

Instructor: Ryan Lamb
Office Hours: Mo We 2:15PM – 3:15PM

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Pre-Requirements:

All students should have successfully fulfilled prerequisite courses as outlined in the university course catalog. Additionally, students must have a working knowledge of MS excel functions and basic formula use.

Course Format:

In-class Lectures, Online Homework/Quizzes; In-class Examinations

Course Description:

This course is designed for students to understand basic cost accounting principles with an emphasis on the application of such concepts to example and problem data. While many costing and cost allocation methods are geared primarily for the manufacturing industry, students working in corporate or public accounting regardless of industry will be faced with budget analysis, corporate cost allocations, capital budgeting, and performance measurement.

Learning course outcomes:

Upon completion of this course students will be able to:

1. Understand basic cost concepts, cost behaviors, and principles of management accounting;
2. Apply and analyze common costing and cost-allocation methods;
3. Apply management control techniques to evaluate pricing, constraints, and budget variances.

Required Texts/Materials:

The textbook and required MyLab Accounting access for this course. Please review the Textbook Information and Assistance CarmenCanvas page linked from the Syllabus page or the Resources module.

Evaluation Criteria:

Graded Components	% of Total	Type
Participation/Attendance	10%	C 🗨️
Online Chapter Quizzes	25%	O 🗨️
Exam 1	15%	N ↑
Exam 2	15%	N ↑
Exam 3	15%	N ↑
Exam 4 (Final)	20%	N ↑

(see remaining pages for details)

Requirements for each form of graded component. Failing to follow these will represent academic misconduct. See below.

Independent Work [N ↑]: Strictly non-collaborative, original individual work. You may discuss this assignment with your instructor only. Discussions with other individuals, either in person or electronically, are strictly prohibited. **Use of AI is not acceptable.**

Collaboration Required [C 🗨️]: An explicit expectation for collaboration among students either in class or outside of class (i.e. group work).

Collaboration Optional [O 🗨️]: Students are permitted, but not required, to discuss the assignment or ideas with each other. All submitted work must be one's original and individual creation.

Academic Conduct: See discussion of Academic Conduct included in the *Additional Information and Policies* section below.

Graded Component Details

Attendance and Participation Policy:

University policy dictates any student who fails to attend without giving prior notification to the instructor will be dis-enrolled after the third instructional day of the term, the first Friday of the term, or the second scheduled class meeting of the course, whichever occurs first.

Class time will consist of lectures integrated with class discussion, a review of out-of-class assignments, performance of in-class assignments, and periodic testing. Active learning will be stressed to maximize critical thinking and reinforce course material.

It is your responsibility to come to each class prepared to discuss the subject matter and to address any questions that are asked of you. In class, be prepared to discuss the day's readings and be ready to perform to the best of your abilities. A simple "I don't know" in response to a question is unacceptable and will result in a poor class participation evaluation at the end of the course, which may adversely affect your grade. You are required to make a "good faith" effort for class participation. Participation grade is based on your involvement in class discussions. Class attendance and participation is graded as follows:

- Up to 4 (four) unexcused absences are allowed and will not affect your grade. If you miss more than four classes, there will be a reduction in your Attendance and Participation grade.
- Multiple instances of speaking in class (i.e., answering questions or engaging in discussion) are expected for full Attendance and Participation credit.
- NO CELL PHONE USE OR TEXTING DURING CLASS – use of your phone may result in you being asked to leave class and loss of credit towards Attendance and Participation credit for the day.

Excusable Absences: If you have a medical / family emergency, religious accommodation (see additional discussion in *Additional Information and Policies* section below) or university-sponsored conflict, at a minimum, you must contact me prior to class (via email). In order for your absence to be excused, it must relate to a medical / family emergency, religious accommodation, or university-sponsored conflict and must be corroborated by substantiating documentation. Any doctor's note provided must be dated the day of or day before the absence. For family emergencies, corroborating support of some kind must be provided. (You must have acceptable corroboration for approved absences and it must be subject to review by the instructor!)

Online Prework and Quiz Details:

Prework practice problems and quizzes are assigned for each chapter covered in the course. They may include multiple choice, matching, fill in the blank, short answer and calculations. All practice problems and quizzes must be completed online via the Pearson MyLab Accounting site. Students have an unlimited number of attempts and time to complete assigned practice and results will not be included in students' Canvas Gradebook. Only ONE, two-hour, attempt is permitted for every quiz and scores will be included in students' Canvas Gradebook. Once a quiz is started, students must complete the submission within the allotted time-frame. If a system or connectivity error occurs during the attempt, the system will permit users to regain access, however the quiz timer will continue to run.

Note: Chapter quizzes will be "locked" for each student until he/she has successfully earned at least a 60% on the related chapter prework assignment. Students are encouraged to complete prework and quizzes as soon as such content is covered in class. Ultimately, each student has the flexibility to complete these assignments on their own timeline however to earn full credit for a quiz, the practice and quiz must be completed by midnight of the due date posted in Canvas and on the MyLab site. Any quiz attempt completed after the due date and time will be scored a zero "0" and with finality. As students have the flexibility to complete quizzes well in advance of the due date, last minute or "11th hour" personal or university issues or conflicts are not grounds for an exception.

Mid-Term and Final Examination Details:

There will be three mid-terms and one final examination in this course. The exams will be primarily multiple choice and numeric calculations (but may include a limited number of other question types.) See the course schedule for dates when each mid-term exam will be administered. The final exam will be administered at the official university appointed place and time.

All exams will be administered online through Canvas, in class, at the appointed date and time. Therefore, every student must bring their computer or tablet/iPad on the day of the exam in order to complete the assessment. Students are advised to check wifi connectivity and Respondus LockDown browser compatibility with the Canvas course site prior to the start time of the exam. Should any student foresee difficulty with this exam procedure, he/she must communicate with the instructor well before the date of the assessment.

Mid-Term Exams: in the case of an excusable absence as defined in the *Attendance and Participation Policy* section above, a student must complete a make-up exam at the Student Academic Services Testing Center within one-week of the original scheduled date. Students must work with the instructor to have an exam made available and should do so as quickly as possible.

Final Exam: in the case of an excusable absence as defined above, the student will receive an “Incomplete” for the course until the Final Exam can be completed.

Examination absences for reasons other than those “excusable” as listed above or for any “excusable” absence which remains unsubstantiated **will be scored a zero “0”, and with finality.**

Course Schedule:

A detailed course schedule including all assignment due dates, as well as exam dates, can be found on the Syllabus page in the course Canvas site. Please be sure to review these dates in detail and notify me immediately with any questions or concerns. All dates are subject to change. Check course schedule or calendar weekly.

Grading Policy Details:

Course letter grades will be determined based on the weighted sum of points earned in the course and according to the official OSU Grading Scale shown below. These grading percentages should be regarded as “gates” whereby they are minimums to be achieved, **not** rounded up to. (*Therefore, a 92.97% is still considered an “A-.” Do not email me at the end of the course asking for rounding up.*)

Curving: While final course grades will not be subject to a curve, exam scores may be subject to grading curves when determined necessary by the instructor. No extra credit is available at any time, for any reason.

Grading Scale:

Letter	A	A-	B+	B	B-	C+	C	C-	D+	D	E
(Points)	(4.0)	(3.7)	(3.3)	(3.0)	(2.7)	(2.3)	(2.0)	(1.7)	(1.3)	(1.0)	(0.0)
Range:	100% - 93%	93% - 90%	90% - 87%	87% - 83%	83% - 80%	80% - 77%	77% - 73%	73% - 70%	70% - 67%	67% - 60%	60% - 0%

Note: Above percentages are % of overall points earned

Throughout the semester, I will track your assessment scores using Canvas. I am available to discuss any grading concerns that you have in person. According to the Family Educational Rights and Privacy Act (FERPA), I cannot discuss student grades or related class information with individuals other than the student.

Additional Course Policies

Use of AI:

There has been a significant increase in the popularity and availability of a variety of generative artificial intelligence (AI) tools, including ChatGPT, Sudowrite and others. These tools will help shape the future of work, research and technology but when used in the wrong way, they can stand in conflict with academic integrity at Ohio State.

All students have important obligations under the Code of Student Conduct to complete all academic and scholarly activities with fairness and honesty. Specifically, students are not to use unauthorized assistance in the laboratory, on field work, in scholarship or on a course assignment unless such assistance has been authorized specifically by the course instructor. In addition, students are not to submit their work without acknowledging any word-for-word use and/or paraphrasing of writing, ideas or other work that is not your own. These requirements apply to all students undergraduate, graduate, and professional.

To maintain a culture of integrity and respect, these generative AI tools should not be used in the completion of course assignments unless an instructor for a given course specifically authorizes their use. Some instructors may approve of using generative AI tools in the academic setting for specific goals. However, these tools should be used only with the explicit and clear permission of each individual instructor, and then only in the ways allowed by the instructor.

Communication with Instructor:

All students are welcome to come by my office to discuss any matter. I will be present during posted office hours, and am in and out depending on teaching schedules and other tasks during traditional business hours. Additionally, I will respond to student emails under the following parameters:

- Foremost, students are expected to maintain professional and courteous interactions in all places, including emails. Please be concise and think through your communication / reread before sending. Consider having AI proofread your emails before sending.
- I will do my best to respond to student emails within 24 hours of receipt on weekdays during traditional business hours.
 - *NOTE: Therefore, emails late on Fridays or otherwise constrained by hours prior to a deadline or the need for immediate feedback may likely result in an untimely response. Reach out early!*

I do not publish or provide my personal cell phone number under any circumstances and will not respond to students' use of this information. All communications must be using university resources, Carmen Inbox, or university email.

Course-specific Copyright Policy:

Material provided by the instructor may not be re-posted anywhere without the explicit permission of instructors. See University Copyright Policy.

Academic Misconduct

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's [Code of Student Conduct](#), and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's Code of Student Conduct and this syllabus may constitute Academic Misconduct.

The Ohio State University's Code of Student Conduct (Section 3335-23-04) defines academic misconduct as: Any activity that tends to compromise the academic integrity of the University or subvert the educational process. Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's Code of Student Conduct is never considered an excuse for academic misconduct, so I recommend that you review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct.

If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University's Code of Student Conduct (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me. You can also review these resources:

- [Committee on Academic Misconduct](https://go.osu.edu/coam) (go.osu.edu/coam)
- [Ten Suggestions for Preserving Academic Integrity](https://go.osu.edu/ten-suggestions) (go.osu.edu/ten-suggestions)
- [Eight Cardinal Rules of Academic Integrity](https://go.osu.edu/cardinal-rules) (go.osu.edu/cardinal-rules)

Your Mental Health:

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University's Student Life Counseling and Consultation Service (CCS) is here to support you. If you find yourself feeling isolated, anxious or overwhelmed, [on-demand mental health resources](https://go.osu.edu/ccsdemand) (go.osu.edu/ccsdemand) are available. You can reach an on-call counselor when CCS is closed at **614-292-5766**. **24-hour emergency help** is available through the [National Suicide Prevention Lifeline website](https://suicidepreventionlifeline.org) (suicidepreventionlifeline.org) or by calling **1-800-273-8255(TALK)**. [The Ohio State Wellness app](https://go.osu.edu/wellnessapp) (go.osu.edu/wellnessapp) is also a great resource.

Religious Accommodations:

Ohio State has had a longstanding practice of making reasonable academic accommodations for students' religious beliefs and practices in accordance with applicable law. In 2023, Ohio State updated its practice to align with new state legislation. Under this new provision, students must be in early communication with their instructors regarding any known accommodation requests for religious beliefs and practices, providing notice of specific dates for which they request alternative accommodations within 14 days after the first instructional day of the course. Instructors in turn shall not question the sincerity of a student's religious or spiritual belief system in reviewing such requests and shall keep requests for accommodations confidential.

With sufficient notice, instructors will provide students with reasonable alternative accommodations with regard to examinations and other academic requirements with respect to students' sincerely held religious beliefs and practices by allowing up to three absences each semester for the student to attend or participate in religious activities. Examples of religious accommodations can include, but are not limited to, rescheduling an exam, altering the time of a student's presentation, allowing make-up assignments to substitute for missed class work, or flexibility in due dates or research responsibilities. If concerns arise about a requested accommodation, instructors are to consult their tenure initiating unit head for assistance.

A student's request for time off shall be provided if the student's sincerely held religious belief or practice severely affects the student's ability to take an exam or meet an academic requirement **and** the student has notified their instructor, in writing during the first 14 days after the course begins, of the date of each absence. Although students are required to provide notice within the first 14 days after a course begins, instructors are strongly encouraged to work with the student to provide a reasonable accommodation if a request is made outside the notice period. A student may not be penalized for an absence approved under this policy.

If students have questions or disputes related to academic accommodations, they should contact their course instructor, and then their department or college office. For questions or to report discrimination or harassment based on religion, individuals should contact the [Civil Rights Compliance Office](#).

Policy: [Religious Holidays, Holy Days and Observances](#)

Disability Statement:

The university strives to maintain a healthy and accessible environment to support student learning in and out of the classroom. If you anticipate or experience academic barriers based on your disability (including mental health, chronic, or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. You can connect with them at slds@osu.edu; 614-292-3307; or slds.osu.edu. or in person at 98 Baker Hall, 113 W. 12th Ave.

Creating an Environment Free from Harassment, Discrimination, and Sexual Misconduct:

The Ohio State University is committed to building and maintaining a community to reflect diversity and to improve opportunities for all. All Buckeyes have the right to be free from harassment, discrimination, and sexual misconduct. Ohio State does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy (childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment. Members of the university community also have the right to be free from all forms of sexual misconduct: sexual harassment, sexual assault, relationship violence, stalking, and sexual exploitation.

To report harassment, discrimination, sexual misconduct, or retaliation and/or seek confidential and non-confidential resources and supportive measures, contact the Civil Rights Compliance Office:

Online reporting form at <http://civilrights.osu.edu/>,

Call 614-247-5838 or TTY 614-688-8605,

Or Email civilrights@osu.edu

The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. All university employees have reporting responsibilities to the Civil Rights Compliance Office to ensure the university can take appropriate action:

- All university employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of sexual assault immediately.

The following employees have an obligation to report all other forms of sexual misconduct as soon as practicable but at most within five workdays of becoming aware of such information: 1. Any human resource professional (HRP); 2. Anyone who supervises faculty, staff, students, or volunteers; 3. Chair/director; and 4. Faculty