

2012

# ACCT 201-07B Introductory Managerial Accounting

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**Xavier University**  
**Williams College of Business - Department of Accountancy**

**Introductory Managerial Accounting (ACCT 201-07B)**  
**Fall Session 2012 - Instructional Syllabus**  
**October 7, 2012 to December 8, 2012**

**MISSION OF THE WILLIAMS COLLEGE OF BUSINESS:** We educate students of business, enabling them to improve organizations and society, consistent with the Jesuit tradition.

<b>INSTRUCTOR:</b>	Lawrence P. Merkel, Xavier University MBA
<b>LECTURE SCHEDULE:</b>	Saturday Afternoon, 12:45 PM to 4:15 PM
<b>PHONE:</b>	812-933-0405
<b>EMAIL ADDRESS:</b>	<a href="mailto:merkell1@xavier.edu">merkell1@xavier.edu</a> (for regular communication)
<b>OFFICE HOURS:</b>	Before and after class in Smith Hall 249 and Smith Hall Room 105 by appointment
<b>BLACKBOARD WEBSITE</b>	Blackboard.xu.edu

**REQUIRED TEXTS:**

1. **Managerial Accounting for Managers**; Noreen, Brewer, Garrison **2nd edition**; McGraw-Hill/Irwin, 2008; ISBN: 978-0-07-352713-0
2. Other readings as assigned and distributed during the semester.

**ONLINE CONTENT AND EMAIL:**

Online content for this course will be administered via Blackboard. I will use Blackboard for announcements, quizzes, assignments, projects and email to communicate with the class. I will generally check my email two times per weekday.

**COURSE PREREQUISITE:**

ACCT 200 (Introductory Financial Accounting) or equivalent.

Other skills that will enhance one's learning

1	Algebra	Must be capable of setting up formulas and solving for unknown variables.
2	Windows	Must be capable of saving a file, renaming a file, attaching a file to an Email message
3	MS Word	Most quizzes are in a Word document along with the answer sheet. Be capable of entering quiz answers on a Word document form; saving it to a new file name and attaching the file to an Email message
4	MS Excel	Must be capable of setting up worksheets from a predefined format with new input, entering data, formatting data to different styles, entering simple equations, renaming, saving, and attaching files to Email etc.
5	Blackboard	Be familiar with finding documents and information in Course Content, Assignments, Announcements and other features of Blackboard.

**COURSE OBJECTIVES:**

Managerial Accounting focuses on identifying, measuring, analyzing, and interpreting financial data that is used to support business decision-making. Students will be expected to:

1. Apply relevant cost management concepts to enhance ethical reasoning and communication skills.
2. Analyze data using mathematical and technological techniques to develop **critical thinking skills** and format results in a professional manner.
  - a. WCB graduates will be able to think logically, reason quantitatively, and utilize appropriate analytical techniques and technology when evaluating and making decisions. Use of Excel for homework problems will be the preferred method.
3. Evaluate cost management systems to enhance technological skills and knowledge.

Course content is based upon the following topic areas:

1. Cost terms, concepts and classifications; cost behavior; relevant costs for decisions
2. Cost accounting: job order systems; variable and absorption costing
3. Planning: budgets; flexible budgets
4. Evaluation: Standard costs; balanced scorecard; segment reporting

**CLASSROOM CONDUCT**

If you are absent, please send me an email at my Xavier address to explain why. You are primarily responsible for making up any material from classes you miss. I will answer questions you have, but will not repeat entire lectures.

Class starts promptly at the beginning of the assigned time. Please do not arrive late unnecessarily. Please turn off mobile phones, iPods, and other electronic devices while in the classroom. Failure to do so is inconsistent with the purposes of the class sessions and common courtesy. If there are extenuating circumstances (e.g., you are expecting an important phone call), please notify the instructor before class. I deem texting as inappropriate actions within my classroom. Laptops, iPads, Kindles, Nooks etc used for the course material or eBooks are acceptable.

**GRADING:**

Course letter grades are assigned according to the following scale:

Letter Grade	Numeric %
A	94-100%
A-	90-93%
B+	88-89%
B	84-87%
B-	80-83%
C+	78-79%
C	74-77%
C-	70-73%
D+	68-69%
D	64-67%
D-	60-63%
F	Below 60%

The grade of "I" (Incomplete) is not assigned except for special situations. All grading criteria will be completed during the semester. I have the sole right to assign grades at the end of the term. I will use "plus" and "minus" grades at my discretion. Factors that will affect any adjustments include professionalism (attendance, punctuality, and communication), class participation, and other indicators of effort. **Any requests from students to increase grades will be denied.**

Note that the university considers an "A" to represent "exceptional" work. I will give an "A" to all students who earn enough points during the course. However, earning an "A" in this course will require complete understanding of the material and being able to apply it to situations beyond the basic examples provided in the course.

Grading is based on the following assignments: **(Subject to change)**

Item	Quantity	Points	Subtotal	Weight
Exam 1	1	100	100	60%
Final exam	1	100	100	
Quizzes	5	20	100	35%
Spreadsheet assignment	1	60	60	
Homework	5	5-10	25-50	
Attendance	9	2	18	
In Class Participation		Up to 40 points	40	5%
<b>Total</b>			<b>443</b>	

**Additional assignments and points may be added at my discretion**

For each class, there will be "a designated calculator"; a student who performs calculations for me to make for a smooth flowing class. A signup sheet will be available for first and second class. Each student **MUST** sign up.

To ensure fairness, everyone must sit for exams at the same time. Those absent will receive a score of zero. Certain circumstances may justify an exception if the instructor is notified **in advance** and if the reason is considered to be appropriate.

#### **Late turn ins of assignments**

Time late	Grade Penalty
10 – 60 minutes	5%
61 minutes to 24 hours	10%
25 hours to 48 hours	20%
49 hours to 72 hours	30%
73 hours to 96 hours	40%
97 Hours to 120 hours	50%
121 hours to 168 hours	75%
169 hours or more	Zero score

#### **Department of Accountancy policy on the use of calculators:**

**During examinations, no programmable calculators of any type, or calculators in mobile phones or other electronic devices, may be used unless approved by me. Business calculators like the TI-BAII are acceptable**

**ASSIGNMENTS:**

Assignments done outside of class especially homework problems should exhibit proper **format**, spelling, grammar, punctuation, etc. I will return assignments for correction as I deem necessary.

Chapter problems are suggested (not required) and will be the basis for class discussions, specific exercises will be assigned as part of the Course schedule. Depending on the relevance, I will post answers in Blackboard after the class sessions.

**Exams:** my practice is to write "difficult but fair" exams to distinguish the levels of performance. It is possible that students will not finish the final exam in the time allowed. Exams are not intended to be a measure of your effort, but rather your performance.

Depending on the first exam distribution of grade scores, a Grade Adjustment Assignment (GAA) might be used to adjust grade scores. The GAA is optional to students if assigned.

The **final exam** is not comprehensive and will cover important material from the Second exam. The final exam will be per XU exam schedule, in our regular classroom Smith Hall Room 249.

**Quizzes** are to be done *individually* and will be administered via Blackboard or in class. For quizzes posted on Blackboard you may take them at **any time before their due date**. Quizzes will primarily cover material from the most recent topics covered in class. However, any material that has not been covered in class but noted in the textbook chapter learning points may be covered on the quizzes. Submission of quiz answer sheets are through Xavier email system. **All Quizzes will be due at 6:00 PM for the date noted in the course schedule. Be sure to check announcements for when quizzes are posted.**

**Spreadsheet assignments** are to be done *individually*. **They are to be turned through Xavier email system and due at noon on their due date.** These may be done in any major spreadsheet program (Excel, Apple Numbers, Google Spreadsheets, OpenOffice, etc.). I will post detailed assignments on Blackboard. I do not expect that all students are equally proficient with spreadsheets; however, I will expect to see learning and improvement during the semester. I will also provide specific guidelines to follow, in the interest of teaching good spreadsheet practices. **When turning in the spreadsheet, use the filename format "Merkell spreadsheet 1.xls," replacing my name with your last name and first initial, and "x" with the assignment number.** I will deduct points for spreadsheets turned in without this filename format.

**CLASS PREPARATION:**

**Regular and prompt attendance and participation are expected from all students.** I will call on students to answer questions during class. You are not expected to always have the right answer – wrong answers can be instructive and helpful. But you are expected to discuss the question and your approach to an answer. Readings and assignments should be thoroughly studied prior to each lecture session and should be frequently reviewed during the semester. Students are also encouraged to seek assistance from the instructor throughout the semester. I cannot guarantee that I will have additional office hours near exam dates.

**Attendance is expected at all classes and will be taken.** I will employ the use of name cards in this class and you are responsible for bringing them to each class session. **TWO excused absences will be allowed if I am notified via email in advance without affecting Attendance points. Leaving early or late arrivals (after 10 minutes) without notification will be counted as an unexcused absence.**

**ACADEMIC HONESTY:**

Academic life requires a trust based upon integrity of the written and spoken word. Violations of certain standards of ethical behavior will not be tolerated at Xavier University. These include all forms of cheating, plagiarism, and unauthorized assistance on any **graded** assignments, quizzes and exams. **All assignments in this class, unless otherwise specified, are to be done individually. All materials that you submit for grading must be entirely your own work.** Anyone who *receives or gives* unauthorized assistance on any assignment will be guilty of violating this policy. **If you are unsure of how to apply this policy to a particular situation, you should discuss it with me before turning in any assignments. The penalty for violations of the academic honesty policy will depend on the severity of the situation.** Further, in accord with the University's policy, I will report all instances of academic honesty violations through the proper protocol procedure within the Williams College of Business.

**LEARNING DISABILITIES:**

Pursuant to Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act, academic adjustments that are reasonable and appropriate accommodations will be made for those students with learning disabilities. For student to receive valid and warranted accommodation, he must register with the Xavier University Learning Assistance Center (LAC) at the beginning of the semester. After the student has received counseling and evaluation, the director of the LAC will generate documentation identifying appropriate accommodation. This confidential documentation will then be discussed and signed by the instructor and the student.

Please note that the instructor is not able to evaluate learning disabilities or determine appropriate accommodation; nor is he able to evaluate medical or other pertinent documents. These tasks can only be performed by the staff members of the Xavier University Learning Assistance Center.

**AUDITORS (AU):**

To "Audit" a course of study signifies that academic credit is not awarded and the instructor does not assign a grade. Therefore, no quizzes, cases, examinations, or other assignments will be graded by the instructor. It is presumed that the auditor desires the structure of a course syllabus to provide an organized learning environment. It is expected that the auditor will attend all regularly scheduled lecture sessions. I welcome class participation and will do my best to evaluate written assignments if the auditor asks.

**WITHDRAWALS AND CHANGES IN ENROLLMENT STATUS:**

Academic calendar dates and academic regulations are published by the University in its Catalogs, Programs, and Schedule of Classes.

Particular date to be noted for the semester: Last day to withdraw is (Check on Blackboard).

**INSTRUCTIONAL SYLLABUS: see pages 6 and 7.**

The instructional syllabus is subject to change by class announcement. The material listed in the syllabus will be covered as time permits. The textbook should be brought to each class session.

**COURSE SCHEDULE – subject to change**

#	Date	Topic	Exercises and problems (basis for discussion)	Due Date (Quizzes or spreadsheets)
1	October 9	<ul style="list-style-type: none"> <li>Syllabus/introduction to the course,</li> <li>Chapter 1 Managerial Accounting and the business environment.</li> </ul>		First assignment due Friday, Oct 12 at 6:00 PM
2	October 13	<ul style="list-style-type: none"> <li>Chapter 2 Managerial Accounting and Cost concepts</li> <li>Chapter 3 Cost Behavior: analysis and use</li> </ul>	2-4,2-5,2-6, 2.9, 2-10, 2-11, 3-1, 3-3, 3-4, 3-5, 3-8,	
3	October 20	<ul style="list-style-type: none"> <li>Income statements concepts from Chapter 2 and 3</li> <li>Chapter 4 Cost volume profit relationships</li> </ul>	4-1, 4-3, 4-6, 4-7, 4-9	<ul style="list-style-type: none"> <li>Quiz #1 on Chapter 2 &amp; 3 due October 19, 6:00 PM</li> </ul>
4	October 27	<ul style="list-style-type: none"> <li>Chapter 5 Systems Design – Job order costing</li> <li>Chapter 6 Variable Costing</li> <li>Review <b>study guide for Exam 1.</b></li> </ul>	5-1, 5-3, 5-4, 5-5, 5-6 6-1, 6-2, 6-3, 6-10	Quiz #2 on chapters 2 & 3 Income Statement and chapter 4 due October 26, 6:00 PM
		<ul style="list-style-type: none"> <li><b>Exam 1 will be a Take Home Exam/Sunday Exam covering chapters 2 to 6</b></li> </ul>		
5	November 3	<ul style="list-style-type: none"> <li>Chapter 7 Activity Based Costing</li> <li>Chapter 8 Profit Planning</li> <li>Discuss take home Excel assignment</li> </ul>	7-2, 7-3, 7-4, 7-5 8-1, 2, 3, 4, 5, 6, 7	
6	November 10	<ul style="list-style-type: none"> <li>Chapter 9 Flexible Budgets and Performance Analysis</li> <li>Review Exam</li> <li><b>Cash Budget "Survivor" event - ????</b></li> <li>Chapter 10 Standard costing and operating performance measures</li> </ul>	9-1, 2, 3, 4, 6, 8 10-1 through 10-6	Quiz on Chapter 8 & 9 due 11-09-2012 at 6:00 PM

7	November 17	<ul style="list-style-type: none"> <li>• Take Home Excel assignment is due</li> <li>• Chapter 11 Segment Reporting and Decentralization</li> </ul>	11-1, 11-2, 11-3	
8	December 1	<ul style="list-style-type: none"> <li>• Chapter 12 Relevant Costs for Decision Making</li> <li>• Chapter 13 Capital Budgeting Decisions</li> </ul>	12-2, 12-3, 12-4 13-1, 13-2, 13-4, 13-5 & 13-6	Quiz on 10 & 11 <b>due on November 30 at 6:00 PM</b>
	Week of December 5th	Schedule review session at (students discretion)		
9	December 8	Final Exam Chapters (8-13)		

**Homework** – Problems and due dates to be determined based on class discussions and content covered. Will be assigned in class and through Blackboard Announcements