Instructor: Deborah McBride  
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Phone: 314-516-4605 (office)  
Office: T1211 (Tower 12th floor)  
Office Hours: Tuesdays & Thursdays: 12:15 p.m. – 1:00 p.m. and 4:30 p.m. – 5:15 p.m.  
Alternate times by appointment; E-mail anytime

Text and reference material

Required Materials
2. MyAccountingLab Online Access Code  (If you purchase your textbook from the UMSL bookstore, this code should be included with the textbook.)  
3. Cases, PowerPoint presentations, worksheets, and other course materials posted to MyGateway  
4. Basic or financial calculator (programmable calculators not allowed on exams.)

Course Description and Objectives

Accounting 3411 is a cost accounting course designed to equip students to make effective and efficient use of accounting information in managerial decision making. Modern cost/managerial accounting theory and practices will be covered, including job order costing, process costing, cost allocation, the development and use of standard costs, and the use of cost information for strategic decision analysis and support.  
The objective of this course is to develop an understanding of cost management principles and provide an opportunity to develop skills in applying these principles through problems, cases, and class discussion. This course will also focus on helping you to develop important skills, including the ability to work successfully in teams and the capacity to analyze business cases. Emphasis is placed on reasoning skills, not memorization. A major objective of this course is to further develop analytical skills through problem-solving and thoughtful participation in class as part of preparation for a professional career.

Course Prerequisites

- Math 1030  
- ACCTNG 3401  
- Campus GPA ≥ 2.0  
- Accounting GPA ≥ 2.3 (upper level accounting courses, 3000-level and above, taken at UMSL)

E-mail & MyGateway Course Site

It is assumed that you have an UMSL email account that you check DAILY. E-mails relating to the course will be sent to your UMSL e-mail account. Every UMSL student has an UMSL account. If you do not regularly check your UMSL account, it is your responsibility to forward your UMSL account to the email account that you do use.  

You are expected to access the MyGateway (Blackboard) course site so that you can download important course information / materials, as well as check course announcements. In most instances, communication regarding information that impacts all students enrolled in the course will be e-mailed and/or posted on the MyGateway course site under the “Announcements” button. Please be sure to check the MyGateway site on a DAILY basis.
Grading Summary

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (4 exams, 200 points each)</td>
<td>800</td>
</tr>
<tr>
<td>MAL Online Quizzes (15 quizzes worth 10 points each)</td>
<td>150</td>
</tr>
<tr>
<td>MAL Online Homework (15 assignments worth 10 points each)</td>
<td>150</td>
</tr>
<tr>
<td>Preparation / Participation / Professionalism</td>
<td>60</td>
</tr>
<tr>
<td>Subtotal of Points Possible before end of semester dropped items</td>
<td>1160</td>
</tr>
<tr>
<td>Lowest qualifying exam score dropped at the end of semester</td>
<td>-200</td>
</tr>
<tr>
<td>Two lowest MAL online quiz scores dropped at the end of semester</td>
<td>-20</td>
</tr>
<tr>
<td>Two lowest MAL online homework scores dropped at the end of semester</td>
<td>-20</td>
</tr>
<tr>
<td>Final Total Points Possible</td>
<td>920</td>
</tr>
</tbody>
</table>

Grade Assignment

Grades are based on the percentage of available points you EARN. The course will use standard grade distribution ranges (i.e., 90-100%=A range, 80-90%=B range, 70-80%=C range, 60-70%=D range, below 60%=F). The assignment of plus/minus within these categories will be determined at the end of the course based on breaks in the overall distribution of grades and the instructor’s discretion. Please note that total course points / percentages are never “rounded up” to the next grade level.

Your grade is determined by the points YOU EARN throughout the semester. Decide to work NOW for the grade you want. Don’t wish at the end of the semester that you would have worked harder. The key to doing well in this course is not last minute individual extra credit projects, which are never allowed, but rather regularly attending class, paying close attention, taking notes, working on all problems (class activities, homework, and quizzes), studying, and seeking assistance / tutoring. If you don’t understand something, ask me to clarify as soon as possible. Don’t wait until the day before an exam. For the majority of students, there is a high correlation between doing well in the course and regular attendance, class preparation, and completion of all assignments.

Exams

There are four exams on the following dates:

- Midterm Exam I: Tuesday, February 14, 2017
- Midterm Exam II: Tuesday, March 14, 2017
- Midterm Exam III: Tuesday, April 18, 2016
- Final Exam (Exam IV): Per UMSL Schedule of Final Examinations:
  - T/Th 11:00 AM class: Tuesday, May 9, 2016, 10:00 am – noon
  - T/Th 5:30 PM class: Tuesday, May 9, 2016, 5:30 pm - 7:30 pm

All students must take exams as scheduled. **No make-up exams will be given except in cases of extreme personal emergency.** All exam dates are provided at the beginning of the semester to allow adequate time to plan and eliminate any potential schedule conflicts. Make all arrangements necessary to ensure that you will be in class to take the exam. If a student has an acceptable reason for missing an exam (e.g., death in the family, provable personal illness), BEFORE the exam takes place the student is responsible for both contacting the instructor AND obtaining permission from the instructor to miss the exam. The student is also responsible for providing the instructor with written documentation from a third party (e.g., from a Doctor) with the specific reason. Failure to obtain the necessary advance permission is equivalent to an unexcused absence and a grade of zero will be assigned for the student on that exam and the score will not qualify to be dropped at the end of the semester. If the student receives advance permission to miss an exam, the time and date of the make-up exam will be decided solely at the instructor’s discretion.

The exams are not cumulative; HOWEVER, the later material in the course builds upon earlier material. Material covered earlier in the semester provides the foundation for concepts that will be covered later in the course. Mastering and retaining the earlier material is essential for learning and understanding later material in the course.

Exams will cover both material discussed in class and material from the assigned textbook reading that were not discussed in class. **In addition, exams will definitely include problems you have never seen before** – where you must demonstrate your ability to apply a familiar concept to a new situation. This is NOT an attempt to “trick” you. Rather, the
purpose is to demonstrate mastery of the material and show that you can apply the concepts in a variety of settings/scenarios. You will need to learn, understand, and master the course concepts in order to apply those tools to a variety of situations. This is not a class where you can simply memorize a specific problem and expect to perform well on the exam.

At the end of the semester, when determining your total exam points, the lowest qualifying exam score will be dropped. In other words, at the end of the semester, only three of the four exam scores will be included in the sum of total points earned for the course. The exam score that is excluded from the calculation will be the lowest qualifying exam score.

Since the lowest qualifying exam score will be dropped at the end of the semester, students who are happy with their estimated grade earned prior to the final exam AND who have successfully achieved specific prerequisites (described below) prior to the final exam may choose to skip the final exam. Students who miss / skip the final exam without satisfying ALL of the listed prerequisites will have a score of zero (0) recorded for that exam and that exam score will NOT qualify to be dropped at the end of the semester. In other words, that zero (0) exam score will be one of the three exam scores retained in computing the final course grade.

A student passing the course must have demonstrated a minimum level of mastery of all of the course materials, not just a portion of the course materials. In order for that requirement to be satisfied while still allowing for a lowest dropped score, a student must have successfully completed all exams or else met all of the specified prerequisites to miss one of the exams. This ensures that mastery of the course concepts have been demonstrated in some form for all course materials by the end of the semester.

Prerequisites for missing / skipping the final exam (all 5 prerequisites must be met):

1. The minimum combined points earned on the first three exams must be at least 390 points / 600 points.
2. All homework assignments and all quizzes related to the final exam (HW #13, HW#14, HW #15, Quiz #13, Quiz #14, Quiz #15) must be fully completed and the minimum average combined score for those homework assignments and quizzes must be 70% (42/60) or higher.
3. 100% attendance in all classes covering material on the final exam (April 20, 25, & 27, May 2 & 4). Note: exceptions may be made on a case-by-case basis for documented absences for circumstances beyond the student’s control.
4. After requirements 1-3 have been satisfied, notify the instructor (by e-mail) at least 24 hours before the scheduled final exam date and time that he/she would like to skip the final exam.
5. Written instructor approval (by e-mail) to skip the final exam must be received prior to the final exam.

For students completing the final exam, items (1), (2), and (3) above must be satisfied in order for the final exam to qualify to be the lowest dropped exam score. If items (1), (2), and (3) above have not been met, then only exams 1 through 3 would qualify to be dropped at the end of the semester.

Students may NOT skip Exam 1, Exam 2, or Exam 3, for any reason. The potential to skip an exam applies only to the final exam and only if ALL of the prerequisites identified above have been met and the student is earning a passing grade for the course.

While students meeting all of the prerequisites listed above can choose to skip the final exam, I recommend that all students plan to take the final exam. I will not make any changes to the grading scale (i.e. plus / minus breaks) until after all course scores (including the final exam and case study) have been calculated. If you choose not to take the final exam, then you are agreeing to accept your final number of points earned at that point, and the corresponding unrounded percentage and grade earned, before the final exam. Because of the allowance to drop the lowest qualifying exam score at the end of the semester, choosing to take the final exam has the potential to increase your total points earned and is your final opportunity to earn additional points to raise your grade.

Please note that total course points / percentages are never “rounded up” to the next grade level, whether you take the final exam or not. Final grades are always assigned based on actual, unrounded points earned.

Other exam information:
Exams are the property of the instructor. Only basic or financial calculators may be used on exams. Calculators that are programmable cannot be used during the exam. Other electronic devices, cell phones, calculators that store text, etc. are not allowed for exams. Calculators cannot be shared.
MAL Online Quizzes

MyAccountingLab (MAL) online quizzes will be given throughout the semester to give students an opportunity to practice the material and receive preliminary feedback on level of mastery before seeing the material on an exam. Each quiz has only 5-6 questions, so it is not comprehensive feedback.

There will be 15 MAL Online Quizzes over the course of the semester and each quiz will be worth 10 points. You will only be allowed ONE (1) attempt to complete each quiz. Once you start the quiz, you will have 15 minutes to complete it. Quizzes are INDIVIDUAL assignments and should NOT be discussed with other students. To increase your likelihood of doing well on the quiz, I recommend that students complete all of the assigned homework / activities BEFORE taking the quiz.

The quizzes will be administered online using MyAccountingLab (accessed through our MyGateway site). Quizzes will become available at least 48 hours before the quiz due date and time. You can take the quiz at any point during that 48-hour+ period of time and, as stated above, each quiz has a 15-minute time limit. Quizzes must be submitted before the due date and time listed in the Tentative Assignment Schedules (see the course Tentative Assignment Schedules for specific due dates and times). If you do not complete and submit the quiz before the due date and time, you will receive a zero for the quiz. No make-up quizzes will be given. The two lowest quiz scores will be dropped at the end of the semester.

As indicated, no make-up quizzes or due date extensions will be given for any reason (including computer / technical issues). The allowance for the 2 lowest quiz scores to be dropped at the end of the semester is in place in order to compensate for zero or low quiz scores resulting from situations that are beyond the student's control (e.g., computer malfunction, program malfunction, loss of internet connection, fire alarm going off in the middle of a quiz, etc.). If you choose to miss a quiz for other reasons within your control (e.g., vacation, forgetfulness, waiting until the last minute, etc.) or if you earn a low score for reasons within your control (e.g., lack of preparation, not allowing enough time before the quiz due time, etc.), you will not receive additional drops (or any other type of special treatment) to compensate should you later experience a situation that is beyond your control.

Although the two lowest quizzes will be dropped at the end of the semester, this is not intended as an opportunity for students to choose to “skip” a quiz. All quizzes are essential for demonstration of mastery of the course materials and for feedback on your level of course mastery. Even if you were to score 10/10 on your first 12 quizzes, you should not choose to skip any of the last three quizzes of the course. Skipping any homework assignment or quiz related to the final exam could eliminate options related to the final exam. (See exam section above for more details.)

Please don't wait until the last minute to complete the assigned quizzes. There may be heavier traffic loads on the system during those times which may increase the chances of technical issues occurring. If the ENTIRE MyAccountingLab and/ or MyGateway website is down (very rare), then an extension of the due date may be considered.

Further detailed information on registering for MyAccountingLab is posted on MyGateway. You will be able to view all of your quiz scores in the MyAccountingLab results link as you complete them. Those scores will also be automatically uploaded to the MyGateway gradebook throughout the semester.

MAL Online Homework Assignments

Homework problems are assigned for the purpose of developing your ability to apply the concepts and theory of cost accounting to business operations and to allow you to PRACTICE and MASTER the material. In order to succeed in this course, it is critical that you keep up with the homework and that you continue to complete homework and/or practice problems until you have mastered the material.

There will be 15 homework assignments throughout the semester and each assignment will be worth 10 points. The two lowest homework scores will be dropped at the end of the semester. See the course tentative assignment schedules for homework due dates and chapter coverage.

The homework assignments will be completed online using MyAccountingLab (accessed through our MyGateway site). Please see the MyGateway (Blackboard) site for registration, usage and product support information. The assigned
homework problems will be algorithmically generated so that each student will receive a unique homework assignment. You are free to discuss the homework with your classmates / team members, but you must submit your own individual answers.

Because the intent is to practice and improve your understanding, you will have the option to “check your work” up to three times in order to see if your answer is correct before you submit the problem for final scoring. A correct answer or continued incorrect answers after the third “check your work” will submit the question for scoring. If you exhaust your maximum of three “check your work” opportunities without arriving at the correct solution, you also have the opportunity to rework a new (but similar) problem up to two more times. In other words, you can work / re-work a problem (with different numbers) up to three times. Within each of those attempts, you can “check your work” up to three times, if needed. Problem information remains the same through all three potential “check your work” opportunities; however, when you select the option to rework a new version of the problem, then you will be given a similar question but with different problem information and different numbers.

Unless there are a lot of questions or difficulties solving homework problems, we will not go over homework solutions during class. The online homework program provides a correct solution to each problem after you have submitted your answers. Many homework solutions also include a step-by-step guide of how it was solved. If you are still unsure of how to solve a problem after reviewing the online solutions, you should e-mail or meet with the instructor or the tutor for additional help.

The homework is due by the date and time listed in the Assignment Schedule. However, you can complete and submit the homework at any point before the due date. Homework cannot be submitted after the due date. Don’t wait until the last minute to complete your homework in case you have computer issues (computer issues are not a valid excuse for missing an assignment). Because homework is available online well before the due date, there are NO extensions for homework regardless of the reason. Late homework will NOT be accepted. If the ENTIRE MyAccountingLab and/or MyGateway website is down or has technical problems close to the due date (which is VERY rare), then an extension of the due date may be considered.

I allow for the 2 lowest homework scores to be dropped at the end of the semester in order to compensate for zero or low homework grades resulting from situations that are beyond the student’s control (e.g., computer malfunction, program malfunction, loss of internet connection, etc.). This is not intended as an opportunity for students to choose to “skip” a homework assignment. If you do choose to miss a homework assignment for reasons within your control (e.g., vacation, forgetfulness, waiting until the last minute, etc.) or you earn a low score for reasons within your control (e.g., lack of preparation, not allowing enough time before the homework due time, etc.), you will not receive additional drops (or any other type of special treatment) to compensate should you later experience a situation that is beyond your control.

Although the two lowest homework assignments will be dropped at the end of the semester, this is not intended as an opportunity for students to choose to “skip” a homework assignment. All homework assignments are essential for practice and mastery of the course materials. Even if you were to score 10/10 on your first 12 homework assignments, you should not choose to skip any of the last three homework assignments of the course. Skipping any homework assignment or quiz related to the final exam could eliminate options related to the final exam. (See exam section above for more details.)

Further detailed information on registering for MyAccountingLab is posted on MyGateway. You will be able to view all of your homework scores in the MyAccountingLab results link as you complete each assignment. Those scores will also be automatically uploaded to the MyGateway gradebook throughout the semester.

### Case Studies

Throughout this course, case studies are used to illustrate the material. These case studies attempt to simulate business decisions so that you gain some expertise in the use of accounting information for organizational decision-making. Unlike problems or exercises, case studies will not always have “correct” solutions. Instead, they may require you to make interpretations, assumptions and judgments that may vary from one person to the next. Some of the material or requirements may be unformulated — in which case, you will need to decide how to proceed. One of the benefits of casework is that it prepares students for a world in which different interpretations and judgments are the rule rather than the exception and you are not given ten numbers and told to calculate an answer.
**Textbook Reading, Class Worksheets, and Chapter Questions**

Preparation for class is critical to effective and productive classroom learning. Students are assigned to read specific textbook pages/chapters in preparation for each class period and are provided with end-of-chapter questions to study in order to prepare for class. The advance reading and questions will provide a familiarity with the basic concepts to be covered and allow for a common foundation upon which to build, explore, and expand during class time. Responses to the end-of-chapter questions are never submitted for grading. However, each of the concepts will be discussed during lectures, discussions, and class activities and student participation in in-class discussions and responses to in-class questions indicate individual preparation and are a component of earning preparation/participation/professionalism points.

In addition to the textbook reading and chapter questions, students will be provided with worksheets containing cases, problems, and activities relating to the material being covered. Students will be expected to complete some worksheets individually outside of class time; other worksheets will be completed in groups during class time. Whether completed individually outside of class or as a group during class time, the solutions to these worksheets will be discussed in class. Should time constraints prevent covering worksheet solutions during class time, then, and only then, will the solutions be posted online. Worksheet solutions covered during class time will not be posted online.

Preparation/participation/professionalism points related to these worksheets are earned through your contribution to the class discussions and worksheet solutions. Intermittently throughout the semester, I will also ask students to submit selected answers, completed activities, or worksheets. This will not be announced in advance. Students are responsible for coming to class fully prepared with the assigned materials every class period.

**Preparation / Participation / Professionalism**

The points earned for preparation/participation/professionalism are NOT attendance points. Just as you do not earn a high grade on an exam simply by showing up for the exam, you cannot earn a high grade for preparation/participation/professionalism simply by showing up for class.

Advance preparation (i.e., chapter reading, completing assigned worksheets, etc.) is expected of each student and is necessary if you are to actively participate during class. Active participation during class time is an integral part of this course. Students actively participate through individual contributions to group work and assignments; individual contributions to class discussions; and full engagement in class lectures, discussions, activities, etc. Everyone has interesting and differing points of view and different ways of understanding issues and problems. A learning opportunity is missed if you do not share your perspective with the rest of the class (and allow others to do the same). In addition, most of one's life (professional and otherwise) is spent participating in discussions. This is an opportunity to practice skills of clearly and succinctly expressing your ideas to others. Treatment of other's comments with respect and dignity is part of my evaluation of your participation.

Every student is expected to conduct herself/himself in a professional manner. Professionalism includes (but is not limited to): attendance; timeliness; substantive class contribution and participation as exhibited by an ability to effectively discuss assignments and class activities; cooperation; participation in group work and class activities; and respect for BOTH your colleagues and instructor. Unprofessional behavior includes (but is not limited to): late arrival; carrying on side-conversations while the instructor or fellow students are addressing the class; excessive talking in class; sleeping; cell phone ringing/texting; disruptive or disrespectful behavior; refusal to participate in group assignments or discussions; excessive absences; and computer (or other electronic device) usage during class unrelated to the class and current discussion/activities (i.e., emailing, internet surfing, texting, etc.). Being absent from more than four class periods over the course of the semester would fall under the category of “excessive” and represents unprofessional behavior unless there is a documented extended medical issue or similar extenuating circumstances.

**Think and act as if you are a professional on the job!** Any unprofessional behavior can wipe out all participation/professionalism points for the entire semester.

The 60 points for preparation/participation/professionalism points are earned by YOU. Every student will start the semester with the potential to EARN all of these points through active participation in discussions, professional behavior, attendance, preparation, and completing assigned class activities. A record of 100% attendance alone (as an aspect of professionalism) is worth, at most, 10 of the 60 points possible for participation/professionalism. You do have to be in attendance to have the potential to earn those preparation/participation/professionalism points, but remember, just like an exam, you can’t earn a high score by attendance alone.
The public places confidence and trust in accounting professionals and expects them to display high ethical standards. The business curriculum is structured primarily to produce graduates who possess the knowledge and skills necessary for success in their professional careers. These skills include the ability to reason through a situation involving an ethical dilemma. Applying appropriate professional behavior as a student will develop into professional integrity when you enter the profession.

Academic dishonesty will not be tolerated in this course. The College of Business has established the following Academic Dishonesty Policy:

All students assume, as part of their obligation to the University, the responsibility to exhibit in their academic performance the qualities of honesty and integrity. All forms of student dishonesty, including cheating, fabrication, facilitating academic dishonesty, and plagiarism are subject to disciplinary action. The Student Code of Conduct and the UMSL Academic Dishonesty Guidelines apply. The Student Code of Conduct can be found at: [http://www.umsl.edu/~studentplanner/policies/conductcode.html](http://www.umsl.edu/~studentplanner/policies/conductcode.html)

You are expected to make an ethical and moral commitment to act appropriately in all academic activities and to not engage in or tolerate in others any dishonest or unethical behavior.

Specifically, the following actions are considered inappropriate conduct:

- Providing or accepting assistance on quizzes or examinations
- Cheating by any method or means (including sharing information between class sections).
- Behaviors which are disruptive, which are insensitive, or which directly or indirectly inhibit others from working toward their academic goals.
- Behaviors which are disrespectful to classmates or the instructor.
- Plagiarism (submitting work derived by another student or preparing work for another that is to be used as that person’s own work). Using work of another is an act of plagiarism. Evidence of plagiarism or of shared work will result in a grade of zero for all teams/individuals involved.

Please note: Each individual assignment must be the result of your own work. You may not use papers from other students—either currently enrolled in the course or from previous semesters—for writing, documentation, etc. During exams, do not let your eyes wander. If you are caught cheating on any assignment or exam, you will (at a minimum) receive a grade of zero for the assignment or exam and a grade of zero for the semester for “preparation / participation / professionalism.”

The withdrawal deadlines established by the University for the semester are as follows:

- Monday, February 13, 2017 – Last day to drop a course or withdraw from school without receiving a grade.
- Monday, March 13, 2017 – Last day to drop a course with an EX grade assigned without instructor approval.
- Monday, April 17, 2017 – Last day to drop a course. Instructor approval is required. A grade of EX or EX-F will be assigned.

As indicated above, the last day to drop a course with no grade assigned is Monday, February 13, 2017. From Monday, February 13, 2017, through Monday, March 13, 2017, a student may withdraw and receive an “Excused” withdrawal for the course regardless of the grade that has been earned.

After March 13, 2017, and continuing through April 17, 2017, a student who withdraws from the course can receive an “Excused” withdrawal only if they have earned 60% or more of the total course points available up to the date of withdrawal. If a student withdraws during this period (March 14, 2017 – April 17, 2017) and has earned less than 60% of the course points available up to the date of withdrawal, then a grade of “EX-F” will be recorded for the semester. You cannot drop the course after Monday, April 17, 2017.
Accommodations for Students with Disabilities

Any student who has a disability (including a learning disability) that may prevent him/her from fully demonstrating his/her knowledge and abilities in this class should contact the Office of Disability Access Services, 144 MSC, (314) 516-6554 to formally request accommodations. Disclosure of a disability to UMSL is optional and confidential. However, students with accommodation needs are strongly encouraged to take advantage of the amenities here at UMSL. Disability Access Services will assist students with disabilities in engaging in the various aspects of classroom and campus life.

FINAL NOTE

This syllabus is a plan of action for the semester. It is NOT a contract and IS subject to change. The instructor reserves the right to make additions, deletions, and modifications to the syllabus and the course requirements with reasonable notification to the students enrolled in the course.