



Course Syllabus

ACCT2302, Principles of Managerial Accounting

Please Note: Due to extenuating circumstances, including public health issues, course and testing delivery methods, instructional schedules, housing contracts, campus procedures and/or operating hours may be altered, interrupted and/or ceased for a limited or extended period of time. Such changes will be posted on the College website.

Course Information

ACCT2302, Principles of Managerial Accounting
Testing conducted in Testing Center

Delivery Mode: Hybrid or Internet (varies depending on section)

Course Pre-requisites, Co-requisites, and/or Other Restrictions

ACCT2301 or ACNT1303 and 1304

Course Description – from college catalog

Principles of Managerial Accounting (2-3-3) A continuation of ACCT2301. This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.

Student Learning Outcomes

Students will be able to:

- Analyze and interpret financial statements
 - Identify the role and scope of financial and managerial accounting and the use of accounting information in the decision making process of managers.
 - Define operational and capital budgeting, and explain its role in planning, control, and decision making
 - Prepare an operating budget, identify its major components, and explain the interrelationships among its various components.
 - Explain methods of performance evaluation.
 - Use appropriate financial information to make operational decisions
 - Demonstrate use of accounting data in the areas of product costing, cost behavior, cost control, and operational and capital budgeting for management decisions.
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Required Textbooks (ISBN # included) and Materials

The materials required for this class—and any other classes using Cengage products—are included in ONE Cengage Unlimited subscription. For \$119.99 per semester, you get access to ALL your Cengage eTextbooks and online homework in ONE place. Four FREE hardcopy textbook rentals are also available for select titles, just pay \$7.99 S&H each.

If you purchase a Cengage Unlimited subscription, you will need to add the item(s) below to your dashboard or you can purchase the materials below a-la-carte:

- **Title: Financial and Managerial Accounting, 15e**
- **Author: Warren, Jones, Tayler**
- **ISBN: 978-1-337-90266-3**

Note: You only need to purchase one Cengage Unlimited subscription to add any Cengage eTextbook or online homework for other classes to your dashboard at no additional cost.

Getting Registered

To access your course materials and explore Cengage Unlimited, log in to Canvas and navigate to Modules ... click Chapter 1 Reading Assignment. When prompted, create or log in with your Cengage account and follow the prompts to complete the registration process.

For step-by-step help getting registered, head to cengage.com/start-strong and check out our training video and instructions. Just select that you are using CNOWv2 in Canvas.

Once you have purchased your Cengage Unlimited Subscription, you can choose to rent a hard copy of the textbook for \$7.99 (free shipping). In order to do that you will need the following information.

- **Title: Financial and Managerial Accounting, 15e**
- **Author: Warren, Jones, Tayler**
- **ISBN: 978-1-337-90266-3**

Download the free *Cengage Mobile App* to get your Cengage eTextbooks and study tools on your phone. Ask for Cengage Unlimited in the bookstore or visit cengage.com/unlimited to try it for free.

Beware of sites that are selling discounted Cengage Unlimited subscriptions. These sources are likely unauthorized sellers who have acquired access codes illegally, and transactions with such sources may pose a risk to your personal information.

Suggested Course Materials

Computer with Internet access

Pencils

Calculator

Required Assignments & Academic Calendar

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, student must log onto their Canvas accounts for directions on where or how to continue their coursework.

The following is a tentative schedule for the semester. Any changes will be communicated to the student in class and through Canvas.

Table 1 Course Schedule

Unit	Date	Topics, Readings, Assignments, Deadlines
<p>1 Chapters 13 & 14</p>		<p>Introduction and Instructions for the semester Chapter 13—Bring completed Lecture Assignment to class to be graded.</p> <p>Chapter 13 Lab and Quiz due at midnight</p>
		<p>Chapter 14—Bring completed Lecture Assignment to class to be graded. Review for Unit I Test</p> <p>Chapter 14 Lab and Quiz due at midnight Unit I Test available in Testing Center</p>
<p>2 Chapters 15 & 16</p>		<p>Chapter 15— Bring completed Lecture Assignment to class to be graded. Chapter 16 -- Bring completed Lecture Assignment to class to be graded.</p> <p>Chapter 15 Lab and Quiz due at midnight Chapter 16 Lab and Quiz due at midnight</p> <p>Complete Review Online (no in-class review) Unit II Test Available in Testing Center</p>
<p>3 Chapters 18 & 20</p>		<p>Chapter 18—Bring completed Lecture Assignment to class to be graded. Chapter 20—Bring completed Lecture Assignment to class to be graded.</p> <p>Chapter 18 Lab and Quiz due at midnight Chapter 20 Lab and Quiz due at midnight</p> <p>Review for Unit III Test Unit III Test available in Testing Center</p>
<p>4 Chapters 22 & 24</p>		<p>Chapter 22—Bring completed Lecture Assignment to class to be graded.</p> <p>Chapter 22 Lab and Quiz due at midnight.</p> <p>Chapter 24—Bring completed Lecture Assignment to class to be graded.</p> <p>Chapter 24 Lab and Quiz due at midnight</p> <p>No Class—Thanksgiving Holiday</p> <p>Review for Unit IV Test</p>

Unit	Date	Topics, Readings, Assignments, Deadlines
		Unit IV Test available in Testing Center
5 Chapters 25 & 26		<p>Chapter 25—Bring completed Lecture Assignment to class to be graded. Chapter 25 Lab and Quiz due at midnight.</p> <p>Chapter 26—Bring completed Lecture Assignment to class to be graded. Chapter 26 Lab and Quiz due at midnight</p> <p>Complete online review for Unit V Test</p> <p>Unit V Test available in Testing Center</p>

Methods of Evaluation

Points will be assigned as follows:

	Points--Each	Total Points
Lecture Assignments (10 chapters)	20	200
Chapter Labs (10 chapters)	10	100
Chapter Quizzes (10 chapters)	20	200
Tests (5 with lowest test grade dropped)	100	400
Total Points		900

The following scale will be used to determine the final grade:

	Percentage of Points	Letter Grade
810 - 900	90—100	A
720 - 809	80—89	B
630 - 719	70—79	C
540 - 629	60—69	D
Below 540	Below 60%	F

Lecture Assignments—For each chapter, students will complete a Lecture Assignment while viewing videos of the instructor working demonstration problems. Students will then bring the completed Lecture Assignment to the instructor on the due date presented on the Course Schedule. The lecture assignments are worth 20 points per chapter, with 10 of these points earned by attending class to complete the in-class portion of the assignment.

Chapter Labs—The lab exercises/problems from each chapter are due according to the Course Schedule above. These chapter labs must be completed online. You have two attempts per lab, and your grade will be the higher of the two attempts. The chapter labs are worth 10 points each.

Chapter Quizzes—Quizzes will be available for each chapter and are due according to the Course Schedule above. These quizzes will be taken wherever you choose and using whatever materials you choose. The purpose of these quizzes is to help you prepare for the exams. You may take these quizzes two times each. Your grade will be the highest grade from these attempts. The chapter quizzes are worth 20 points each.

Tests—Five tests will be given this semester according to the schedule above. These tests will be taken in the Testing Center either on the Main Campus or at the South Campus (Van Alstyne). Dates for these exams are included in the Course Schedule above. **The lowest test grade will be dropped at the end of the semester.**

Missed exam policy is given under the Course & Instructor Policies section of this syllabus.

The hours and rules for the Testing Centers are as follows:

- *All tests must be started at least one hour before closing.*
- *Photo ID is required.*
- *Please bring items required for your test --calculators, pen/pencil, etc.*
- *Children are not allowed in the testing rooms; please make arrangements for your children before arriving at the testing center.*
- *Cell phones must be turned off and may not be taken to testing workstations.*
- *All areas are monitored by an electronic surveillance system.*

To better ensure social distancing, all testing will require an appointment. Please use our RegisterBlast system to make an appointment for your specific test: <https://www2.registerblast.com/grayson/Exam/List>. If you do not see your test listed or if you need further assistance, please email us at testing@grayson.edu.

<i>Main Campus Testing Center</i>		
Room SC-115, 6101 Grayson Drive, Denison, TX 75020 903.463.8724		
	Days	Time
	Monday	8:00 a.m. – 5:00 p.m.
	Tuesday and Wednesday	8:00 a.m. – 8:00 p.m.
	Thursday	8:00 a.m. – 5:00 p.m.
	Friday	8:00 a.m. – 5:00 p.m.
<i>South Campus Testing Center</i>		
Room SB-121, 1415 W. Van Alstyne Parkway, Van Alstyne, TX 75495 903.415.2509		
	Days	Time
	Monday	8:00 a.m. – 7:00 p.m.
	Tuesday - Thursday	8:00 a.m. – 4:00 p.m.
	Friday	8:00 am – 2:00 pm

Missed exams: If you miss an exam, you will use the missed exam score as your drop exam. If you know you will not be able to take an exam because of a personal situation, you may contact the professor **before** the exam is scheduled, and if possible you will be allowed to take it early. You may not take an exam late.

Methods of Instruction

ACCT2302. Students will be required to view the recorded lectures and complete the chapter lecture assignments online. Students will also complete lab assignments and quizzes online.

Course & Instructor Policies

Late Work—Due dates are provided for all assignments. No late work will be accepted without prior approval from the professor. This will only be for extreme circumstances!

Missed exams: If you miss an exam, you will use the missed exam score as your drop exam. If you know you will not be able to take an exam because of a personal situation, you may contact the professor **before** the exam is scheduled, and if possible you will be allowed to take it early. You may not take an exam late.

Course Communication—the best way to communicate with the professor is through Canvas.

Class Attendance

Attendance and Participation Academic success is closely associated with regular class attendance and course participation. All successful students, whether on campus or online, are expected to be highly self-motivated. All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their faculty' instructions. Students taking courses during compressed semester timeframes such as mini-mester, summer sessions, and 8-week courses should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student. Instructors are required to include in their syllabi the attendance policy for the courses(s) they teach. The college considers absences equal to or greater than 15% of the course's requirements to be excessive.

In order for students to be counted as having attended a class before the census date, the following guidelines are to be used: • Physical attendance in class with an opportunity for instructor and student interaction • Submission of an academic assignment • Completion of an exam, interactive tutorial, or computer-assisted instruction • Attendance at a study group assigned by the faculty • Participation in an online discussion in the class • Contact with a faculty member to ask a question

Student Conduct & Discipline

Students are expected and required to maintain classroom decorum that includes respect for other students and the instructor. Students are expected to have prompt and regular attendance, and an attitude that seeks to take full advantage of the educational opportunity. Any behavior that disrupts the learning environment will not be tolerated.

Additional Explanations

Communication: Communication between the instructor and students will primarily be through the course site in GC Canvas. Frequent announcements, comments in the course discussions, and responses to Canvas Inbox, will be provided regularly.

Participation: In hybrid and online courses, regular routine participation is extremely important and requires self-discipline. Online participation is assessed through a variety of methods including timely submission of assignments online, as well as logging in and checking the course site regularly.

Monitoring online activities: Online course activities will be monitored through a variety of methods including active participation by the instructor in various course areas as well as utilization of the Course Tracking tool in GC Canvas. The Course Tracking tool provides detailed statistics for each student for various activities in the course.

Standard of appropriate online behavior: All students are expected to be polite and respectful. It is not only common sense, but also absolutely obligatory for a productive and supportive online environment. Do not use offensive language. Adhere to the same standard of behavior online that you follow in real life. Failure to do so could result in being denied access to your class.

Level of technical competence— Students are expected to have a basic understanding of personal computers, internet browsing, desktop applications such as Microsoft Word, and file management (uploading, downloading, or sending files).

Computer Hardware and Software— Generally, personal computers purchased in the last 3 years should be adequate to access GC Canvas. Software requirements include Google Chrome (or Firefox), the latest version of Sun JAVA (www.java.com), the latest updates to your operating system (Microsoft Windows XP or higher or Apple MAC OS X or higher), and the latest updates to your anti-virus and spyware protection. Students needing assistance with accessing instructional technology should contact the GC Help Desk. For more information, visit www.grayson.edu and select the Help Desk link. No other software is necessary.

Technical breakdowns: Please do not wait until the last minute to submit assignments! Allow enough time before the due date and time to submit your assignments. Should there be a technical problem, first try to resolve the issue with the Canvas help desk technical support. Next notify the instructor (before the assignment is past due) via Canvas Inbox if possible or external e-mail if Canvas is not functioning. **If you are having computer or internet issues remember the campus has several computer labs available. Also free Wi-Fi is readily available in many locations. Be resourceful.**

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GC Student Handbook for details). Grayson College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material.

Plagiarism is a form of scholastic dishonesty involving the theft of or fraudulent representation of someone else's ideas or words as the student's original work. Plagiarism can be

intentional/deliberate or unintentional/accidental. Unintentional/Accidental plagiarism may include minor instances where an attempt to acknowledge the source exists but is incorrect or insufficient. Deliberate/Intentional plagiarism violates a student's academic integrity and exists in the following forms:

- Turning in someone else's work as the student's own (such as buying a paper and submitting it, exchanging papers or collaborating on a paper with someone else without permission, or paying someone else to write or translate a paper)
- Recycling in whole or in part previously submitted or published work or concurrently submitting the same written work where the expectation for current original work exists, including agreeing to write or sell one's own work to someone else
- Quoting or copy/pasting phrases of three words or more from someone else without citation, • Paraphrasing ideas without citation or paraphrasing incompletely, with or without correct citation, where the material too closely matches the wording or structure of the original
- Submitting an assignment with a majority of quoted or paraphrased material from other sources
- Copying images or media and inserting them into a presentation or video without citation,
- Using copyrighted soundtracks or video and inserting them into a presentation or video without citation
- Giving incorrect or nonexistent source information or inventing source information
- Performing a copyrighted piece of music in a public setting without permission
- Composing music based heavily on someone else's musical composition.

Students who are caught submitting plagiarized material or who have engaged in collusion or cheating on any course assignment or exam will receive a zero on the first assignment and an "F" in the course for any additional acts of academic dishonesty.

Student Responsibility

You have already made the decision to go to college; now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. Education involves a partnership that requires both students and instructors to do their parts. By entering into this partnership, you have a responsibility to show up for class, do the assignments and reading, be engaged and pay attention in class, follow directions, and put your best effort into it. You will get out of your experience here exactly what you put into it – nothing more and nothing less.

TITLE IX

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

- Dr. Molly M. Harris, Title IX Coordinator (903)463-8714
- Ms. Logan Maxwell, Title IX Deputy Coordinator - South Campus (903) 415-2646
- Mr. Mike McBrayer, Title IX Deputy Coordinator - Main Campus (903) 463-8753
- Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>
- GC Police Department: (903) 463-8777- Main Campus) (903-415-2501 - South Campus)
- GC Counseling Center: (903) 463-8730
- For Any On-campus Emergencies: 911

**Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

**These descriptions and timelines are subject to change at the discretion of the Professor.

** Grayson College campus-wide student policies may be found at the following URL on the College website: <https://www.grayson.edu/currentstudents/Academic%20Resources/index.html>
