

**Texas A & M Commerce
Course Syllabus
Semester: Fall 2014**

Instructor: Dr. Gates, CPA, PhD
Assistant Professor
Office: BA114 – Commerce
301 – UCD

Email: Sandra.Gates@tamuc.edu
Office hours: Tues (UCD) 5p – 6p
Wed (Commerce) 10a – 1p
Thurs (online) 11a – 1p

The best method of contacting me is via email.

Course Number: ACCT525
Course Title: Advanced managerial
accounting

Prerequisites: ACCT501 or ACCT222
Class meeting: Online

Required Material:

Hilton, R and Platt, D. 10th Edition. Managerial Accounting: Creating Value in a Dynamic Business Environment. McGraw-Hill/Irwin
Section address for Connect: <https://connect.mheducation.com/class/sgatesfall2014>

Proctored Exam: At least ONE exam in this course will be Proctored using Proctor U.

You must have a headset with microphone and a computer camera for this class. It is required to take the proctored exam. Registration information for Proctor U will be provided during the first week of class.

Course Description:

Advanced Managerial Accounting is a study of accounting used by managers in making decisions. The course includes managerial accounting issues, accounting concepts, budgeting and cost control using accounting information in planning and control.

Course Objectives:

- Understand the role of managerial accountants in corporate governance and decision making
- Provide information to managers to help them make decisions
- Provide information to managers to control other managers and employees.

Program Objectives:

- Graduates will be effective communicators.
- Graduates will demonstrate business ethical awareness.
- Graduates will demonstrate cultural awareness and a global perspective.
- Graduates will be analytical problem solvers.
- Graduates will be technically proficient and prepared for roles in the accounting profession.

Class Live Pro:

Online courses will utilize Class Live to facilitate lectures and class discussions. Face-to-face courses will facilitate lectures and class discussions during the scheduled face-to-face meeting times.

Academic Honesty Policy:

All students must follow and conform to the University policy on Academic Honesty. A copy of this will be available in DocSharing in our eCollege classroom. All students are required to sign and return the form to the instructor.

“All that is required for dishonesty to flourish is that good men and women do nothing.”

University Policies and Procedures:

- *Disability* – Students requesting accommodations for disabilities must go through the ADA Compliance Committee. For more information, please contact Director of Disability Resources & Services, Gee library room 132. Information concerning student disability resources and services (SDRS) may be obtained at:
<http://www.tamuc.edu/CampusLife/CampusServices/studentDisabilityResourcesAndServices>
- *Student Conduct* – “All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” (See Student’s Guide Handbook, Policies and Procedures, Conduct)
<http://www.tamuc.edu/CampusLife/documents/studentGuidebook.pdf>
- *Dropping or Withdrawal from the course* – “Students who wish to drop a course or withdraw from the university are responsible for initiating this action”. I will NOT drop you from the course; it is your responsibility to complete the paperwork required to drop or withdraw.

Graduate level expectations

- *Writing* – Graduate students should be able to demonstrate critical thinking skills. Graduate level writing must demonstrate an ability to evaluate arguments from various perspectives, be able to formulate well-articulated conclusions based on facts and/or deductive reasoning, and be able to provide a well-reasoned discussion that reflects comprehension beyond an undergraduate level.
- *Responsibility* – Graduate students should demonstrate self-motivation, organization, time management skills and discipline. It is your responsibility to know when assignments, exams, quizzes, etc. are due. Due dates are communicated on the syllabus. If changes are made, the changes are provided via email. I will NOT provide daily or weekly reminders for you. You are responsible for submitting the appropriate files on time and in the required format.
- *Learning* – Graduate studies are designed for more discipline-specific focused learning. I assume you want to learn. My goal is not to solely teach you information that is covered on my exam, but to teach you accounting concepts and the application of accounting concepts. If you only want to know what is on the exam, you are robbing yourself of the value of learning.

Course Requirements:

- *Check your email* – Emails are sent periodically during the semester. You must check your emails regularly to remain abreast of relevant information. When sending an email to me include the course prefix in the subject line, i.e. ACCT###.
- *Classroom etiquette* – We must maintain a level of respect and collegiality. It is okay to disagree with your classmates or me. Differences in opinions help to foster great discussions. Responses (online or face-to-face) however should not use profanity, sexist, racist, or other dialogue that is objectionable. Be respectful at all times to others. Please note that we are not peers; I maintain a professor-student relationship. Students should address me as: Professor Gates, Dr. Gates, Instructor Gates, or Mrs. Gates.
- *Posting in eCollege* – Your privacy is paramount. I do not share your personal information with anyone. Remember that “Question” areas in our course are available for all classmates to read. To maintain your privacy, questions regarding scores or other personal issues should be sent directly to my email. I will not respond to public posts regarding scores, grades or personal issues. The “Question” areas in our course should be used for general course related questions, homework questions, questions about the syllabus, due dates, etc.
- *Late work* – Due dates are posted on our syllabus and in our eCollege course. Assignments, exams, quizzes, etc. must be submitted no later than the date outlined in our course. Absent extenuating circumstances, late work is not accepted. Extenuating circumstances do NOT include forgetting, technical difficulties or running out of time. The evaluation of an extenuating circumstance is judged on a case-by-case basis. Documentation MUST be provided in a timely manner. A 30% late penalty may apply even if an extenuating circumstance exists.
- *Homework* – Experience has shown that a clear understanding of accounting concepts and principles requires working through homework assignments. While it can be difficult and even frustrating, the end result of understanding will serve you well in the future. Homework may be collected, discussed and/or reviewed periodically.
- *Reading assignments* – Chapters should be read prior to coming to class. All course lectures, in class activities, and discussions assume that you have completed the required reading prior to coming to class.
- *Exams/ quizzes* – The content and format of the exam/quiz will vary, but may include any of the following: multiple choice questions, problems, matching, or essays. The exam/quiz will be administered on the date outlined in our course. You must plan to take the exam/quiz on or before its due date. Make-up exams/quizzes are given **ONLY** under extenuating conditions. The following are considered extenuating conditions: hospitalization, medical emergency, physical injury, or death of an immediate family member. You **MUST** bring proof of the extenuating circumstance in order to facilitate an exam/quiz make-up. Proof of the extenuating circumstance must be received in a timely manner. For extenuating conditions make-up exams/quizzes must be taken within three days of release or recovery. A

30% late penalty may apply even if an extenuating circumstance exists. Students attending university sponsored events must provide necessary documentation in order to accommodate any make-up exam/quiz.

- *Written work* – Any writing assignments that may be required must be completed and submitted using Microsoft Word. Unless otherwise noted all parts of the written assignment must be submitted in one file, i.e. do not submit two separate documents for grading. If it is necessary to make calculations, table, graphs, etc. using Excel or another program, you must copy the information into the Word document.
- *Cheating, plagiarism, academic dishonesty* – Academic integrity is a serious issue. If any portion of your work (exam, quiz, research assignment, homework, etc.) is copied, plagiarized, purchased, stolen or lacks authenticity, the ENTIRE body of work will receive a zero. The Dean will be notified of any breach in academic integrity. Additional academic sanctions may include failure of the course, dismissal from the program and/or dismissal from the university.
- *Graded work* – There are several issues regarding grading/scoring: 1) I do NOT re-grade work. Once an assignment is returned with a grade/score it cannot be resubmitted. 2) If you disagree with the posted grade/score on an assignment, you must email me with the specific discrepancy no more than three (3) days after the grade/score is posted. 3) You are NOT permitted to submit an assignment used in a previous course.

Technical Support:

If you experience technical problems please contact the eCollege HelpDesk, available 24 hours a day, seven days a week: helpdesk@online.tamuc.org or 1-866-656-5511.

Computer-related issues and internet connectivity issues are NOT acceptable excuses for not completing and submitting assignments on time.

<u>EVALUATION AND GRADING</u>		<u>GRADING SCALE:</u>	
Grades will be determined according to the following:		There is <i>no</i> grade curve and <i>no</i> extra credit assignments.	
Exams	60%	90 – 100%	A
Quizzes	20%	89 – 80%	B
Paper(s)	20%	79 – 70%	C
Total	100%	69 – 60%	D
		< 60%	F

Late work – Assignments, exams, quizzes, etc. must be submitted no later than the date outlined in our course. Unless extenuating circumstances exist, late work is not accepted. **Extenuating circumstances do NOT include forgetting, technical difficulties or running out of time.** The evaluation of an extenuating circumstance is judged on a case-by-case basis. Documentation **MUST** be provided in a timely manner. **A 30% late penalty may apply even if an extenuating circumstance exists.**

	Material covered
Week 1	Chapter 1 The Changing Role of Managerial Accounting in a Dynamic Business Environment
Week 2	Chapter 2 Basic Cost Management Concepts
Week 3	Chapter 3 Product Costing and Cost Accumulation in a Batch Production Environment
Week 4	Chapter 4 Process Costing and Hybrid Product-Costing Systems
Week 5	Chapter 5 Activity-Based Costing and Management
Week 6	Chapter 6 Activity Analysis, Cost Behavior, and Cost Estimation
Week 7	Chapter 7 Cost-Volume-Profit Analysis Chapter 8 Variable Costing and the Costs of Quality and Sustainability
Week 8	Chapter 9 Financial Planning and Analysis: The Master Budget
Week 9	Chapter 10 Standard Costing and Analysis of Direct Costs
Week 10	Chapter 11 Flexible Budgeting and Analysis of Overhead Costs
Week 11	Chapter 12 Responsibility Accounting, Operational Performance Measures, and the Balanced Scorecard Chapter 13 Investment Centers and Transfer Pricing
Week 12	Chapter 14 Decision Making: Relevant Costs and Benefits
Week 13	Chapter 15 Target Costing and Cost Analysis for Pricing Decisions
Week 14	Chapter 16 Capital Expenditure Decisions
Week 15	Course wrap-up

Proctored Exam: At least ONE exam in this course will be Proctored using Proctor U.

You must have a headset with microphone and a computer camera for this class. It is required to take the proctored exam. Registration information for Proctor U will be provided during the first week of class.

Semester ends on December 5th.

Final exams begin on December 5th. Final exams end on December 12th.

Final grades submitted to the Registrar on December 15th.

NOTE: THIS SYLLABUS IS SUBJECT TO CHANGE AS NEEDED TO MEET THE OBJECTIVES OF THE COURSE OR TO AID IN COURSE ADMINISTRATION AT THE DISCRETION OF THE INSTRUCTOR.

Below is a rubric that will be used to grade writing assignments.

	Excellent	Competent	Satisfactory	Inadequate
<p>Content and substance</p> <ul style="list-style-type: none"> • The paper successfully addresses the research question (s). (10% maximum) • The paper thoroughly uses the text and other literature. The sources used in the paper are derived from reputable sources and incorporated appropriately. (10% maximum) • The paper includes a strong introduction and conclusion. (10% maximum) • The main points of the paper are well developed and clearly communicated. All arguments are logically presented. (10% maximum) • The paper includes arguments from varying perspectives. It includes appropriate supporting data. (10% maximum) 	(9 - 10 %)	(8 %)	(6 - 7 %)	(5 % or less)
<p>Critical thinking and analysis</p> <ul style="list-style-type: none"> • The paper successfully demonstrates the ability to evaluate and analyze information from sources. The analysis and evaluation results in a paper that demonstrates original thought. (10% maximum) • The paper appropriately classifies, explains, compares, contrasts and makes inferences based on researched sources. (10% maximum) • The paper demonstrates critical thinking through the use of appropriate judgments, conclusions and assessment based on evaluation and synthesis of information. (10% maximum) 	(9 - 10 %)	(8 %)	(6 - 7 %)	(5 % or less)
<p>Formatting and writing quality</p> <ul style="list-style-type: none"> • The paper demonstrates the appropriate use of APA formatting including in-text citations. (4% maximum) • The paper contains wording that is concise, appropriate, and professional. (4% maximum) • The paper uses a standard font, one-inch margins, double spacing, page numbering and appropriate headers. (4% maximum) • Grammatical skills are accurate with typically less than one error per page. (4% maximum) • The paper is free from excessive spelling and punctuation errors, typically less than one error per page. (4% maximum) 	(4 %)	(3 %)	(2 %)	(1 % or less)