



ACCT 2000 Managerial Accounting

COURSE SYLLABUS

Hybrid

Spring Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 3/3000

Class Location: Vidalia Campus, Gillis Building, Room 839

Class Meets: 40 % Hybrid/ 60 % FTF 1-2 pm Monday/Wednesday

Course Reference Number (CRN): 40005

Preferred Method of Contact: [Lori Sweat \(lsweat@southeasterntech.edu\)](mailto:lsweat@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Lori Sweat

Office Location: Vidalia Campus, Gillis Building, Room 837

Office Hours: 7:15-8 am Monday/Wednesday, 2:30-3:30 Monday/Wednesday

Email Address: [Lori Sweat \(lsweat@southeasterntech.edu\)](mailto:lsweat@southeasterntech.edu)

Phone: 912-538-3100, extension 2223 or 478-289-2223

Fax Number: 912-538-3106

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND STUDENT HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

College Accounting: Managerial Accounting (Supplement); Dansby, 5th Edition, EMC Paradigm, 2012; ISBN 978-0-76384-642-8

REQUIRED SUPPLIES & SOFTWARE

Pencils, click eraser, ruler. A pen should NEVER be used in this course. Calculators are provided in the classroom, but it is recommended that you purchase a hand-held calculator for home use.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online

course.

COURSE DESCRIPTION

Emphasizes the interpretation of data by management in planning and controlling business activities.

MAJOR COURSE COMPETENCIES

Topics include: Managerial Accounting Concepts, Manufacturing Accounting using a Job Order Cost System, Manufacturing Accounting using a Process Cost System, Cost Behavior and Cost-Volume-Profit, Budgeting and Standard Cost Accounting, Flexible Budgets, Standard Costs and Variances, and Capital Investment Analysis and Budgeting. Laboratory work demonstrates theory presented in class.

PREREQUISITE(S)

None

COURSE OUTLINE

1. Managerial Accounting Concepts
2. Manufacturing Accounting Using a Job Order Cost System
3. Manufacturing Accounting Using a Process Cost System
4. Cost Behavior and Cost-Volume-Profit Analysis
5. Budgeting and Standard Cost Accounting
6. Flexible Budgets, Standard Costs and Variances
7. Capital Investment Analysis and Budgeting

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College (STC) has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (HYBRID)

- Students are expected to come prepared for each class meeting, focused and ready to learn. This means that it is necessary to read the chapters and work outside of class in order to succeed in this course. A detailed lesson schedule has been provided at the end of this syllabus.
- Students **MUST** wear their STC identification; one free lanyard is provided in the student affairs division. Students may **NOT** enter the classroom without their student id visible. This is strictly enforced.
- Students should complete all tests and assignments shown on the attached tentative lesson plan by the scheduled deadlines, unless otherwise notified of a change in deadline.
- Instructor reserves to modify the tentative lesson schedule attached to this syllabus with notice.
- Homework will be collected for a grade. Homework assignments will not be graded after the due date; a zero will be assigned if homework is not submitted on the due date. Students are expected to have all assignments (homework and other assignments) completed at the beginning of class on the date that it is due. No late submissions will be accepted; a zero will be recorded.
- There may be graded in class activities planned in which you will not be able to participate if you are not prepared for that day's class.

- Unannounced quizzes or in-class assignments are subject to be given every day. A grade of zero will be assigned for any quizzes or in class assignments missed. There will be no makeup of quizzes or in class assignments; a grade of zero will be assigned.
- Please make every effort to be in class every day. However, if you are SICK and CONTAGIOUS, please do not come to class.
- Students should subscribe to remind for reminders from the instructor via email or text. Instructions will be provided to students.

HYBRID ATTENDANCE

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career

Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of “W” (Withdrawn) is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a “W” for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.) The 65% point for spring semester is Monday, March 19.

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of “W”, will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

EXIT EXAM

All Accounting diploma and Accounting degree students are required to take the **Accounting Exit Exam** at the end of the semester the student is enrolled in ACCT 2000. The test will be administered by the Accounting Instructor and taken as a traditional timed exam. **Students must score 70% or better on this exam to successfully complete the course. Students scoring below 70 will be required to retake ACCT 2000.**

MAKEUP GUIDELINES

If a student misses a test, a grade of zero will be assigned. Only students with extenuating circumstances (who contact the instructor on the day of the test regarding their absence) will be allowed to take a makeup test, which will replace the zero. Extenuating circumstances are determined at the instructor’s discretion. If you send an email, please check for the instructor’s response regarding if/when you will be able to make up the test. Failure to check your email for the response will be no excuse for missing the makeup test. Unless otherwise scheduled with the instructor, it is expected that the test will be taken the next day, scheduled outside of regular class time. Please keep in mind that your instructor has to ask another instructor to administer the makeup test on the next day. If you do not contact instructor on the day of the missed test, you will receive a zero on the test, and there will be no opportunity to make up the test. Do not ask for an exception. **STUDENTS WILL ONLY BE ALLOWED TO TAKE ONE MAKEUP TEST DURING THE SEMESTER.**

Unannounced quizzes or in-class assignments are subject to be given on any day. A grade of zero will be assigned for any quizzes or in class assignments missed. There will be no makeup of quizzes or in class assignments. Please make every effort to be in class every day.

Assignment due dates are listed on the attached lesson plan. Students are expected to have the assignment completed at the beginning of class on the date that it is due.

Any zeros recorded will be included in the final score calculation.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College's Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Tests	40%
Exit Exam	30%
Luxurious Spa Practice Set	15%
Homework/In Class Assignments/Quizzes	15%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79

Letter Grade	Range
D	60-69
F	0-59

SYLLABUS ADDENDUM

Please note the following classroom courtesies, which are designed to maximize the classroom experience for you and your classmates.

- Class begins promptly at the start time shown on your schedule.
 - Please make arrangements to be here on time.
 - The classroom door is locked as a safety precaution; therefore arriving late will be disruptive and inconsiderate to your instructor and your fellow classmates. Expect to wait if you arrive late and a lecture is in progress.
 - Attendance is taken daily at the beginning of class. Failure to be present and accounted for at the beginning of class may result in missing an unannounced quiz, for which there are NO MAKEUPS.
- In an attempt to simulate a work environment, please notify your instructor if you are absent by emailing or leaving a voice message. To avoid telephone tag, please do not leave a message for your instructor to call you back. Leave a message with the information regarding your absence. You would call in to your workplace if you were going to be absent from your job; class is preparation for the workplace. See instructor contact information on the syllabus.
- The classroom is a learning environment; enter the classroom quietly EVERY DAY. Conversations should take place in the student center or outside. You will be asked to leave if you disrupt the class; this includes sleeping.
- Please do not turn on or use the computers while class is being conducted unless requested by your instructor.
- EVERY DAY--Please turn your cell phone on silent when in the classroom. In emergencies, please go outside the building to make or receive a call. If your phone interrupts class by ringing or vibrating, you will be asked to leave class.
- Also, no texting is allowed during class; you will be asked to leave class. Texting during a test, in particular, may result in an academic dishonesty policy violation being noted in your records.
- You may not use your cell phone or the computer as a calculator during a test. You will need to become familiar with the 10-key calculator provided in the classroom, or you may use your own calculator.
- No food or drinks are allowed in the classroom. Bottled drinks may be kept in your book bag or on the floor. They should never be open or consumed in the classroom. Do not bring an open can or cup into the classroom. If you have a medical condition that requires a snack or drink, you should contact Helen Thomas, [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Room 108 Vidalia Campus, to coordinate reasonable accommodations.
- Please dress appropriately for class. You may be asked to leave if dressed inappropriately, and you will be counted absent. Regardless of current fashion trends or the time you awoke for class, no hats, caps, or scarves covering the head are allowed in the classroom. This refers to both ladies and gentlemen.

- On test days, be considerate of others, and observe the following:
 - Enter the room quietly; your fellow classmates may be studying/preparing for the test.
 - Students will not be allowed to enter the classroom late on test days unless advance notice has been given to the instructor regarding an extenuating circumstance. Otherwise, if you are tardy, expect to receive a zero for the test, as you will not be allowed to enter the room late to disturb your fellow classmates. Coming to class late is disrespectful to your instructor and to your fellow classmates on any day, but particularly on a test day. All students deserve a quiet environment in which to test.
 - Always use a pencil; NEVER use a pen. Sharpen pencils BEFORE the test, NOT during the test.
 - Use the restroom BEFORE the test, NOT during, unless there is an emergency. If you have a special need that will regularly require leaving the classroom during a test, please see the Special Needs section of the syllabus and follow the protocol to receive accommodations.
 - Clear your desk of all books, working papers, notebooks, and other materials. Working papers and scratch paper will be provided. You only need a pencil, erasers, calculator, and a straight edge. Having any other materials on your desk will be considered an academic dishonesty violation.
 - It should be silent during testing; any communication between students will be considered an academic dishonesty violation.
 - Raise your hand or come quietly to the instructor if you have a question during a test.
 - When you finish your test, you should quietly turn it in, return to your seat and begin reviewing the upcoming material. This is not a time for sleeping, to have conversations with your classmates, or to use the computer for other classwork. All students deserve a quiet environment in which to test.

ACCT 2000 Managerial Accounting Spring Semester 2018 Lesson Plan

Assignments and Due Dates Subject to Change WITH NOTICE from Instructor

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
Jan 8		First day of class/Introduction to Course— Syllabi, Outline, Rules, Regulation Coverage		1 c
10	25	<ul style="list-style-type: none"> • Managerial Accounting Defined • Uses of Managerial Accounting • A Comparison of Managerial Accounting & Financial Accounting • Management Planning and Accountability Manufacturing Operations & Cost Classifications 	In class: Discuss pages 1091-1102 Hybrid: Quick Practices 25-1 thru 25-6 Exercises 25-1 & 25-2 Case Problems 25-1A	1 b,c
17	25	Financial Statements for a Manufacturing Business <ul style="list-style-type: none"> • Balance Sheet • Income Statement • Statement of Cost of Goods Manufactured 	In class: Go over exercises & problems Discuss pages 1103-1107 Hybrid: Quick Practices 25-7 thru 25-10 Exercises 25-3 thru 25-7 Case Problems 25-2A thru 25-4A	1 b,c
22	25	Financial Statements for a Manufacturing Business <ul style="list-style-type: none"> • Balance Sheet • Income Statement • Statement of Cost of Goods Manufactured 	In class: Go over exercises & problems Wrap up and review	1 b,c
24	25	Introduction to Managerial Accounting	In class: Chapter 25 Test	1 b,c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
29	26	Job Order Cost Accounting <ul style="list-style-type: none"> • Accounting for Raw Materials • Accounting for Labor • Accounting for Factory Overhead • Charging Factory Overhead to Production • Work in Process Inventory • Finished Goods Inventory • Cost of Goods Sold 	In class: Discuss pages 1127-1142 Hybrid: Quick Practices 26-1 thru 26-5	2 b,c
31	26	Job Order Cost Accounting <ul style="list-style-type: none"> • Accounting for Raw Materials • Accounting for Labor • Accounting for Factory Overhead • Charging Factory Overhead to Production • Work in Process Inventory • Finished Goods Inventory • Cost of Goods Sold 	In class: Discuss pages 1127-1142 Go over exercises & problems Hybrid: Exercises 26-1 thru 26-4 Case Problems 26-1A & 26-2A	2 b,c
Feb 5	26	Job Order Cost Accounting <ul style="list-style-type: none"> • Accounting for Raw Materials • Accounting for Labor • Accounting for Factory Overhead • Charging Factory Overhead to Production • Work in Process Inventory • Finished Goods Inventory 	In class: Go over exercises and problems Hybrid: Case Problems 26-1B & 26-2B	2 b,c
7	26	Process Cost Accounting <ul style="list-style-type: none"> • Recording Materials, Labor, & Factory Overhead • First Department • Second Department • Completing the Process 	In class: Go over exercises & problems Discuss pages 1142-1151 Hybrid: Quick Practices 26-6 thru 26-10 Exercises 26-5 thru 26-26-8	2 b,c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
12	26	Process Cost Accounting <ul style="list-style-type: none"> • Recording Materials, Labor, & Factory Overhead • First Department • Second Department • Completing the Process 	In class: Go over exercises & problems Discuss pages 1142-1151 Hybrid: Case Problems 26-3A & 26-4A	2 b,c
14	26	Service Departments and Producing Departments	In class: Go over Case Problems Discuss pages 1151-1157 Hybrid: Quick Practices 26-11 thru 26-14 Exercises 26- 9 thru 26-12 Case Problems 26-5A & 26-6A	2 b,c
19	26	Job Order Costing Process Costing Service Departments and Production Departments	In class: Go over exercises & problems Wrap up and review	2 b,c
21	26	Job Order Costing Process Costing Service Departments and Production Departments	In class: Chapter 26 Test	2 b,c
26	Luxurious Spa Practice Set	Luxurious Spa Practice Set	In class: Introduction to Luxurious Spa and begin first submission together. Hybrid: Finish first submission	2 b,c
28	Luxurious Spa Practice Set	Luxurious Spa Practice Set	In class: Work on second and third submission. Hybrid: Complete second and third submissions.	2 b,c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
Mar 5	Luxurious Spa Practice Set	Luxurious Spa Practice Set	In class: Work on fourth submission: Hybrid: Complete fourth submission	2 b,c
7	Luxurious Spa Practice Set	Luxurious Spa Practice Set	In class: Work on fifth submission Hybrid: Complete fifth submission Work on adjusting entries for sixth submission	2 b,c
12	Luxurious Spa Practice Set	Luxurious Spa Practice Set	In class: Work on six submission: Hybrid: Complete fifth submission	2 b,c
14	27	Budgeting: <ul style="list-style-type: none"> • Sales Budget • Production Budget • Direct Materials Purchases Budget • Direct Labor Cost Budget • Factory Overhead Budget • Cost of Goods Manufactured Budget • Cost of Goods Sold Budget • Operating Expenses Budget • Budgeted Income Statement • Cash Budget • Capital Expenditures Budget Flexible Budget	In class: Discuss pages 1193-1205 Hybrid: Quick Practices 27-1 thru 27-8 Exercises 27-1 thru 27-6	*4 b,c
		Note: Students who withdraw on or before Monday, March 19 receive a grade of "W"		

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
19	27	<p>Note: Students who withdraw on or before Monday, March 19 receive a grade of "W"</p> <p>Budgeting:</p> <ul style="list-style-type: none"> • Sales Budget • Production Budget • Direct Materials Purchases Budget • Direct Labor Cost Budget • Factory Overhead Budget • Cost of Goods Manufactured Budget • Cost of Goods Sold Budget • Operating Expenses Budget • Budgeted Income Statement • Cash Budget • Capital Expenditures Budget • Flexible Budget 	<p>In class: Go over exercises & problems Discuss pages 1193-1205</p> <p>Hybrid: Case Problems 27-1 A thru 27-4A</p>	<p>*4 b,c</p>
21	27	Standard Cost Accounting	<p>In class: Go over exercises & problems Discuss pages 1206 -1212</p> <p>Hybrid: Quick Practices 27-9 thru 27-14 Exercises 27-8 & 27-9 Case Problems 27-5A & 27-6A</p>	<p>*5,6 b,c</p>
26	27	Budgeting and Standard Cost Accounting	<p>In class: Chapter 27 Test</p>	<p>*5,6 b,c</p>
28	27 28	Cost Behavior, Cost Volume Profit Analysis	<p>In class: Discuss pages 1233-1241</p> <p>Hybrid: Quick Practices 28-1 thru 28-10 Exercises 28-1 thru 28-5 Case Problems 28-1A thru 28-3A</p>	<p>*4 b,c</p>

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
Apr 9	28	Product Sales Mix and Break Even Analysis, Operating Leverage, Margin of Safety	In class: Go over exercises & problems Discuss pages 1241-1246 Hybrid: Quick Practices 28-11 thru 28-15 Exercises 28-6 thru 28-13 Case Problems 28-4A thru 28-7A	4 b,c
11	28	Cost Behavior, Cost Volume Profit Analysis, Product Sales Mix and Break Even Analysis, Operating Leverage, Margin of Safety	Go over exercises & problems Wrap up & Review	4 b,c
16	28	Cost Behavior, Cost Volume Profit Analysis, Product Sales Mix and Break Even Analysis, Operating Leverage, Margin of Safety	In class: Chapter 28 test	4 b,c
18	28 29	Capital Investment Analysis <ul style="list-style-type: none"> • Average Rate of Return • Cash Payback Method 	In class: Discuss pages 1267-1272 Hybrid: Lab work/Homework: Quick Practices 29-1 thru 29-4 Exercises 29-1 thru 29-4 Problems 29-1A & 29-2A	7 b,c
23	29	Capital Investment Analysis <ul style="list-style-type: none"> • Present Value Concepts • Net Present Value • Present Value Index • Internal Rate of Return Additional Factors That Can Complicate Capital Investment Analysis	In class: Go over exercises & problems Discuss pages 1272-1283 Hybrid: Quick Practices 29-5 thru 29-10 Exercises 29-5 thru 29-8 Case Problems 29-3A thru 29-5A Case Problems 29-3B thru 29-5B	7 b,c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
25	29	Capital Investment Analysis <ul style="list-style-type: none"> • Average Rate of Return • Cash Payback Method • Present Value Concepts • Net Present Value • Present Value Index • Internal Rate of Return Additional Factors That Can Complicate Capital Investment Analysis	In class: Chapter 29 Test	7 b,c
30	29	Accounting Competency Exam (Exit Exam)	In class: Competency Exam—covers competencies from ACCT 1100, ACCT 1105, and ACCT 2000. <u>Students must score 70 or above.</u> Additionally, this exam counts 30% towards each student's final average.	1,2,3,4,5,6,7 b,c

COMPETENCY AREAS:

1. Managerial Accounting Concepts
2. Manufacturing Accounting Using a Job Order Cost System
3. Manufacturing Accounting Using a Process Cost System
4. Cost Behavior and Cost-Volume-Profit Analysis
5. Budgeting and Standard Cost Accounting
6. Flexible Budgets, Standard Costs and Variances
7. Capital Investment Analysis and Budgeting

GENERAL CORE EDUCATIONAL COMPETENCIES

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

Luxurious Spa—Print and USE these instructions

1. Use the icon on your desktop to launch the software. Always open Luxurious Spa, Inc. data file from WITHIN the program.
2. Click File, Open, and open the Luxurious Spa file. Immediately save the file with a new name by clicking Save As on the toolbar. Name the file Luxurious_Spa_Your_Name.IA7 (the extension should appear for you). Be certain to change the drive to P: drive so that your work will be saved in your personal folder. Reminder: your work will NOT be here at the next class meeting if you save to My Documents on your computer's hard drive.
3. Mark pages 8-10 in your practice set, as you will frequently use these pages.
4. First submission: Enter the general journal entries dated January 2- January 5 by following the instructions on page 1 in your practice set, step 4. Click save as and add Jan 5 to the end of your file name.
5. Print a customized general journal dated January 2-January 5. Also print a Trial Balance as of 1/5/18. Turn these in for your instructor to check.
6. Second Submission: Enter the general journal entries dated January 8-January 16 in the general journal by following the instructions on page 1 in your practice set, step 4. Click save as and add Jan 16 to the end of your file name before continuing.
7. Print a customized general journal dated January 8-January 16. Also print a Trial Balance as of 1/16/18. Turn these in for your instructor to check.
8. Third Submission: Enter the general journal entries dated January 17-January 25 by following the instructions on page 1 in your practice set, step 4. Click save as and add Jan 25 to the end of your file name before continuing.
9. Print a customized general journal after entering journal entries January 17-January 25. Also print a Trial Balance as of 1/25/18. Turn these in for your instructor to check.
10. Fourth Submission: Enter the general journal entries dated January 26-January 29 in the general journal by following the instructions on page 1 in your practice set, step 4. Click save as and add Jan 29 to the end of your file name.
11. Print a customized general journal dated January 26-January 29. Also print a Trial Balance as of 1/26/18. Turn these in for your instructor to check.
12. Fifth Submission: Enter the general journal entries dated January 31-January 31 in the general journal by following the instructions on page 1 in your practice set, step 4. Click save as and add Jan 31 to the end of your file name.
13. Print a customized general journal dated January 31-January 31. Also print a Trial Balance as of 1/31/18. Label it "Unadjusted" with a pencil. Turn these in for your instructor to check.

14. You will complete the remainder of the practice set without further checkpoints. So work carefully; use your College Accounting text as a reference as needed. Do NOT collaborate with your classmates. The STC Academic Dishonesty Policy will be strictly enforced. Only ask questions of your instructor.
15. Sixth Submission: Prepare the 1/31/18 adjusting entries. Use Adjusting as your reference in the journal. Click save as and add Jan 31 Adjusting to the end of your file name.
16. Print a customized general journal (with only Adjusting entries included) dated January 31 – January 31. Also print a Trial Balance as of 1/31/18. Label it “Adjusted” with a pencil.
17. Print the schedule of accounts receivable. (Reports, Ledger Reports, Schedule of Accounts Receivable).
18. Print the schedule of accounts payable. (Reports, Ledger Reports, Schedule of Accounts Payable).
19. Print the income statement (Reports, Financial Statements, Income Statement).
20. Print the retained earnings statement (Reports, Financial Statements, Retained Earnings Statement).
21. Manually complete and total the schedule of unfinished jobs (p. 47 of practice set).
22. Make sure you have clicked save as and added Jan 31 adjusted to the end of your file name before continuing.
23. Perform period-end closing. (Options, Generate Closing Journal Entries, Yes to confirm, Post)
24. Print a Post-Closing Trial Balance. (Reports, Ledger, Trial Balance)
25. Print a Balance Sheet (Reports, Financial Statements, Balance Sheet).
26. Click save as and add Jan 31 closing to the end of your file name.
27. Using all the printouts from steps 16 through 23, as well as other reports you can display on the screen, answer the questions on the Analysis Test on page 59 in your practice set. You may skip questions 12-14 since we did not complete the project manually.
28. Finally! Turn in your Analysis Test along with the following printouts:
 - a. 1/31/18 journal with adjustments only
 - b. Adjusted Trial Balance
 - c. Schedule of Accounts Receivable
 - d. Schedule of Accounts Payable
 - e. Job Cost Records – you can turn in practice set if you don’t want to tear these pages out.
 - f. Schedule of Unfinished Jobs (manually completed in step 21 above, page 47 in your practice set.)
 - g. Income Statement
 - h. Retained Earnings Statement
 - i. Balance Sheet
 - j. Post-Closing Trial Balance