Course Syllabus
ACCT 2020-004 – Fundamentals of Accounting II
TR 2:40 pm – 4:05 pm
Fall Semester, 2020
3.0 Credit Hours

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Office: Fogelman Room 226
Office Hours: Tuesday noon to 2:00 pm 4:30 to 6:30 pm
Other times by appointment

Course Overview:
Managerial accounting is concerned with providing information to managers and other people inside an organization who direct and control its operations. Whereas financial accounting provides essential information to outsiders for the purpose of judging a company’s performance, managerial accounting provides essential information to those people who run organizations. In contrast to financial accounting information, management accounting information is:

- designed and intended for use by managers within the organization, whereas financial accounting information is designed for use by shareholders and creditors;
- usually confidential and used by management, instead of publicly reported;
- forward-looking, instead of historical;
- computed by reference to the needs of managers, often using management information systems, instead of by reference to financial accounting standards.

Pre-Requisites/Co-Requisites:
ACCT 2010 – Fundamentals of Accounting I

Required Texts (and Related Materials):
- Connect – Connect Accounting is packaged free with the textbook if the textbook is purchased through the university or Tiger bookstore. With Connect, you also get 24/7 online access to an eBook, an online edition of the text, to aid you in successfully completing your work, wherever and whenever you choose. What’s included is an access code you’ll need to register with Connect.
If you purchase the textbook used or online or buy one used, you will need to go to the Connect class link in eCourseware to purchase Connect (located under Getting Started). Connect is required to successfully complete this course! Further instructions on Connect are detailed in a separate video on eCourseware under “Getting Started.” The most economical means of acquiring the textbook is through Connect using only the eBook. Though a hard copy of the book is helpful, it is not required.

Location of Course Materials:
All support course materials (PowerPoint slides, notes, news, etc.) are located on the eCourseware website (opens in new window).

Required course materials:
Exams are taken online using the McGraw-Hill Education Tegrity software. Required materials for online students include a computer with the capability of downloading and installing the Tegrity software and a functioning camera and microphone attached to the computer. You will be required to take a picture of yourself holding up your student ID before each test and you are required to use the Tegrity software to video and record your screen during the taking of each exam and other assignments as designated by your instructor. Note that if you fail to use Tegrity while taking exams, you will receive a grade of zero. Also, you are not permitted to use any online resource during exams except for the eBook; failure to adhere to this requirement will also result in a grade of zero. There is no fee for this software.

To Successfully Complete Each Module’s Assignments:
1. Watch the Connect Interactive Presentation for each chapter. These presentations provide an excellent summary of the material to be covered.
2. Download (and consider printing) the chapter ‘lecture’ slides, and read the chapter in the book (or eBook). The slides give the chapter objectives, an outline of the chapter, and review problems to test your comprehension of the material. Printed slides are a great resource for notetaking in class.
3. Open Connect and work both the quiz and required assignment for the chapter. You have two chances to get the quiz correct. Incorrect answers are displayed after completing the quiz the first time. You may work the required assignment as many times as you can up until the due date. The highest grades count. Be sure and set reminders of due dates!
4. Classroom attendance and participation. Class attendance has a direct impact on one’s final grade as lectures greatly contribute toward understanding of the material. While university policies may limit classroom attendance due to the current COVID-19 environment, you should attend as much as possible. I plan to offer a Zoom lecture for those students who cannot attend class. Students should also complete as much of the assigned homework as possible before class. At the very least, read the chapter! There are more problems in managerial accounting than in financial accounting. Students not familiar with the problems will have difficulty keeping up in class. Finally, expect that you can learn the material each class. Do not be intimidated by the numbers or the complexity of the topic. Your goal should be to understand all material each class.

Course Goals:
Upon completion of this course, students will be able to:
1. Explain the difference between financial and managerial accounting.
2. Explain the ability to calculate costs in a job order and a process cost accounting system and understand how the costs flow through the system.
3. Understand the types of costs and how they behave in order to calculate cost-volume-profit relationships.
4. Understand the types of budgets and be able to prepare many of the budgets.
5. Gain an understanding of management’s decision-making process as it relates to product pricing, production, equipment replacement, etc.

Fogelman College Learning Outcomes for Your Degree:
The Fogelman College has established the following learning goals for all students successfully completing the BBA degree:
• Graduates will be effective communicators.
• Graduates will demonstrate critical thinking skills.
• Graduates will be knowledgeable about ethical factors in the business environment.
• Graduates will be knowledgeable about the global business environment.
• Graduates will be proficient users of business presentation and analysis technology.
Additional information can be found at the Fogelman Assurance of Learning website.

Addition learning goals for students who successfully complete the BBA in Accounting degree:
• Graduates will demonstrate a satisfactory understanding of financial and managerial accounting concepts.
• Graduates will demonstrate a satisfactory understanding of systems and auditing concepts.
• Graduates will demonstrate a satisfactory understanding of U.S. tax laws and regulations related to financial reporting.

Professor’s Expectations of Students:
Since this is the second accounting course, students should be aware that accounting is not a math course. It involves analyzing business transactions, knowing how to record those transactions, preparing financial reports, and interpreting financial results. Though Managerial Accounting involves less analyzing and more interpreting, it is still true that diligent and consistent course work are the keys to success. Students often falsely believe that they can wait until the night before the exam, cram everything in, and do just as well as if they prepared daily.

This course focuses on the core competencies of managerial accounting that are vital to success in management positions as well as information needed for accounting majors to succeed in upper level accounting courses. This is not to say that the information not covered in the textbook is not useful. You may find this is a good reference book for future career decisions you may face. Be sure to read the course schedule below to know what material will be covered and tested.

Some students have a natural talent for understanding accounting and do well on the multiple-choice exams with relatively little effort. Other students are able to master the material only after working very hard. Finally, for some students, the analytical thinking process associated with accounting is a skill that they seem to have been born without and regardless of the time and effort put into the course it just doesn’t come. If this is you and you have honestly put forth your best effort, do not get discouraged. Do the best you can, learn as much as you can, and do not become overly concerned about your ultimate grade.
**Student's Expectations of the Professor:**
In my role as your instructor, there are certain things you can expect from me including a well-organized and engaging learning experience, response to emails within one business day, and feedback on all work submitted within 3-5 calendar days.

**Grading and Evaluation Criteria:**
Over the semester you will have a variety of opportunities to earn points towards your final (overall) letter grade in this course. This section of the syllabus describes the assessed work you will be doing and how overall (final) letter grades will be computed.

**Final Course Grades:**
Final course grades are earned according to the following table:

<table>
<thead>
<tr>
<th>Point Range</th>
<th>Assigned Grade</th>
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<tbody>
<tr>
<td>472 or above</td>
<td>A</td>
</tr>
<tr>
<td>420 – 471</td>
<td>B</td>
</tr>
<tr>
<td>367 – 419</td>
<td>C</td>
</tr>
<tr>
<td>315 – 366</td>
<td>D</td>
</tr>
<tr>
<td>314 or below</td>
<td>F</td>
</tr>
</tbody>
</table>

Your overall grade for the semester is based on how well you perform on a mixture of assessed activities described in the table below.

**Summary of Graded Activities:**
Points earned on the assessed activities will be distributed as follows:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connect Quizzes</td>
<td>30</td>
</tr>
<tr>
<td>Connect Required Assignments</td>
<td>50</td>
</tr>
<tr>
<td>Excel Problems</td>
<td>25</td>
</tr>
<tr>
<td>Tableau Exercises</td>
<td>20</td>
</tr>
<tr>
<td>Exam 1</td>
<td>100</td>
</tr>
<tr>
<td>Exam 2</td>
<td>100</td>
</tr>
<tr>
<td>Exam 3</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>525</strong></td>
</tr>
</tbody>
</table>

These specific assignments correspond with the headings listed in eCourseware. Students must have an average exam grade of 65 to pass this class. The average does not include the quizzes, required assignments, or class project. It is the average of the first three exams plus the final exam.

**Extra Credit:**
There are no extra credit problems offered in this course except as described below under Attendance. *The best way to earn a good grade is to complete all chapter assignments and*
prepare for the exams. However, extra practice is available in Connect through Interactive Presentations and Practice Assignments for each chapter.

Exams:
Exams are online and will consist of multiple-choice questions covering concepts, definitions, and problems requiring calculations. The first three exams are not comprehensive. The first exam covers chapters 1-4, the second exam covers chapters 5-7, and the third exam covers 8, 10, and 11. The final exam is comprehensive. All exams must be taken during the scheduled time. No late exams will be given except for official university-approved activities. The final exam will be open during the times outlined in the syllabus and it cannot be dropped. Because the final exam is comprehensive it can also be used to replace the lowest score of the first three exams if it benefits the student.

All exams are open book and open notes; however, they are timed and to be taken without assistance from any human sources or websites other than McGraw-Hill Connect. Exams must be taken during the scheduled time of availability using the Tegrity software previously discussed. Because exams are timed, the best way to achieve your best score is to prepare for them by reviewing the course material.

Academic misconduct during an exam will result in a grade of zero for that exam and notification to university officials. Academic misconduct includes helping or getting help from others or using unauthorized materials in completing the exam. Academic misconduct is considered unethical behavior and students should not compromise their integrity.

Quizzes:
A quiz in Connect is assigned from each chapter. These quizzes are worth 3 points each and close on the last date the chapter is covered (see Schedule of Semester Activities). You may attempt the quizzes twice and the higher grade will count. Missed quiz questions are shown after you submit your quiz for grading. The quiz questions are very similar to the questions that you will see on the exams, and the importance of practicing these questions cannot be emphasized enough. The quizzes have stated end dates and will not be available after the end date.

Required Assignments:
Required assignments are located in Connect and consist of chapter problems. Homework will be graded and totals 50 possible points (5 points possible for each Required Assignment). You may work the homework as many times as you like up to the cutoff date for each set of chapters. The cutoff date will be before each exam on the new chapters and are listed below in the Schedule of Semester Activities located at the end of this syllabus. The material on the exams will be similar to the material in the homework. Students can judge their development in the course by noting how well they understand the homework.

Excel Problems:
Employers expect their new hires to have solid Microsoft Excel skills as this spreadsheet software has become an integral part of most business organizations across the world. MS Excel is used for various purposes by business establishments. Some organizations use this spreadsheet software for generating memos, track sales trends, and other business data. Excel has a simple
interface that allows users to easily understand this software and also perform basic activities. The due date is given in the Schedule of Semester Activities.

**Tableau Exercises:**
Tableau is a powerful and fastest growing data visualization tool used in business. It helps simplify raw data into an easily understandable format. Data analysis is very fast with Tableau and the visualizations created are in the form of dashboards and worksheets. Having a working knowledge of Tableau will help make you a more valuable member of your organization.

**Schedule of Semester Activities:**
For a complete semester schedule of readings, activities, and due dates for assignments, refer to the Schedule of Semester Activities that is found at the end of this syllabus.

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**Course Policies**

**E-MAIL:**
All students are required to maintain and access their University of Memphis (@memphis.edu) email account. You will receive all official course correspondence at this email account. Any inability to receive incoming mail in a timely fashion (e.g., not regularly checking your email, having a “full mailbox” condition, etc.) is the student’s responsibility.

**Attendance:**
Students are encouraged to attend class as often as allowed by university policy. Each period will begin with a lecture of the day’s topic, followed by working an end-of-chapter problem to reinforce topics covered in class.

**Technology Rules:** Computers will not be allowed in class as the temptation to give in to distractions like Internet and email has proven too great. If you use the eBook, I suggest you print the lecture slides prior to class. The printed slides are the best means for taking notes.

**Cell phones will not be allowed in class.** Please refrain from using a cell phone (texting, talking, playing with it...) in class as they are distracting to students seated next to you, and me! It is our joint responsibility to create an environment conducive to learning. All participants in the course should be considerate of the other course participants and treat them (as well as their opinions) with respect. The class will operate under the assumption that any and all feedback offered is positive in nature and that the intentions of the person(s) providing feedback are strictly honorable.

**Instructional Assistance:**
- Tutoring is offered free on the second floor of the Fogelman Business building in the ESP Business Learning Center, room 256. Hours are posted on the door.
- Examples of all end-of-chapter material for which you will be held responsible are available on the practice problems on Connect.
- Should you get stuck on a homework problem, feel free to email me so I can offer assistance. I am here to help you succeed!
Adding / Dropping:
If you have questions about adding or dropping classes, please refer to this page on the Registrar’s website (opens in new window).

Academic Integrity:
The University of Memphis has clear codes regarding cheating and classroom misconduct; you may refer to the Student Handbook section on academic misconduct for a discussion of these codes. Note that using a “Solutions Manual” is considered cheating. Should your professor have evidence that using a “Solutions Manual” has occurred, he/she may take steps as described on the campus’ Office of Student Accountability website (opens in new window). If you have any questions about academic integrity or plagiarism, you are strongly encouraged to review the Fogelman College's Website on Academic Integrity (opens in new window).

Participation:
To be successful in this course as a student, you must stay active and involved throughout the entire semester. Students are expected to participate in all interactive aspects of the course. You should also regularly communicate with the instructor as part of your overall learning experience, check into the course frequently for announcements (usually on the course home page), and actively participate in any discussion events (both formal and informal). Participation is a very positive tool to learn materials progressively, because by engaging you can understand, retain, and recall subject matter much easier and better.

Online Behavior:
If you have any questions about online communication, you should review the Fogelman College’s Netiquette website (opens in new window).

Late Assignments:
Assignments and projects may be submitted anytime up to and including the date due. Review all information in this syllabus for all due dates for formally assessed work. If your work is not submitted on time, the instructor reserves the option to refuse the assignment or deduct an appropriate value for tardiness depending upon the circumstances.

Reporting Illness or Absence:
Due dates and deadlines have been established for each graded assignment, and deadlines are taken very seriously. Please do not wait until the last day to submit assignments or to take quizzes and exams. If an emergency should arise, it is the student’s responsibility to contact the instructor prior to the deadline to discuss the matter. A deadline extension will be considered only if both of the following conditions are met: (1) Extreme emergency and (2) Instructor contacted prior to the due date.

Inclement Weather:
In the event that inclement weather requires the cancellation of classes at The University of Memphis, local radio and television media will be immediately notified. Additionally, The University of Memphis has established an Inclement Weather Hotline at 901-678-0888 as well as TigerText (opens in new window), an emergency alert text messaging service to students, faculty and staff. This optional service is used in the event of an on-campus emergency, an unscheduled
university closing, or a delay or cancellation of classes due to, for instance, inclement weather. The class schedule may have to be modified if campus is closed for snow days.

**Syllabus Changes:**
The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course bulletin board.

**Student Services**
Please access the [FCBE Student Services (opens in new window)] page for information about:

- Students with Disabilities
- Tutoring and other Academic Assistance
- Advising Services for Fogelman Students
- Technical Assistance

**Important Dates:**
- August 30, 2020 – Last day to drop with no grade
- October 2, 2020 – Last day to drop with a grade of “W”
- November 17, 2020 – Last day of classes

**Final Thoughts:**
You should have noticed that one of the learning outcomes of your degree is that you will demonstrate critical thinking skills. Here are a few thoughts as to what that means. The well cultivated critical thinker:

- Raises vital questions and problems, formulating them clearly and precisely;
- Gathers and assesses relevant information, evidence, and facts, using abstract ideas to interpret them effectively, and comes to well-reasoned conclusions and solutions, testing them against relevant criteria and standards;
- Thinks open-mindedly within alternative systems of thought, recognizing and assessing their assumptions, implications, and practical consequences; and
- Communicates effectively with others in finding solutions to complex problems.

Be that person!
<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/17/2020</td>
<td>Class Orientation [first day of classes]</td>
<td>Read through “Getting Started” under Content at eCourseware.</td>
</tr>
<tr>
<td>8/18</td>
<td>Introduction to Managerial Accounting</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>8/20</td>
<td>Introduction to Managerial Accounting cont.</td>
<td>Chapter 1 Connect Quiz (Aug 23) and Required Assignment (Aug 23)</td>
</tr>
<tr>
<td>8/25</td>
<td>Job Order Costing</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>8/27</td>
<td>Job Order Costing, cont.</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>9/1</td>
<td>Job Order Costing, cont.</td>
<td>Chapter 2 Connect Quiz (Sept 6) and Required Assignment (Sept 6)</td>
</tr>
<tr>
<td>9/3</td>
<td>Process Costing</td>
<td>Chapter 3 Connect Quiz (Sept 13) and Required Assignment (Sept 13)</td>
</tr>
<tr>
<td>9/8</td>
<td>Activity Based Costing</td>
<td>Chapter 4</td>
</tr>
<tr>
<td>9/10</td>
<td>ABC and Activity Based Management, cont.</td>
<td>Chapter 4 Connect Quiz (Sept 20) and Required Assignment (Sept 20)</td>
</tr>
<tr>
<td>9/15</td>
<td>Review Chap. 1 – 4</td>
<td></td>
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<tr>
<td>9/17</td>
<td><em>Exam 1, Chap. 1 – 4</em></td>
<td><em>Multiple Choice and Problems Open in Connect Sep 18 – 20</em></td>
</tr>
<tr>
<td>9/22</td>
<td>Cost Behavior</td>
<td>Chapter 5 Connect Quiz (Sept 27) and Required Assignment (Sept 27)</td>
</tr>
<tr>
<td>9/24</td>
<td>Cost-Volume-Profit Analysis</td>
<td>Chapter 6</td>
</tr>
<tr>
<td>9/29</td>
<td>Cost-Volume-Profit Analysis, cont.</td>
<td>Chapter 6</td>
</tr>
<tr>
<td>10/1</td>
<td>Cost-Volume-Profit Analysis, cont.</td>
<td>Chapter 6 Connect Quiz (Oct 4) and Required Assignment (Oct 4)</td>
</tr>
<tr>
<td>10/6</td>
<td>Incremental Analysis for Short-Term Decision Making</td>
<td>Chapter 7 Tableau Lab 2.4 due Oct 11</td>
</tr>
<tr>
<td>10/8</td>
<td>Incremental Analysis for Short-Term Decision Making, cont.</td>
<td>Chapter 7 Connect Quiz (Oct 18) and Required Assignment (Oct 18)</td>
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<tr>
<td>Date</td>
<td>Title</td>
<td>Description</td>
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<tr>
<td>10/13</td>
<td>Review Chap. 5 - 7</td>
<td></td>
</tr>
<tr>
<td>10/15</td>
<td>Exam 2, Chap. 5 - 7</td>
<td>Multiple Choice and Problems Open in Connect Oct 16 – 18</td>
</tr>
<tr>
<td>10/20</td>
<td>Budgetary Planning</td>
<td>Chapter 8</td>
</tr>
<tr>
<td>10/22</td>
<td>Budgetary Planning cont.</td>
<td>Chapter 8 Connect Quiz (Oct 25) and Required Assignment (Oct 25)</td>
</tr>
<tr>
<td>10/27</td>
<td>Decentralized Performance Evaluation</td>
<td>Chapter 10 Connect Quiz (Nov 1) and Required Assignment (Nov 1)</td>
</tr>
<tr>
<td>10/29</td>
<td>Capital Budgeting</td>
<td>Chapter 11</td>
</tr>
<tr>
<td>11/3</td>
<td>Capital Budgeting, cont.</td>
<td>Chapter 11 Tableau Lab 2.6 due Nov 8</td>
</tr>
<tr>
<td>11/5</td>
<td>Capital Budgeting, cont.</td>
<td>Chapter 11 Connect Quiz (Nov 15) and Required Assignment (Nov 15)</td>
</tr>
<tr>
<td>11/10</td>
<td>Review Chap 8, 10-11</td>
<td></td>
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<tr>
<td>11/12</td>
<td>Exam 3, Chap. 8, 10 –11</td>
<td>Multiple choice and Problems Open in Connect Nov 13 – 15</td>
</tr>
<tr>
<td>11/17</td>
<td>Review all Chapters 1 – 8, 10 - 11</td>
<td>[Excel Problems due November 17]</td>
</tr>
<tr>
<td>11/18</td>
<td>Study Day – no class</td>
<td>Review all Chapters 1 – 8, 10 - 11</td>
</tr>
<tr>
<td>11/20</td>
<td>Final Exam, Chap. 1-8, 10 - 11</td>
<td>Multiple Choice and problems Open in Connect Nov 18 – 20</td>
</tr>
</tbody>
</table>