Instructor: Liz Carlson, CPA, CFP®, CFF, CVA

Office: SMC 263
Phone: 941-359-4654
Fax: 941-359-4367
Cell Phone: 941-350-2792
Email: ecarlson@sar.usf.edu

Office Hours: Wednesday and Thursday from 5:50 - 6:50, or by appointment. I am always glad to help you, and I strive to have maximum availability to you. E-mail is by far the best way to contact me from off campus.

Course Description, Purpose, Goals, and Objectives:
This is an introductory course in cost and managerial accounting, designed for both accounting majors and general business majors. We will cover tools that help accountants provide useful information for management discussion-making and control. Knowledge of these tools will help managers make better use of the information provided to them. The problem solving techniques studied in this course will be useful in your career.
At the conclusion of the course, you should be able to use the problem solving skills developed in the course to:

- Prepare an income statement for a manufacturing firm
- Determine product costs using job-order costing and activity-based costing
- Use cost-volume-profit analysis
- Prepare operating budgets
- Compute and analyze variances from cost standards for direct material, direct labor, and manufacturing overhead
- Analyze business decisions using relevancy costing
- Understand the various aspects of the balanced scorecard

Prerequisite: ACG 2021

Required Materials:
Accounting, 10/E
Charles T. Horngren, Stanford University
Walter T. Harrison Jr., Baylor University
M. Suzanne Oliver, University of West Florida
University of South Florida Sarasota-Manatee Course Syllabus  
Principles of Managerial Accounting  
ACG 2071 – Summer 2014

Additional materials may be posted on Canvas throughout the semester. I will make every effort to post items required for class by 6PM the evening before class. You are responsible for checking Canvas and printing all necessary materials for class. All supplementary material represents intellectual capital property of the professor and may not be copied or sold without the express permission of the professor.

Evaluation:
Course grades will be assigned based on total points earned:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam I</td>
<td>100</td>
</tr>
<tr>
<td>Exam II</td>
<td>100</td>
</tr>
<tr>
<td>Exam III</td>
<td>100</td>
</tr>
<tr>
<td>Excel Assignment</td>
<td>50</td>
</tr>
<tr>
<td>Quizzes</td>
<td>100</td>
</tr>
<tr>
<td>Homework</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Possible Points</strong></td>
<td><strong>550 points</strong></td>
</tr>
</tbody>
</table>

Note: The +, - system will not be used in this course and no curves will be given. The professor reserves the right to modify the point allocation including adding or taking away assignments if necessary.

A = 90% -100%  
B = 80%-89%  
C = 70%-79%  
D = 60%-69%  
F = Don't go there

Exams:
Three closed-book exams consisting of multiple choice, essay and problem solving questions will be given during the semester. At least one will be online in Canvas. They will be timed. WATCH YOUR TIME CLOSELY. If you run out of time, the test will time out and you will not be allowed to answer any more questions. I will not reopen the exam to allow you to go back and finish it. On these exams, I will not be giving make ups for any reason except for a valid medical excuse. Once you answer the question, you cannot go back and change it. Once you complete the exam, it will show up in my gradebook as “needs grading”, with an exclamation point. I will then grade any quantitative parts of the exam and post the grade.

A simple calculator (one not containing uniquely programmed instructions) may be used the examination. I reserve the right to examine any computational device for compliance. If not in compliance, it will be confiscated and returned at a later time.
Please do not use a cell phone, smart phone, or other computerized equipment as a calculator.

It is important to emphasize that in the exams you will be required to show your work for the quantitative problems given. Neatness, form, and organization of your answers are important to the extent, that if I cannot read or follow your work, or if the answer is not in the proper format, full credit will not be given for the problem.

In the event of a missed exam, a score of zero will be assigned. If the student must miss an exam but contacts me prior to missing the exam, and has a valid excuse (as determined by the professor), a makeup exam will be arranged. Work is not a valid excuse for missing an exam and no makeup exam will be allowed for this excuse. A doctor’s excuse may be requested to validate an excuse of illness. Make-up exams are given at the convenience of the instructor and usually occurs prior to the next week’s class meeting. Students should not construe this policy to mean they are automatically entitled to a makeup exam.

Anyone failing to return a test to the instructor at the end of the test or at the end of the class when the test is returned, will face the prospect of receiving a zero on the test or an honor code violation, if warranted.

**Homework**
The homework is very important to understanding the material. I recommend doing as many of the problems in the book as possible.

**Excel Problem**
Details of the assignment will be posted on Canvas.

**Class Attendance**
Class attendance is an integral component of this course and is expected. Attendance will be taken during each class. You have 3 (three) absences from class before the imposition of a penalty. With the 4th absence, your semester grade will be lowered one letter grade from what you would have otherwise earned.

Decisions by you as to whether to attend class or not, based on such items as sickness of yourself or family, work needs, transportation difficulties, personal needs, etc., count toward your absences. Extraordinary events, including hospitalization of yourself or an immediate family member, extreme weather conditions, etc., maybe excused by me and not counted as an absence provided you submit adequate independent documentation of such event prepared by a third party involved in your absence.
I lecture on some material which is not in the text, which means that attendance is important. Also, I lecture on some material which is not in the textbook, and it is subject to testing. When I document a student who has excessive unexcused absences (more than four during the term), I will reduce his or her final grade by one letter. Leaving class early also constitutes an unexcused absence, as does excessive tardiness. Excused absences must be approved by me prior to class.

You are responsible for your missed work. I recommend you ask a classmate to assist you with missed classwork. If you email me, I will let you know of any special information that was addressed in class but I will not reteach the information during office hours.

Exam Retention:
I retain exams for a period of two weeks after the next semester begins, and I destroy them after then. Any questions about your grade must be raised before I destroy the exams.

Incomplete:
Under university policy, an "I" grade may be awarded only when a small portion of a student's work is incomplete due to circumstances beyond his or her control and s/he is otherwise earning a passing grade. "I" grades are to be used only in emergency situations, and never as a means of avoiding a poor grade. In this class, the only situation under which I will award an "I" is for an excused absence from exam II, as stated above. Please do not ask for an "I" under any other circumstances.

Academic Dishonesty:
Academic dishonesty will be dealt with very severely. The university's policy on academic dishonesty and disruption of the academic process are clearly set forth in the USF Undergraduate Catalog (www.ugs.usf.edu/catalogs/0304/adadap.htm). I will actively pursue anyone who commits academic dishonesty, as well as anyone who was aware of the situation but did not notify me. Everyone has a role in maintaining an atmosphere of academic honesty. Please be advised that punishment for academic dishonesty will result in automatically failing the course, as well as possible suspension or expulsion from the university.

Academic dishonesty includes plagiarism. The official university policy on plagiarism is very strict, and carries serious consequences. The policy requires all sources to be cited precisely, including electronic sources. Instructors may use on-line resources, such as www.turnitin.com, to assess the risk of plagiarism.
Because of the University’s commitment to academic integrity, plagiarism or cheating on course work or on examinations will result in penalties that may include a grade of “F” for the specific exam or course work and a grade of “F” or “FF” for the course. Any incident of academic dishonesty will be reported to the dean of the college. Definitions and punishment guidelines for plagiarism, cheating, and student disruption of the academic process may be found at the web address listed above.

Grade Forgiveness:
Grade forgiveness is limited to three USF courses, with no more than one repeat per course. Accounting majors may use the forgiveness policy only once in upper level accounting courses.

S/U Grades:
This course may not be taken on an S/U basis.

Withdrawal:
A "W" grade is given to students who have withdrawn from a course before the university's drop date, which is March 4th.

Solutions:
Solutions to textbook problems are posted on Canvas.

Release of Grades:
I am not permitted to release any grades or exam scores over the telephone or by e-mail. Your exam scores and final grade will be posted to Canvas, so please access them there.

Religious Observances:
Under university policy, all students who anticipate the necessity of being absent from class due to the observation of a major religious observance must provide notice of the date(s) to me, in writing, by the second class meeting.

Disabilities:
Under the Americans with Disabilities Act, reasonable accommodations will be made for disabilities upon notification to the university by the first week of class.

Use of electronic equipment:
Use of electronic equipment for purposes other than the current topic of class discussion is extremely disruptive to your fellow students and to me. It also diverts your attention from class. There are only two permitted uses of electronic equipment in this class. First, notebook computers may be used to take notes. They may not be used to
access the Internet, to play games, to work on documents unrelated to this class, etc. Wireless Internet access should be disconnected during class. Second, cellular phones and pagers may be left in silent mode if you inform me that it is imperative that you be reached during class due to a family situation. They may not be used to send text messages or to play games at any time. I reserve the right to inspect all electronic equipment used in class, as well as to ask that use be discontinued.

**Intellectual Property Rights:**
Feel free to tape lectures, but tapes and lecture notes may not be sold.

**Emergencies:**
In the event of an emergency, it may be necessary for USF to suspend normal operations. During this time, USF may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Elluminate, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor Canvas site for each class for course specific communication, and the main USF, College, and department websites, emails, and MoBull messages for important general information.

**Textbook Website:**
The textbook has a very useful website at www.prenhall.com/horngren. This website features current topics relating to the information we study as well as additional practice material (including PowerPoint slides, additional practice questions, video cases, and check figures). I strongly encourage you to use it as we study each chapter. Also, this book is available from CourseSmart at 50% off at

![Image](http://www.coursesmart.com/9780132569316?__professorview=false&__instructor=3132710)

**Canvas\USF Email:**
You must have a USF NetID to access Canvas. You can set up your NetID at https://una.acomp.usf.edu/. After setting up your NetID, you can access Canvas at https://my.usf.edu/. All grades will be posted on Canvas as soon as possible. Once you are able to access Canvas, you can change the default e-mail account to any account you wish. It is imperative that you do so if you do not plan to use your USF mail account. You are responsible for any email I send to you through Canvas.

This class requires the use of the Internet and e-mail. If you do not possess an e-mail account, you should obtain one from academic computing. Website: USF Academic
Computing (http://www.acomp.usf.edu). To set up an email account online go to: https://una.acomp.usf.edu.

Students are responsible for knowing about changes announced on Canvas (this includes during inclement weather or other unforeseen obstacles which may postpone or cancel our normal class meeting). The instructor reserves the right to make changes to the course when necessary. Students should receive an email when an announcement is posted; however, due to occasional email problems, it is best to check Canvas at least 3 times per week.

I expect every student to have access to their USF email and to check it regularly. Email is generally the best way to get in touch with me, and I will make every attempt to answer emails within 24 hours, Monday - Friday. If you do not receive a response from me within 24 hours, please send me an email again, in the subject line, “2nd request,”. Please be respectful and patient in the manner and tone of your request. My goal is to help you be successful in this course and in your career, and I will try to make every effort to assist you.
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Homeworks Due</th>
<th>Quizzes and Other Assignments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-May</td>
<td>Chapter 18 Introduction to Managerial Accounting</td>
<td>E18-14, E18-20, E18-21, E18-22</td>
<td></td>
</tr>
<tr>
<td>15-May</td>
<td>Chapter 19 Job Order Costing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20-May</td>
<td>Chapter 19 Job Order Costing</td>
<td>E19-16, E19-17, E19-19, E19-20</td>
<td></td>
</tr>
<tr>
<td>22-May</td>
<td>Chapter 20 Process Costing</td>
<td>E201-15, E20-17, E20-19, E20-21</td>
<td></td>
</tr>
<tr>
<td>29-May</td>
<td>Exam 1</td>
<td></td>
<td>Covers Chapters 18-21</td>
</tr>
<tr>
<td>3-Jun</td>
<td>Chapter 22 Master Budgets</td>
<td>E22-22, E22-23, E22-25, E22-28</td>
<td></td>
</tr>
<tr>
<td>5-Jun</td>
<td>Chapter 23 Flexible Budgets and Standard Costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10-Jun</td>
<td>Chapter 23 Flexible Budgets and Standard Costs</td>
<td>E23-17, E23-19, E23-20, E21-21</td>
<td></td>
</tr>
<tr>
<td>12-Jun</td>
<td>Chapter 24 Cost Allocation and Profit Analysis</td>
<td>E24-21, E24-24, E24-25, E24-26</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recorded Lecture</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No class</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19-Jun</td>
<td>Exam 2</td>
<td></td>
<td>Covers Chapters 22-25</td>
</tr>
<tr>
<td>24-Jun</td>
<td>No Class</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26-Jun</td>
<td>Chapter 26 Capital Investment Decisions</td>
<td>E26-16, E26-17, E26-21, E26-23</td>
<td></td>
</tr>
<tr>
<td>1-Jul</td>
<td>Chapter 12 Partnerships</td>
<td>E12-14, E12-17, E12-19, E12-20</td>
<td></td>
</tr>
<tr>
<td>8-Jul</td>
<td>Chapter 17 Financial Statement Analysis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10-Jul</td>
<td>Chapter 17 Financial Statement Analysis</td>
<td>E17-14-E17-17, E17-18, E17-20</td>
<td></td>
</tr>
<tr>
<td>15-Jul</td>
<td>Exam 3</td>
<td></td>
<td>Covers Chapters 26, 12, 16, 17</td>
</tr>
</tbody>
</table>