



## INSTRUCTIONAL PACKAGE

ACC 230

Cost Accounting I

2018-2019

# INSTRUCTIONAL PACKAGE

## PART I: COURSE INFORMATION

Effective Term: 2018-2019 Academic Year

COURSE PREFIX: ACC 230

COURSE TITLE: Cost Accounting I

CONTACT HOURS: 3.0

CREDIT HOURS: 3.0

### RATIONALE FOR THE COURSE:

As a result of the competitive global environment of business, companies are placing more emphasis on controlling costs. Cost accounting provides the data that management needs to control current operations and plan for the future.

### COURSE DESCRIPTION:

This course is a study of the accounting principles involved in job order cost systems.

### PREREQUISITES/CO-REQUISITES:

(Credit level ACC 102 Minimum Grade of C or Credit level ACC 102 Minimum Grade of TC) and (On-Line Orientation 1)

### REQUIRED MATERIALS:

Calculator with basic math functions.

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

**Important Note:** If you purchase the textbook from the college bookstore, as part of the price you will also be receiving a pass code which will enable you to enter "CONNECT plus+", which is the publisher's online course site. It contains the required assignments, and other learning resources essential to your success in this course. If you purchase the textbook from another source, you will have to purchase the "CONNECTplus+" access code separately from the publisher

### ADDITIONAL REQUIREMENTS:

Access to "CONNECTplus+" (hereafter referred to as CONNECT) as outlined above. Completing the homework, LearnSmart and Exams via "CONNECT" are required components of this course.

**TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's student portal for course materials.  
WaveNet and D2L email access.

**STUDENT IDENTIFICATION VERIFICATION**

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

**CLASSROOM ETIQUETTE:**

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

**NETIQUETTE:** is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit: [Online Netiquette](#).

**PART II: STUDENT LEARNING OUTCOMES****COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

Cost Accounting: Information for Decision Making:

**Materials Covered:** Chapter 1

**\*Assessments:** Interactive Presentations  
LearnSmart (bonus)  
Homework  
Exam

**Learning Outcomes:**

1. Describe the way managers use accounting information to create value in organizations.
2. Distinguish between the uses and users of cost accounting and financial accounting information.
3. Explain how cost accounting information is used for decision making and performance evaluation in organizations.
4. Identify current trends in cost accounting.
5. Understand ethical issues faced by accountants and ways to deal with ethical problems that you face in your career.
- 6.

### Cost Concepts and Behavior:

**Materials Covered:** Chapters 2

**\*Assessments:** Interactive Presentations  
LearnSmart (bonus)  
Homework  
Exam

### **Learning Outcomes:**

1. Describe the way managers use accounting information to create value in organizations.
2. Distinguish between the uses and users of cost accounting and financial accounting information.
3. Explain how cost accounting information is used for decision making and performance evaluation in organizations.
4. Identify current trends in cost accounting.
5. Understand ethical issues faced by accountants and ways to deal with ethical problems that you face in your career.

### Fundamentals of Cost-Volume-Profit Analysis:

**Materials Covered:** Chapter 3

**\*Assessments:** Interactive Presentations  
LearnSmart (bonus)  
Homework  
Exam

### **Learning Outcomes:**

1. Use cost-volume-profit (CVP) analysis to analyze decisions.
2. Understand the effect of cost structure on decisions.
3. Use Microsoft Excel to perform CVP analysis.
4. Incorporate taxes, multiple products, and alternative cost structures into the CVP analysis.
5. Understand the assumptions and limitations of CVP analysis.

### Fundamentals of Cost Analysis for Decision Making:

**Materials Covered:** Chapter 4

**\*Assessments:** Interactive Presentations  
LearnSmart (bonus)  
Homework  
Exam

**Learning Outcomes:**

1. Use differential analysis to analyze decisions.
2. Understand how to apply differential analysis to pricing decisions.
3. Understand several approaches for establishing prices based on costs for long-run pricing decisions.
4. Understand how to apply differential analysis to production decisions.
5. Understand the theory of constraints.

**Fundamentals of Product and Service Costing:**

**Materials Covered:** Chapter 6

**\*Assessments:** Interactive Presentations  
LearnSmart (bonus)  
Homework  
Exam

**Learning Outcomes:**

1. Explain the fundamental themes underlying the design of cost systems.
2. Explain how cost allocation is used in a cost management system.
3. Explain how a basic product costing system works.
4. Understand how overhead cost is allocated to products.
5. Explain the operation of a two-stage allocation system for product costing.
6. Describe the three basic types of product costing systems: job order, process, and operations.

**Job Costing:**

**Materials Covered:** Chapter 7

**\*Assessments:** Interactive Presentations  
LearnSmart (bonus)  
Homework  
Exam

**Learning Outcomes:**

1. Explain what *job* and *job shop* mean.
2. Assign costs in a job cost system.
3. Account for overhead using predetermined rates.
4. Apply job costing methods in service organizations.
5. Understand the ethical issues in job costing.
6. Describe the difference between jobs and projects.

### Activity-Based Costing:

**Materials Covered:** Chapter 9

**\*Assessments:** Interactive Presentations (bonus)  
LearnSmart  
Homework  
Exam

### **Learning Outcomes:**

1. Understand the potential effects of using reported product costs for decision making.
2. Explain how a two-stage product costing system works.
3. Compare and contrast plantwide and department allocation methods.
4. Explain how activity-based costing and a two-stage product system are related.
5. Compute product costs using activity-based costing.
6. Compare activity-based product costing to traditional department product costing methods.
7. Demonstrate the flow of costs through accounts using activity-based costing.
8. Apply activity-based costing to marketing and administrative services.
9. Explain how time-driven activity-based costing works.

### Fundamentals of Cost Management:

**Materials Covered:** Chapter 10

**\*Assessments:** Interactive Presentations  
LearnSmart (bonus)  
Homework  
Exam

### **Learning Outcomes:**

1. Describe how activity-based cost management can be used to improve operations.
2. Use the hierarchy of costs to manage costs.
3. Describe how the actions of customers and suppliers affect a firm's costs.
4. Use activity-based costing methods to assess customer and supplier costs.
5. Distinguish between resources used and resources supplied.
6. Design cost management systems to assign capacity costs.
7. Describe how activities that influence quality affect costs and profitability.
8. Compare the costs of quality control to the costs of failing to control quality.

### Business Unit Performance Measurement:

**Materials Covered:** Chapter 14

**\*Assessments:** Interactive Presentations  
LearnSmart (bonus)  
Homework  
Exam

### **Learning Outcomes:**

1. Evaluate divisional accounting income as a performance measure.
2. Interpret and use return on investment (ROI).
3. Interpret and use residual income (RI).
4. Interpret and use economic value added (EVA).
5. Explain how historical cost and net book value–based accounting measures can be misleading in evaluating performance.

### Fundamentals of Variance Analysis:

**Materials Covered:** Chapter 16

**\*Assessments:** Interactive Presentations  
LearnSmart (bonus)  
Homework  
Exam

### **Learning Outcomes:**

1. Use budgets for performance evaluation.
2. Develop and use flexible budgets.
3. Compute and interpret the sales activity variance.
4. Prepare and use a profit variance analysis.
5. Compute and use variable cost variances.
6. Compute and use fixed cost variances.

### Additional Topics in Variance Analysis:

**Materials Covered:** Chapters 17

**\*Assessments:** Interactive Presentations  
LearnSmart (bonus)  
Homework  
Exam

### **Learning Outcomes:**

1. Explain how to prorate variances to inventories and cost of goods sold.
2. Use market share variances to evaluate marketing performance.
3. Use sales mix and quantity variances to evaluate marketing performance.
4. Evaluate production performance using production mix and yield variances.
5. Apply the variance analysis model to nonmanufacturing costs.
6. Determine which variances to investigate.

*\*Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.*

### **PART III: GRADING AND ASSESSMENT**

#### **EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\***

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

#### **EVALUATION:**

Interactive Presentations	15%
Homework	35%
Unit Exams	<u>50%</u>
	100%

*\*Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.*

#### **GRADING SYSTEM:**

The Business Department has a seven day grading policy. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean’s approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

### **Part IV: Attendance**

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course.



**Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

**For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

## Part V: Student Resources

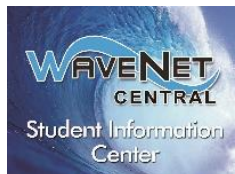


### The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.



### Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

**Student Testing:** (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

## **Disability Services**

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

## **Statement of Equal Opportunity/Non-Discrimination Statement**

Horry Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

### ***Title IX Requirements***

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

\*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

**Inquiries regarding the non-discrimination policies:**

<p>Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs.</p>	<p>Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.</p>
<p><b>Dr. Melissa Batten, AVP Student Affairs</b> <i>Title IX Coordinator</i></p> <p>Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 <a href="mailto:Melissa.Batten@hgtc.edu">Melissa.Batten@hgtc.edu</a></p>	<p><b>Jacquelyne Snyder, AVP Human Resources</b> <i>Section 504, Title II, and Title IX Coordinator</i></p> <p>Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 <a href="mailto:Jacquelyne.Snyder@hgtc.edu">Jacquelyne.Snyder@hgtc.edu</a></p>