# NORTHEASTERN TECHNICAL COLLEGE
## ONLINE COURSE OUTLINE

<table>
<thead>
<tr>
<th>COURSE:</th>
<th>PREFIX</th>
<th>NO.</th>
<th>EFFECTIVE DATE</th>
<th>NEXT REVIEW DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td>230</td>
<td>ONLINE</td>
<td>Fall 2013</td>
<td>Fall 2014</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>CREDITS</th>
<th>CONTACTS</th>
<th>CLASS – LAB – TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Accounting</td>
<td>3</td>
<td>3</td>
<td>0 3</td>
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**PREREQUISITES:** ACC 101 or ACC 112 with grade of “C” or better

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

Software: Microsoft Office 2007 and higher

**CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.)**

**Academic Discipline and Honesty:**

The basis for student grading will always be the result of the student’s achievement. The College expects each student to earn his/her own success; if academic dishonesty occurs, disciplinary action will be taken. Academic dishonesty includes, but is not limited to cheating, plagiarism, collusion, and falsification of information.

- Cheating includes copying another’s work, using unauthorized materials, collaborating during a test or project, obtaining or distributing test contents illegally, substitution for or of another person in a test.
- Plagiarism includes incorporating work from another source, print or electronic, without appropriate recognition of the work cited.
- Collusion includes unauthorized collaboration in preparation of work for credit.
- Falsification of information includes forgery, alteration or misuse of documents.

The first measure of discipline is the assignment of “0” or “F” for the affected test, paper or project, with explanation provided to the student. Faculty submits a written report of the offense to the Dean for Student Services. Repeat offenses of academic dishonesty will result in additional disciplinary actions.

All work submitted to NETC must be the student’s original work. NETC uses Turnitin.com to detect for plagiarism. By enrolling in an online course, the student agrees that any submitted work can be checked for plagiarism. While the faculty at NETC understands that online learning can be challenging, Turnitin.com will be used for learning purposes. We encourage all students to check their work first, as permitted, to ensure the work is original. For more information, please see [http://www.plagiarism.org/plag article what is plagiarism.htm](http://www.plagiarism.org/plag article what is plagiarism.htm).
Attendance Policy:

Punctual and regular attendance in all classes, laboratories, field trips and other class-assigned activities is the obligation of each student. Absences are a serious deterrent to the learning process; an absence in no way lessens the responsibility of the student for meeting course requirements. Students must make advance arrangements when possible.

Except for college functions, there are no excused absences; therefore, students are urged to avoid absences except in the case of an emergency. When illness or other emergency causes a student to be absent, it is the student’s responsibility to notify the instructor in advance and to make up the work which is missed.

Students must attend a minimum of 80% of the meetings of each class in order to earn credit for the class. If students miss more than 20% of a class, the student will be dropped automatically by the instructor, and assigned a grade of “F”. Students must log in one day per week (Monday – Sunday) to be counted as present for the week, in each registered online course. Any student, who fails to log in, as set forth, will be counted as absent. Fall and Spring Semesters (15-week): Students may not have more than three (3) absences. In Summer and Mini-Mester classes (10-week): Students may not have more than two (2) absences.

Threaded Discussion Netiquette:

Northeastern Technical College encourages all opinions, perceptions, and freedom of thought and writing. NETC also does not tolerate disrespectful, spiteful, or derogatory writing. Please use Netiquette when posting, your grade partially depends on it.

See Netiquette Guidelines for more information. If link is unavailable, go to http://www.albion.com/netiquette/corerules.html

Testing Policy:

Per NETC policy, at least one (1) exam/test/quiz must be taken at an NETC Campus or Satellite Campus. The instructor will announce details in the classroom.

Student ID:

It is mandatory that every student wear his or her student ID at all times when on the Cheraw campus.

Voluntary Withdrawal from Course:

A student wishing to withdraw from the College or a course should first consult the faculty advisor to review the situation and/or to inform the advisor. The student should complete a Drop/Add form which must be signed by the advisor and return this form to Student Services.
Disabilities Statement:

Students with disabilities are encouraged to contact the Dean of Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Dean of Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog)

EXPECTATIONS FOR THE STUDENT:

- Visit the course site a minimum of two days per calendar week
- Complete all assigned readings from text and other course related documents
- Participate in classroom discussions
- Use ‘netiquette’ when responding to others in the class
- Submit all work in a timely manner
- Complete all course work on your own unless otherwise instructed
- Cite/document all non original material as to not plagiarize others’ work

COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

TENTATIVE TOPICS
Introduction to Cost Accounting
Accounting for Material
Accounting for Labor
Accounting for Factory Overhead
Process Cost Accounting
Standard Cost Accounting
Cost Accounting for Service Business
Cost Analysis for Management Decision Making

LEARNING OUTCOMES/OBJECTIVES OF COURSE:

- understand how to account for materials, labor, and factory overhead
- understand the procedures for process and standard cost accounting
- understand the effect on the service businesses
- understand how cost accounting affects the budgets and management’s decisions

INSTRUCTIONAL METHODS TO COMPLETE LEARNING OUTCOMES/OBJECTIVES:
Lessons
Quizzes
Assignments
Discussions

EVALUATIVE METHODS TO APPRAISE OBJECTIVES/LEARNING OUTCOMES:
Quizzes:
There are weekly quizzes (minus week 1). They consist of
multiple choice and true/false. All quizzes are open note, open book. Quizzes are to be taken online during the week specified, unless otherwise discussed. This is an online course. No paper quizzes will be given. Lowest five (5) quizzes are dropped. You will have 2 attempts at the quiz.

**Quiz in MODULE 5**

There is ONE quiz that must be proctored. Per NETC policy, this Quiz MUST BE proctored in the NETC Cheraw Success Center or any Satellite Campus in Bennettsville, Dillon or Pageland.

**Lessons:**
Each week a lesson is posted that aids the student in material for the week. The lessons are required and within each lesson is a true/false quiz that is also required.

**Assignments:**
The weekly assignments will consist of problems selected by the instructor. All assignments are to be completed with the provided Excel file.

If you have any questions with the assigned problems please email your instructor the question along with the attached work that you have completed for the assignment.

Module 1 Assignment – None
Module 2 Assignment – Exercise 2-7, Problem 2-1, Problem 2-3
Module 4 Assignment – NO ASSIGNMENT DUE
Module 5 Assignment – Exercise 3-3, Problem 3-2, Problem 3-5
Module 6 Assignment – Exercise 4-5, Problem 4-9, Problem 4-15
Module 7 Assignment – NO ASSIGNMENT DUE
Module 8 Assignment – Exercise 5-2, Problem 5-1, Problem 5-9
Module 9 Assignment – Exercise 6-2, Problem 6-9, Problem 6-3
Module 10 Assignment – Exercise 7-3, Exercise 7-1, Problem 7-6
Module 11 Assignment – Exercise 8-15, Problem 8-3, Problem 8-6
Module 12 Assignment – NO ASSIGNMENT DUE
Module 13 Assignment – Exercise 9-4, Problem 9-4, Problem 9-8
Module 14 Assignment – Problem 10-3, Problem 10-8, Problem 10-10
Module 15 Assignment – NO ASSIGNMENT DUE

**Discussions:**
Each week students will find several different postings as part of students’ learning process. Students must make an initial posting (by Thursday) and at least two responses to other students by Sunday (hence, at least three total posts a week). Students can provide multiple responses to the same question after students’ initial response, but it is usually better to engage in discussion of more than one question, where possible. The length of students’ initial posting and students’ responses should aim to be 150 words and 75 words respectively; however, each instructor reserves the right to increase or decrease this number with notice. In general, students should not exceed five (5) or six (6) postings per discussion session, although it is never wrong if students take the extra initiative.
Module 1 Discussion: Introduce yourself to the class. Who are you? What kind of things do you expect from an online course? If you have taken an online course at NETC, tell your classmates about your experiences if you’d like. This is an easy grade in week 1, my goal is to familiarize you with Moodle and each other.

Module 2 Discussion: What is the purpose of cost accounting and how can you use it in your job, or future job?

Module 3 Discussion: Select one of the following questions for your initial post and respond to at least two other students.

1. Maintaining and replenishing the stock of materials used in manufacturing operations is an important aspect of the procurement process. What is the meaning of the term “order point”?

2. Normally, a manufacturer maintains an accounting system that includes a stores ledger and a general ledger account for Materials. What is the relationship between the stores ledger and the materials account in the general ledger?

Module 4 Discussion: NO ASSIGNMENT DUE

Module 5 Discussion: Select one of the following questions for your initial post and respond to at least two other students.

1. Briefly stated, what are the advantages and disadvantages of (a) the hourly rate wage and (b) the piece-rate wage plan?

2. Maintaining internal control over labor cost is necessary for a cost accounting system to function effectively. What are the internal control procedures regarding the charge to the work in process account and the credit to the payroll account in the general ledger?

Module 6 Discussion: Select one of the following questions for your initial post and respond to at least two other students.

1. What factory operating conditions and data are required for each of the traditionally used methods for applying factory overhead to products? Discuss the strengths and weaknesses of each method.

2. What are two ways that an under- or overapplied factory overhead balance can be disposed of at the end of a fiscal period? How can one decide which method to choose?

Module 7 Discussion: NO ASSIGNMENT DUE

Module 8 Discussion: Select one of the following questions for your initial post and respond to at least two other students.

1. Why is it necessary to estimate the stage or degree of completion of work in process at the end of the account period under the process of cost system?
(2) In determining the costs transferred to a third department from a second department, are the costs from the first department considered? Are they considered in the computation of the ending work in process in the second department?

**Module 9 Discussion:** Select one of the following questions for your initial post and respond to at least two other students.

(1) Why might the total number of units completed during a month plus the number of units in process at the end of a month be less than the total number of units in process at the beginning of the month plus the number of units placed in process during the month?

(2) How would you describe accounting for by-products for which no further processing is required?

**Module 10 Discussion:** Select one of the following questions for your initial post and respond to at least two other students.

(1) If the sales forecast estimates that 50,000 units of product will be sold during the following year, should the factory plan on manufacturing 50,000 units in the coming year? Explain.

(2) If a factory operates at 100% of capacity one month, 90% of capacity the next month, and 105% of capacity the next month, will a different cost per unit be charged to Work in Process each month for factory overhead assuming that a predetermined annual overhead rate is used?

**Module 11 Discussion:** Select one of the following questions for your initial post and respond to two other students.

(1) Is it possible that a variance of one type might be partially or fully offset by another variance? Explain.

(2) If production is more or less than the standard volume, is it possible that no controllable or volume variances would exist? Explain.

**Module 12 Discussion:** NO ASSIGNMENT DUE

**Module 13 Discussion:** Select one of the following questions for your initial post and respond to at least two other students.

(1) What factors would you consider in deciding whether to use direct labor dollars for direct labor hours in charging overhead to jobs in a service firm?
(2) Why should a company bother with a balanced scorecard approach to performance measurement when its primary goal is to earn a sufficient return on investment for its shareholders?

**Module 14 Discussion:** Select one of the following questions for your initial post and respond to at least two other students.

(1) How is a contribution margin determined, and why is it important to management?

(2) What is the purpose of the analysis of a distribution costs?

**Module 15 Discussion:** NO ASSIGNMENT DUE

**GRADING RUBRIC:** Discussions will be graded on the following rubric in Moodle (for a total of 100 points):

<table>
<thead>
<tr>
<th>Depth of Responses</th>
<th>0 points</th>
<th>20 points</th>
<th>25 points</th>
<th>30 points</th>
<th>35 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>No posts or item is not present</td>
<td>Posts simply “agree”</td>
<td>Postings offer inadequate explanation or are confusing, or irrelevant</td>
<td>Postings – to each discussion question – give adequate, but limited analysis of topic</td>
<td>Contributions – to each discussion question and responses – are thoughtful, original, and have some synthesis, analysis and evaluation of topic</td>
<td>Contributions – to each discussion question and to classmates – are thoughtful, include original evaluation, synthesis or analysis of the topic on the discussion board</td>
</tr>
<tr>
<td>Knowledge and Originality</td>
<td>Posting(s) add little new knowledge/content, show no originality</td>
<td>Posting(s) add some new knowledge, show some originality</td>
<td>Posting(s) Add significant new knowledge/content showing synthesis and originality</td>
<td>Posting(s) bring unique new knowledge/content with insightful synthesis that adds value and originality</td>
<td>Postings advance the discussion on the discussion board</td>
</tr>
<tr>
<td>0 points</td>
<td>15 points</td>
<td>18 points</td>
<td>22 points</td>
<td>25 points</td>
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Grammar and Spelling

<table>
<thead>
<tr>
<th>No posts or item is not present</th>
<th>Difficulty understanding posts due to significant and pervasive grammatical, mechanical writing errors in postings</th>
<th>Understandable but with some difficulty due to frequent errors</th>
<th>Clear and understandable but may contain minor (insignificant) errors (e.g., capitalization, punctuation)</th>
<th>Contributions are clear and concise</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 points</td>
<td>15 points</td>
<td>18 points</td>
<td>22 points</td>
<td>25 points</td>
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</table>

Responses to others

<table>
<thead>
<tr>
<th>No responses or item is not present</th>
<th>Student did not meet expectations</th>
<th>Student attempted to meet expectations, but answered in short answers, not adding to discussion. (i.e. simply Good post, I agree, etc.)</th>
<th>Student met expectations, but did not exceed requirements in adding to the conversation</th>
<th>Student exceeded expectations of responses and added to conversation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 points</td>
<td>8 points</td>
<td>10 points</td>
<td>13 points</td>
<td>15 points</td>
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**Due Dates for Weekly Modules and Late Policy:**
All work submitted to your instructor is due no later than Sunday at 11:59pm of the designated week, except initial discussion posts, which are due on Thursdays by 11:59pm. This is so others can respond to your post by Sundays. Late assignments will lose 20% of the grade if submitted within one week of the deadline. No work is accepted after that seven day grace period, as it is essential that students keep up with the course material. Please note, this only applies to assignments and NOT discussions, quizzes, or lessons.

**GRADE WEIGHTS:**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
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<tbody>
<tr>
<td>Discussion</td>
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<tr>
<td>Assignments</td>
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<td>Quizzes</td>
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<tr>
<td>Lessons/Attendance</td>
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<tr>
<td>Total</td>
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**GRADING SCALE:**

<table>
<thead>
<tr>
<th>PERCENTAGE</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 – 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 – 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 – 69%</td>
<td>D</td>
</tr>
<tr>
<td>&lt;59</td>
<td>F</td>
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