Course Syllabus
ACCT 2020-M50 – Fundamentals of Accounting II
Fall Semester, 2020
3.0 Credit Hours

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Skype ID: jsnevels

As this is a fully online class, the standard means for communicating with the instructor is via email throughout the semester. However, students in the Memphis area are welcome to visit during office hours or 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; MATH 1710 or MATH 1830
Required Texts (and Related Materials):

- Connect – Connect is packaged with the textbook *if the textbook is purchased through the university* or Tiger bookstore. You will receive an *access code* which you’ll use in order to register with Connect. With Connect, you also get access to an eBook, an online edition of the text.
  - *If you purchase a used textbook*, you will still need to purchase Connect through the eCourseware course page. **Connect is required to successfully complete this course!** Further instructions on how to use Connect are detailed in a separate presentation in eCourseware under “Content” then “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, and a loose-leaf version is available at a reduced cost once you purchase Connect.

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.

**Keys to Success in this Course:**

This is an internet-based, distance-learning course. Online computer assisted learning (CAL) is asynchronous (i.e., takes place outside the classroom). If this is your first on-line course, it is different from any course you've ever taken. Your first task is to completely alter your mindset as to your role as a student and mine as your instructor. Your role as a student in this course is to be an *active learner*. This should be contrasted with passive learning in which you sit in a classroom listening to a lecture. This is different even from other, more traditional modes of non-passive learning such as group participation or discussion seminars. Active learning entails aggressively seeking and assimilating the packets of knowledge.

My role as instructor is to guide, focus, and critique your learning experience. I do this by assigning questions and projects that test your reading comprehension and direct your attention to specific accounting issues identified in the textbooks and supplemental material designed for this course. As an active learner, you seek out the information you need to appropriately address the issues. Similar to a traditional lecture classroom, modules or chapters must be completed according to the syllabus schedule. Assignments and projects are scheduled to close (end access) according to the designated dates. **Once an assignment or project closes, it will not be opened again and, if missed, will result in a zero for that grade.**
The main reason students fail an online course is because they do not have the self-discipline required to complete an online course. Be sure you plan for the unexpected. Complete the assignments as early as possible. Inevitably, when you wait until the end of the due date, something will occur resulting in your missing the deadline. **Most importantly, pay attention to the deadlines set in the syllabus!**

**Location of Course Materials:**
This is a fully online course and all course materials (lectures, discussion topics, news, etc.) are located on the [eCourseware website](#) (opens in new window).

**To Successfully Complete Each Module’s Assignments:**
1. **Watch the 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.
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 grade counts. **Be sure and set reminders of due dates!**
4. **Work the Practice Assignments.** Each chapter has a set of practice assignments that you may find helpful in honing your understanding.
5. **Participate in ‘Classroom’ discussions.** eCourseware contains a discussion area that each student should become familiar with and use frequently. The discussion area is a means of contacting other students in the class and is an appropriate place to discuss assignments, project questions, etc. I will be monitoring the discussion board every day or two and will intervene with comments and corrections as necessary. I encourage you to help your classmates out if you know the answer to their question. There is an Introduction Forum in the Discussion area. *Please log on and introduce yourself.*

**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.

Course Methodology
This is an online course and much of the learning will be self-managed and self-paced but with specific deadlines to meet. This has the benefit of accommodating each student’s unique schedule and learning style. Everything will be done fully online and asynchronously (meaning the class will not meet at specific times).

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: well-organized and engaging learning experience, response to emails within two (2) business days, and feedback on all work submitted within 7-10 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>
</tr>
</thead>
<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 projects. It is the average of the first three exams plus the final exam.
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 is considered unethical behavior and students should not compromise their integrity.

Extra Credit:
There are no extra credit problems offered in this course. 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.

SmartBook
SmartBook assignments are available for each chapter. SmartBook selects questions based on how familiar you are with the material. If you have not read the chapter, you will spend a lot more time on SmartBook and may even be stopped by the program and told to go review the chapter! To spend a reasonable amount of time on SmartBook, you should not try to work it without reading! The SmartBook assignments provided to either learn the material as you start each chapter, or use it as a review for the exam.

Quizzes:
A quiz in Connect is assigned from each chapter. These quizzes are worth 3 points each and close according to the 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 all on Connect and consist of chapter problems. Homework will be graded and totals 30 possible points (3 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.

**Final Exam Schedule:**
The final exam for this class will be open in Connect according to the below Schedule of Semester Activities.

**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:**
Since this is an online class taught asynchronously, there are no scheduled meeting times. Thus, formal attendance will not be taken. However, you are expected to stay active and engaged throughout the academic term and keep up with the schedule of activities. Your full engagement in the class begins on the first day of the semester and should be maintained until the last assignment is submitted. For students receiving federal student loans, any lack of engagement in the course may be treated as non-attendance and potentially impact access to student loans in the future.
Instructional Assistance:
- **ESP Online Tutoring** is normally available free for all accounting students Sunday - Thursday from 8:00 p.m. until 10:00 p.m. Watch for announcements regarding tutoring services once classes start. Instructions for ESP Online Tutoring can be found at Online Tutoring Assistance (browser will open in a new window).
- Tutoring is also normally offered free on the second floor of the Fogelman Business building in the ESP Business Learning Center, room 256. Again, watch for announcements regarding tutoring services once classes start.
- 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!**

Technical Assistance
For information on how to prepare your browser for your online course, and to access student guides go to: eCourseware information (browser will open in a new window).

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. If interested, 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 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 threaded discussion events (both formal and informal). You should plan on logging into the course at least three times each week.

Online Behavior:
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. Insensitivity in this area will not be tolerated. 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. In this course, 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 all of the following conditions are met: (1) Extreme emergency and (2) Instructor contacted prior to the due date.

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

This syllabus is subject to change due to circumstances beyond control of the instructor. I will make every effort to inform you of changes as soon as they occur.

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!

“In all toil there is profit,
but mere talk tends only to poverty.”

~a Proverb
## Schedule of Semester Activities

<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>SmartBook Chapters 1-4 (Sep 20)</td>
</tr>
<tr>
<td>9/17</td>
<td><strong>Exam 1, Chap. 1 – 4</strong></td>
<td><strong>Multiple Choice and Problems Open in Connect Sep 18 - 20</strong></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>
</tr>
<tr>
<td>Date</td>
<td>Title</td>
<td>Description</td>
</tr>
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</tr>
<tr>
<td>10/13</td>
<td>Review Chap. 5 - 7</td>
<td>SmartBook Chapters 5-7 (Oct 18)</td>
</tr>
<tr>
<td>10/15</td>
<td><strong>Exam 2, Chap. 5 – 7</strong></td>
<td>Multiple Choice and Problems</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Connect Quiz (Oct 25) and Required Assignment (Oct 25)</td>
</tr>
<tr>
<td>10/27</td>
<td>Decentralized Performance Evaluation</td>
<td>Chapter 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tableau Lab 2.6 due Nov 8</td>
</tr>
<tr>
<td>11/5</td>
<td>Capital Budgeting, cont.</td>
<td>Chapter 11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Connect Quiz (Nov 15) and Required Assignment (Nov 15)</td>
</tr>
<tr>
<td>11/10</td>
<td>Review Chap 8, 10-11</td>
<td>SmartBook Chapters 8, 10 &amp; 11 (Nov 15)</td>
</tr>
<tr>
<td>11/12</td>
<td><strong>Exam 3, Chap. 8, 10 –11</strong></td>
<td>Multiple choice and Problems</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Open in Connect Nov 13 - 15</td>
</tr>
<tr>
<td>11/17</td>
<td>Review all Chapters 1 – 8, 10 - 11</td>
<td><em>Study, study, study!</em></td>
</tr>
<tr>
<td>11/18</td>
<td><strong>Study Day</strong></td>
<td>Review all Chapters 1 – 8, 10 - 11</td>
</tr>
<tr>
<td>11/20</td>
<td><strong>Final Exam, Chap. 1-8, 10 - 11</strong></td>
<td>Multiple Choice and problems</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Open in Connect Nov 18 – 20</td>
</tr>
<tr>
<td>11/23</td>
<td><strong>Excel Problems</strong></td>
<td>[Excel Problems due November 23]</td>
</tr>
</tbody>
</table>