

**Sul Ross State University**  
**Department of Business Administration**  
**Cost Accounting**  
**ACC 3332.001**  
**11:00 a.m. to 12:15 p.m. MW**  
**Fall 2022 – BAB 305**

**Course Instructor:** Jawanna Sanderson, CPA  
**Office:** MAB 309-J  
**Office Telephone:** 432-837-8233  
**E-mail:** jawanna.sanderson@sulross.edu

**Office Hours:**

Monday 1:00 p.m. – 3 p.m.  
Wednesday 1:00 p.m. – 3 p.m.  
Friday 10:00 a.m. – 12 p.m.

**Other times available by appointment. Please email the instructor.**

**Required Course Materials:**

Fundamentals of Cost Accounting (7<sup>th</sup> edition) by William N. Lanen, Shannon W. Anderson and Michael W. Maher  
McGraw-Hill, ISBN: 9781264464791

***CONNECT ACCESS CODE IS REQUIRED TO COMPLETE COURSE HOMEWORK AND OTHER ASSIGNMENTS.***

**Course Description:**

This is a face-to-face course that will take place over the normal course of the fall semester. There will be 15 modules that will correspond with each week of the course. For each module, there will be assignments to be completed through McGraw Hill's Connect program, which is linked to the required course textbook. In addition, there will be four normal Comprehension Opportunities (exams) throughout the course, that will test the knowledge that you have gained. There will also be at least four discussions via Blackboard throughout the course. These discussions will be used to portray your understanding of the tools we are learning about and how they are important, as well as to bounce ideas off of your fellow students.

In this course we will cover the fundamentals of cost accounting. We will also study the purpose of cost accounting—primarily product costing, planning and control. We will expand on that knowledge by studying various methods of attaining these goals, such as job order costing, process costing, budgeting, standard costs, profit-cost volume relationships, analysis of variances, contribution approach, relevant costs, and inventory control.

## **SRSU Disability Services**

### **Alpine Campus**

SRSU Disability Services. Sul Ross State University (SRSU) is committed to equal access in compliance with Americans with Disabilities Act of 1973. It is SRSU policy to provide reasonable accommodations to students with documented disabilities. It is the student's responsibility to initiate a request each semester for each class. Alpine students seeking accessibility/accommodations services must contact Mary Schwartze Grisham, M.Ed., LPC, SRSU's Accessibility Services Coordinator at 432-837-8203 (please leave a message and we'll get back to you as soon as we can during working hours), or email [mschwartz@sulross.edu](mailto:mschwartz@sulross.edu) Our office is located on the first floor of Ferguson Hall (Suite 112), and our mailing address is P.O. Box C-122, SUI Ross State University, Alpine. Texas, 79832.

### **RGC**

SRSU Disability Services. Sul Ross State University (SRSU) is committed to equal access in compliance with Americans with Disabilities Act of 1973. It is SRSU policy to provide reasonable accommodations to students with documented disabilities. It is the student's responsibility to initiate a request each semester for each class. RGC students seeking accessibility services should contact Paulette Harris, Executive Assistant to the Vice President and Dean, at 830-279-3023 or email [pharris@sulross.edu](mailto:pharris@sulross.edu). Ms. Harris's office is at 2623 Garner Field Road, Uvalde, TX 78801 (this is the mailing address, too).

### **Libraries**

The Bryan Wildenthal Memorial Library in Alpine Offers FREE resources and services to the entire SRSU community. Access and borrow books, articles, and more by visiting the library's website, [library.sulross.edu](http://library.sulross.edu). Off-campus access requires logging in with your LoboID and password. Librarians are a tremendous resource for your coursework and can be reached in person, by email ([srsulibrary@sulross.edu](mailto:srsulibrary@sulross.edu)), or phone (432-837-8123).

The Southwest Texas Junior College (SWTJC) Libraries at Uvalde, Del Rio, and Eagle Pass. Offer additional access to library spaces and resources. Del Rio, Eagle Pass, and Uvalde students may also use online resources available through SWTJC website, [library.swtjc.edu](http://library.swtjc.edu) The SWTJC Libraries serve as pick-up locations for InterLibrary Loan (ILL) and Document Delivery from the Alpine campus.

### **Classroom Etiquette**

We will be participating in discussions and interacting with each other throughout this course. It is important for all students to be respectful and kind to one another, regardless of any differences. The course requires respect be shown at all times.

## **Attendance**

Attendance of class is **required**. You will receive a portion of your grade based on attendance. There may also be classroom activities throughout the course that will be graded. Please be respectful of your professor and your fellow students by silencing your cell phones for the duration of class. Please stay off of your cell phones and other devices during class. If you do not regularly attend class or you are constantly distracted in class, your grade will suffer the consequences.

## **Academic Honesty Policy**

The University expects all students to engage in all academic pursuits in a manner beyond reproach and to maintain complete honesty and integrity in academic experiences both in and out of the classroom. The University may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials.

Academic Dishonesty includes:

1. Copying from another student's test paper, laboratory report, other report, or computer files, data listings, and/or programs, or allowing another student to copy from same.
2. Using, during a test, materials not authorized by the person giving the test.
3. Collaborating, without authorization, with another person during an examination or in preparing academic work.
4. Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of a non-administered test.
5. Substituting for another student; permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit.
6. Bribing another person to obtain a non-administered test or information about a non-administered test.
7. Purchasing or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm. This section does not apply to the typing of a rough and/or final version of an assignment by a professional typist.
8. "Plagiarism" means the appropriation and the unacknowledged incorporation of another's work or idea in one's own written work offered for credit.
9. "Collusion" means the unauthorized collaboration with another person in preparing written work offered for credit.
10. "Abuse of research materials" means the mutilation, destruction, concealment, theft, or alteration of materials provided to assist students in the mastery of course materials.

11. “Academic work” means the preparation of an essay, dissertation, thesis, report, problem, assignment, or other project that the student submits as a course requirement or for a grade.
12. “Falsification of Data” means the representation, claim, or use of research, data, statistics, records, files, results, or information that is falsified, fabricated, fraudulently altered, or otherwise misappropriated or misrepresented.

All academic dishonesty cases may be first considered and reviewed by the faculty member. If the faculty member believes that an academic penalty is necessary, he/she may assign a penalty, but must notify the student of his/her right to appeal to the department chair, the College Dean, and eventually to the Graduate Dean before the imposition of the penalty. At each step in the process, the student shall be entitled to written notice of the offense and/or the administrative decision, an opportunity to respond, and an impartial disposition as to the merits of his/her case. The decision of the Graduate Dean shall be final.

In the case of flagrant or repeated violations, the Graduate Dean may refer the matter to the Dean of Students for further disciplinary action. No disciplinary action shall become effective against the student until the student has received procedural due process except as provided under Interim Disciplinary Action.

### **Academic Integrity**

Students in this class are expected to demonstrate scholarly behavior and academic honesty in the use of intellectual property. A scholar is expected to be punctual, prepared, and focused; meaningful and pertinent participation is appreciated. Examples of academic dishonesty include but are not limited to: Turning in work as original that was used in whole or part for another course and/or professor; turning in another person’s work as one’s own; copying from professional works or internet sites without citation; collaborating on a course assignment, examination, or quiz when collaboration is forbidden.

### **Classroom Climate of Respect**

Importantly, this class will foster free expression, critical investigation, and the open discussion of ideas. This means that all of us must help create and sustain an atmosphere of tolerance, civility, and respect for the viewpoints of others. Similarly, we must all learn how to probe, oppose and disagree without resorting to tactics of intimidation, harassment, or personal attack. No one is entitled to harass, belittle, or discriminate against another on the basis of race, religion, ethnicity, age, gender, national origin, or sexual preference. Still we will not be silenced by the difficulty of fruitfully discussing politically sensitive issues.

### **Diversity Statement**

I aim to create a learning environment for my students that supports a diversity of thoughts, perspectives and experiences, and honors your identities (including race, gender, class, sexuality, religion, ability, socioeconomic class, age, nationality, etc.). I also understand that the crisis of COVID, economic disparity, and health concerns, or even unexpected life events could impact the conditions necessary for you to succeed. My commitment is to be there for you and help you

meet the learning objectives of this course. I do this to demonstrate my commitment to you and to the mission of Sul Ross State University to create an inclusive environment and care for the whole student as part of the Sul Ross Familia. If you feel like your performance in the class is being impacted by your experiences outside of class, please don't hesitate to come and talk with me. I want to be a resource for you.

**Department of Business Administration BBA Student Learning Outcomes**

**SLO 1** – Students will be able to analyze and solve business problems across major business functions, using fundamental business principles and strategies.

**SLO 2** – Students will be able to communicate about contemporary business-related topics.

**SLO 3** – Students will be able to comprehend the impact of ethical and social responsibility in business

**Department of Business Administration BBA Marketable Skills**

**Marketable Skill 1** - Students will have the ability to apply the principles of business they learn to the management of existing businesses or the creation of new businesses.

**Marketable Skill 2** - Students will have the ability to use research and analysis to make informed decisions.

**Marketable Skill 3** - Students will have the ability to write business letters, emails, resumes and reports.

**Marketable Skill 4** - Students will have the ability to make effective oral presentations to both professional and general audiences.

**Course Grading**

Connect Homework & BB Discussions	40%
Group Project – In class activity	15%
Comprehension Opportunities (Exams)	40%
Attendance/Classroom Activities	5%
<b>Total</b>	<b>100%</b>

Your grade will be based off of the following scale:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	69% or below

## **Assignments**

Assignments will **not** be accepted late. Most assignments will be completed through McGraw-Hill's Connect platform and will differ, depending on the chapter. These assignments will be due on **Saturday evenings at 10 p.m.** They will open on the Sunday before at midnight, so you will have a full week to complete the assignments. If there are extenuating circumstances that keep you from completing the assignments, please let the instructor know as early as possible and it will be considered.

## **Group Project – In Class Activity**

We will participate in an in-class activity that will be a group collaboration project. The project will take place on **November 28<sup>th</sup>, 2022**. You will need to be in class and participating in this activity to receive credit. Please organize with the professor as soon as possible, if you cannot be in class on that date. In this project, you will produce a product determined by the professor. You will have to analyze the costs of the product that you are producing and put yourself in the mind of a business owner to determine what you will need to sell the product at in order to create a profit. All supplies will be provided.

## **Comprehension Opportunities (Exams)**

There will be four Comprehension Opportunities throughout the semester. The first Opportunity will cover five chapters. The last Opportunity will cover three chapters. The other two opportunities will cover four chapters. The Opportunities are scheduled for class days, but we will still meet for class. The Opportunities will be taken online using Connect. They will be scheduled for two days, starting the day before it's due at midnight and will end on the scheduled due date at **10 p.m.** See the course schedule for the due dates.