policy sheet.

5. I understand there are no makeup exams or quizzes. If I cannot take an exam or quiz at the scheduled time, it is my obligation to personally speak with the professor to find a viable alternative. Failure to follow these instructions will result in a zero.

6. I understand when the final exam is scheduled and will be available at that time.

7. I am committed to abiding by the course policy sheet and doing my best to be successful in this course.

Signed ___________________________ Date ____________

---

**Personal Information**

<table>
<thead>
<tr>
<th>Campus address:</th>
<th>Class/year in school:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell phone number:</td>
<td>Major:</td>
</tr>
<tr>
<td>Email address:</td>
<td>Advisor:</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>High school &amp; graduation year:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>High school activities:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>College activities:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Summer job, hobbies:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dream job/work situation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Academic Experiences</td>
</tr>
<tr>
<td>--------------------------</td>
</tr>
<tr>
<td>1. Quiz #1</td>
</tr>
<tr>
<td>2. Graded H/W #1</td>
</tr>
<tr>
<td>3. Exam #1</td>
</tr>
<tr>
<td>4. Quiz #2</td>
</tr>
<tr>
<td>5. Graded H/W #2</td>
</tr>
<tr>
<td>6. Article Review</td>
</tr>
<tr>
<td>7. Quiz #3</td>
</tr>
<tr>
<td>8. Exam #2</td>
</tr>
<tr>
<td>9. Quiz #4</td>
</tr>
<tr>
<td>10. Quiz #5</td>
</tr>
<tr>
<td>11. Exam #3</td>
</tr>
<tr>
<td>12. Graded H/W #3</td>
</tr>
<tr>
<td>13.</td>
</tr>
<tr>
<td>14.</td>
</tr>
<tr>
<td>15.</td>
</tr>
<tr>
<td>16.</td>
</tr>
<tr>
<td>17.</td>
</tr>
<tr>
<td>18.</td>
</tr>
<tr>
<td>19.</td>
</tr>
<tr>
<td>20.</td>
</tr>
</tbody>
</table>

Subtotal – My Grade Before Final | 440 |
Final | 100 |
Final | 100 |

Total My Course Grade
The following links will be useful to accounting students:

1. Westminster College Career Center
   - https://my.westminster.edu/ics/Campus_Life/Campus_Groups/Professional_Development_Center/


3. Pennsylvania Institute of CPAs (PICPA) - http://www.picpa.org/content/home.aspx

4. Ohio Society of CPAs (OSCPA) - https://www.ohiocpa.com/


6. Pennsylvania State Board of Accountancy
   - http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Accountancy/Pages/default.aspx#.VWcDHEZW9Vs

7. NASBA’s CPA Exam info and links - http://nasba.org/exams/cpaeexam/

8. AICPA’s CPA Exam info and sample tests - http://www.cpa-exam.org


13. LinkedIn profile instructions - https://university.linkedin.com/linkedin-for-students

14. The Missing Semester by Gene Natali (financial planning for college students)

### ACC300/BA300 Mission Statement

The mission of Cost Accounting is to familiarize students with the topic of managerial accounting including cost flows, CVP analysis, job order vs. process costing, budgeting, standard cost systems, and variable vs. absorption costing all while improving information analysis and problem solving techniques.

### ACC300/BA300 Course Outcomes

**Students will be able to:**
- prepare accurate CGM and CGS schedules and explain CVP.
- properly allocate and record MOH and prepare FIFO and W/A COP reports.
- demonstrate a basic understanding of budgeting and be able to calculate variances in a standard cost system.
- improve significantly their information analysis and problem solving techniques.

### ACC300/BA300 Course Assessment

**Students will be able to:**
- prepare accurate CGM and CGS schedules and explain CVP.
  - 75% of students will score 70% or better on quiz and test covering material.
  - 80% of student groups will score 80% or better on in-class CVP group project.
- properly allocate and record MOH and prepare FIFO and W/A COP reports.
  - 80% of students will score 80% or better on MOH paper.
  - 80% of students will receive 90% or better on journal entry homework.
  - 75% of students will score 70% or better on quizzes and test covering material.
- demonstrate a basic understanding of budgeting and be able to calculate variances in a standard cost system.
  - 75% of students will score 70% or better on quiz, take-home quiz, and test covering material.
  - 80% of student groups will score 80% or better on in-class variances group project.
- improve significantly their information analysis and problem solving techniques.
  - 80% of students will score the same or higher on test #3 problem #3 than on test #1 problem #1.
The results of ACC300/BA300 assessment measurement inform me that part of what is needed in Cost Accounting is to better motivate students, especially since the class is offered at 7:40am. The skill of being up and able to think at 7:40am will be necessary for most business professionals, so one 7:40am business course is not unreasonable. Cost Accounting will continue to stress that it is a class where problem solving methods and the ability to analyze data are as important as the acquisition of key elements and the knowledge of new material.