Instructor: Robyn Robertson, CPA  
Office: B140  
Telephone: 972-238-6030  
Email: robynr@dcccd.edu  
Office Hours: By Appointment

Required Course Materials:  
**Textbook and McGraw-Hill “Connect” Student Registration Access Code:**  
Students will need a book (eBook only or eBook + Printed Textbook) and an access code. The book is *Introduction to Managerial Accounting*, Seventh Edition Custom Package with “Connect Plus”; by Brewer, Garrison and Noreen, McGraw Hill Companies, 2015. There are two options available for purchasing the required materials at the local Richland College bookstore. Choose one.

1. Students who want both a printed textbook and the eBook included with the “Connect Plus” access code should choose the Textbook packaged with a “Connect Plus” access code under special ISBN: 9781259890703.

   OR

2. Students who are comfortable using an eBook exclusively may choose to purchase only the “Connect Plus” access code (includes an eBook) with ISBN 9781259291210

**Basic Calculator for monitored exams. (Cell phone calculators or the calculator on the computer cannot be used during monitored exams)**

**Course Description:**  
Prerequisite: ACCT 2301 or ACCT 2401 Principles of Financial Accounting. 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.

**Course Objectives/Learning Outcomes:**  
Upon successful completion of this course, the student will be able to:

**Technical/Conceptual Competencies:**
1. Demonstrate a working knowledge of managerial accounting terminology and procedures including the following:
   - Understand managerial cost terms, concepts, and classifications
   - Analyze and journalize transactions in a job order cost accounting system
   - Prepare equivalent unit and cost schedules for a process cost accounting system
   - Compute, analyze, and journalize variances in a standard cost accounting system
   - Understand activity-based costing and responsibility accounting concepts

2. Prepare and analyze the following reports used in decision making:
   - Prepare a cost/volume/profit analysis using break-even analysis
   - Prepare period budgets, as part of a master budget and prepare budget performance reports
   - Analyze and document capital budgeting decisions
   - Prepare and interpret a Statement of Cash Flows
   - Perform Financial Statement Analysis

**Workplace/SCANS/Intellectual Competencies:**
1. Manage Resources:
   - Manage time in order to complete class assignments and exams
• Learn how organizations make decisions to manage and allocate scarce resources (Specific examples include management and control of cash, inventories, materials, and labor.)

2. Exhibit Interpersonal Skills:
   • Work in teams in order to complete class assignments
   • Learn to use communication, negotiation, and evaluation skills in group activities

3. Work with information:
   • Acquire and evaluate relevant information for decision making
   • Organize and maintain accounting information using a variety of accounting systems
   • Interpret and communicate relevant information in financial statements and other accounting reports
   • Process information with computers using electronic spreadsheets and other software

4. Apply Systems Knowledge:
   • Understand various accounting systems and effectively evaluate related information
   • Learn how to monitor/control accounting systems

5. Use Technology:
   • Access appropriate electronic databases to obtain decision-supporting information
   • Build appropriate models and simulations using electronic spreadsheets and other software
   • Acquire skills through technology-based learning modules when available and appropriate

6. Demonstrate Basic Skills:
   • Place information in appropriate context when reading, writing, speaking, and listening.
   • Express information and concepts with conciseness and clarity when writing and speaking.
   • Measure items using appropriate methods of measurement.

7. Demonstrate Thinking Skills:
   • Make valid and reliable evaluations of information
   • Evaluate the significance of evidence or facts
   • Verify information for problem definition and solution
   • Seek consensus where appropriate
   • Consider unconventional approaches and solutions to problems
   • Know when to follow directions, question plans or seek help

8. Exhibit Personal Qualities
   • Cultivate growth in personal conduct and capabilities
   • Diagnose the need for change and take appropriate action to gain competencies
   • Recognize situations where professional ethical standards apply and behave accordingly
   • Accept professional development as a life-long process

Program Student Learning Outcomes:
1. Accounting Knowledge:
   • Identify and analyze relevant financial information
   • Record and communicate accounting transactions

2. Computational Skills (Quantitative Skills):
   • Select relevant data and perform appropriate financial calculations

3. Technology:
   • Use technology effectively to perform accounting tasks

4. Critical Thinking (Critical Analysis):
   • Analyze and compare relevant financial information for decision making

5. Communication:
   • Read, write, speak, and listen appropriately for academic and career purposes

6. Ethics:
   • Recognize ethical dilemmas, make ethical decisions, and provide rationale for decisions

7. Personal Life Skills:
   • Possess sufficient life skills to effectively manage personal and professional life

Richland College’s Quality Enhancement Plan – Learning to Learn: Developing Learning Power:
Richland College is piloting its Quality Enhancement Plan (QEP) in select classes. The QEP provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective and successful lifelong learners in college and in life. For more information, please log onto http://www.richlandcollege.edu/qep2013/.
OnLine Orientation:
Accounting 2302 requires you to complete an online orientation. To fulfill your Orientation Requirement, complete the following steps within one week from the start date of the class.

1. Read the entire course syllabus thoroughly.
2. Update your personal information on eCampus. Click on the “My DCCCD” tab at the top of the screen, then click on “Personal Information,” and finally click on “Edit Personal Information.” Fill in the required information. I must have a current, working email address for you!
1. Post a personal statement on the eCampus Community Orientation Discussion Board and respond to at least 2 fellow students’ postings. (Click-On Discussion Board on your eCampus Navigation Bar). Students should post their personal statement and respond to 2 classmates by the end of the day on 07/15/16 to be certified.
2. Submit the following Orientation Statement through eMail to your instructor:
   - “I have updated my personal information. I have read the syllabus, and all “Detailed Directions”, I understand what I am to do. I have begun working on the first chapter, and I will email you at least once each week about my progress in the course.”
   - I have posted my personal statement on the Community Orientation Discussion Board and I have responded to at least 2 fellow classmates.
   - If you are a non-local student wishing to test at a remote testing site, please include testing site request and information. The required Remote Site Proctor Form is posted under the Syllabus & Documents tab on eCampus.
   - In addition, tell me about yourself and why you are taking this course.
   - Include any questions you have about the course in this initial communication.

Course Communications:
Active communication is vital in the OnLine Learning Environment. You begin this process with the OnLine Orientation, interacting with fellow students through the Community Orientation Discussion Forum and subsequently emailing your instructor to inform him/her of your completion of the orientation activities. To maintain regular, consistent course communications please adhere to the following guidelines.

   eMail: eMail communications with your instructor should be limited to personal, individual situations requiring a private audience between you and your instructor. In these situations your instructor will strive to respond to your mail within 24 hours during a regular school hours time frame. Responses during off-hours will be prompt but could be at longer timing.

   Important Note: For all eMail communications; always include your name, the course prefix and number, the course section number, and the title of whatever it is that you wish to communicate on the subject line of your emails.

Discussion Board Forums: The preferred method of communication within the course site is through Open Discussions within the eCampus module.

   Community Orientation Discussion Forum: This forum is first used to fulfill your orientation requirements. It could also be helpful to continue building relationships, creating study teams and generally forming Community with fellow classmates throughout the semester. Your fellow classmates could be your greatest resource in this online class.

   Course Question, Answer and Discussion Forum: Use this forum for any and all course questions or inquiries. Posting questions here will allow all students in the class to share in the same information.

   Your instructor will review this forum regularly and will respond to all questions asked. Do not send eMail to the instructor for course content questioning. Use this forum instead. Please use clear, precise header information for each of your threads and responses. Use wording that will clearly identify the problem or topic presented for discussion and resolution.

Office Hours / Personal Conference: If your instructor has posted Office Hours you are free to drop-in at the appointed location for open discussion during this time frame. If no office hours are posted or, if you need to meet with your instructor outside this time frame call or email for an appointment at a time convenient with all parties involved.
COMPUTATION OF GRADES:

<table>
<thead>
<tr>
<th>Points</th>
<th>Percent</th>
<th>GRADE SCALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitored/Proctored Mid-Term Exam (Chapters 1, 2, 3, 5, &amp; 6)</td>
<td>500</td>
<td>25%</td>
</tr>
<tr>
<td>Monitored/Proctored Final Exam (Chapters 7 - 11)</td>
<td>500</td>
<td>25%</td>
</tr>
<tr>
<td>“Connect” Homework</td>
<td>350</td>
<td>17.5%</td>
</tr>
<tr>
<td>“Connect” Chapter Quizzes</td>
<td>450</td>
<td>22.5%</td>
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<tr>
<td>Job Order Costing project</td>
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<td>10%</td>
</tr>
<tr>
<td>Total Course Points (grading scale)</td>
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<td>100%</td>
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<tr>
<td>Extra Credit Points</td>
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<td>5%</td>
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<tr>
<td>= Total Points Available</td>
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</tr>
</tbody>
</table>

100 Extra Credit Points have been incorporated into the Computation of Grades. Therefore, each student may earn up to 2,100 points. However, the Grade Scale is based on 2,000 total points (90% of 2,000 points = 1,800). Therefore, you may improve your score by completing all assignments and earning all extra credit points. Quizzes, homework and assignments will not be accepted late.

Practice Assignments: Required “Connect” Assignments:
The Practice Assignments should be completed to reinforce your understanding of the material. Your scores on Practice Assignments will not be used in computing your course grade. Required “Connect” Assignments include homework problems and exercises and chapter quizzes. Homework modules allow unlimited attempts, while you are limited to two attempts on graded quizzes. The attempt with the “Highest” grade will be used for each assignment in the computation of course grades. All Required “Connect” Assignments and OnLine Section Exams must be submitted online no later than 11:55 p.m. Central Time on the due date posted (see assignment schedule attached).

If eCampus is unavailable you may access your “Connect” assignments at the following URL using your McGraw-Hill “Connect” user ID and password:


Exams:
To maintain the integrity of this course, which is a transfer course to four-year colleges and universities, the Mid-Term and Final Exams must be taken at an approved testing site. Local students will be expected to test at the Richland College Test Center (Medina Hall, M105). Non-local students must make their own arrangements at a remote testing site approved by the instructor. (See “Monitored Testing and Testing Sites” below.)

Job Order Costing Project:
The manufacturing costs project is based on the concepts learned in Chapters 1 & 2. The project covers the concepts learned in the first chapter and job costing system. You will complete the project using an excel template provided in ecampus. As you complete the steps (using the excel template), you will be asked to answer fill-in-the-blank. You will submit your completed excel template and answer all fill-in-the-blank questions in eCampus. The project is worth 200 points.

Required Monitored/Proctored Testing and Testing Sites:
The Mid-Term (covering Chapters 1, 2, 4, 5, & 6) and the Final Exam (covering Chapters 7 – 11) must be taken at an approved monitored testing site. Take your student I.D. card and your driver’s license or passport to the testing site when you test. The average time required to take each exam is approximately 2½ hours; however, to make sure you have enough time, allow a minimum of three hours. Please check with the testing center to assure adherence to all policies and procedures. Request blank, scratch-paper from the testing proctor if you need it for calculation purposes.

Only pencils, a basic calculator, and one 5” x 8” Index Card with hand written notes and formulas only on one side will be allowed in the testing environment. You are not allowed to use the computer or any other material during the exam. Violators will be removed from the exam and receive a zero for the exam.

Richland College Test Center:
Location: M105
Phone: 972-238-6160
Please check with the test center for current scheduling at https://richlandcollege.edu/test-center

Remote-Site Testing:
Non-local students needing to test outside the Dallas area must make their own testing arrangements, pay any fees associated with this service, and get the testing site approved by the instructor.

Possible non-local testing sites include testing centers at other colleges/universities, Sylvan and Kaplan testing centers, or other professional testing facilities (libraries are not allowed). If you need to test at a remote testing center, you must include your request in the orientation statement that is to be **sent to the instructor within one week from the start of the class**.

To get the non-local testing site officially approved, you must complete and submit an official Richland College **notarized proctor form** to your instructor. Go to Syllabus & Documents tab on the eCampus navigation bar to get a copy of the proctor form. Fill the form out with your testing site and get it notarized. Then submit it as indicated.

**Important Note:** Non-local testing site proctors may send your completed exams to your instructor by fax, email, or mail; therefore, because of the transmission mechanics and problems and time required, be aware that it is much easier and quicker for all concerned when you take the exams at the Richland campus-based testing center; however, if you can’t, just be aware that there may be more problems, time delays, etc.

It is each student's responsibility to take all exams during the scheduled time-frame. Make-up exams will only be given to students under extraordinary circumstances. If a student is sick, the student must have a doctor’s note stating that the exam could not be taken due to medical reasons. If you have a scheduled business or college trip during a scheduled exam period you must speak with me **BEFORE** the exam date in order to make special arrangements.

**Accounting Tutoring and Lab:**
Tutoring for accounting students is available on campus in Room M216 Medina Hall and online by clicking on the TUTOR RESOURCES tab on your eCampus course site. Tutoring is FREE and is recommended for any student who is having difficulty with the assignments or would like to review for an examination. Solutions to homework problems are available to check your answers in M216 and online. Check the lab schedules posted in Room M216.

**Distance Learning Information:**
Richland College Distance Learning Information Page: [http://www.rlc.dcccd.edu/dl/](http://www.rlc.dcccd.edu/dl/)

Distance Learning/OnLine ACCT 2302 courses are very intensive and challenging and require a disciplined approach to independent learning. You must be self-motivated, computer literate, and have access to the Internet, E-mail, and Microsoft Office, including Word and Excel. If you were enrolled in a comparable 15-week on-campus accounting course, you would be expected to attend class 3 hours a week plus spend a minimum of approximately 6 hours per week studying and completing homework. Because you do not have the day-to-day classroom directed activities, you may find that distance education courses require more study time than on-campus classes.

To increase your chance of success in a distance learning/OnLine ACCT 2302 course, you must be prepared to spend a minimum of 9 hours per week for a 15-week course, 11 hours per week for a 13-week course, 15 hours per week for a 9-week course, or 34 hours per week for a 4-week course. (Time required varies greatly based on individual backgrounds and aptitude.)

**Attendance Policy:**
In order to be successful students must attend and participate in enrolled classes. Class attendance and course progress are the responsibility of the student. It is also the responsibility of the student to consult with the instructor following a period of absence.

**Withdrawal Policy:**
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by the official drop date for this course;

*April 29, 2017*

If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Student Records office at 972-238-6100 or 6101 (Thunderduck Hall, T170), or contact the division office.

**Academic Progress:**
Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester. Check [www.richlandcollege.edu/admissions/process.php](http://www.richlandcollege.edu/admissions/process.php) for more details.
Institution Policies:
For Institution Policies, please refer to: www.richlandcollege.edu/syllabusinfo/syllabiInformation.pdf.

School policy prohibits eating, drinking or smoking in the classrooms.

The instructor reserves the right to amend this syllabus and accompanying assignment schedule as necessary.
**COURSE SCHEDULE for ACCT 2302**

Complete all *Required “Connect” Assignments* by 11:55pm on completion dates in the left-hand column!!

Practice exercises will prepare you for Homework and Quizzes! Homework and Quizzes prepare you for Exams!

*Practice Often! Complete All Assignments!!!*

<table>
<thead>
<tr>
<th>11:55pm Completion Date</th>
<th>Chapter Lessons</th>
<th>Practice Exercises</th>
<th><em>Required “Connect” Assignments</em></th>
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<tr>
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<td>Graded Quizzes</td>
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<tr>
<td>03/26/2017</td>
<td>Chapter 1: Managerial Accounting and Cost Concepts</td>
<td>E1-2;3;4;7;8;13</td>
<td>Quiz Ch1</td>
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<tr>
<td>04/02/2017</td>
<td>Chapter 2: Job Order Costing</td>
<td>E2-1;2;6;7;9;18</td>
<td>Quiz Ch2</td>
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<td>04/02/2017</td>
<td>Chapter 4: Process Costing</td>
<td>E4-1;11</td>
<td>Quiz Ch4</td>
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<td>04/09/2017</td>
<td>Job Order Costing project</td>
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<td>04/16/2017</td>
<td>Chapter 5: Cost-Volume-Profit Relationships</td>
<td>E5-4;5;8;13;14</td>
<td>Quiz Ch5</td>
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<td>04/16/2017</td>
<td>Chapter 6: Variable Costing &amp; Segment Reporting: Tools for Management</td>
<td>E6-6;9</td>
<td>Quiz Ch6</td>
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<td><strong>By:</strong> 04/22/2017</td>
<td>MID-TERM EXAM: Available from Wednesday, April 19 – Saturday, April 22</td>
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<td></td>
<td>Mid-Term Covers chapters 1, 2, 4, 5, &amp; 6.</td>
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<td>04/23/2017</td>
<td>Chapter 7: Profit Planning</td>
<td>E7-1;2;7;8;9</td>
<td>Quiz Ch7</td>
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<td>04/30/2017</td>
<td>Chapter 8: Flexible Budgets, Standard Costs, and Variance Analysis</td>
<td>E8-1;2;4;5</td>
<td>Quiz Ch8</td>
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<td>04/30/2017</td>
<td>Chapter 9: Performance Measurement in Decentralized Organizations</td>
<td>E9-1;2;8</td>
<td>Quiz Ch9</td>
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<td>05/07/2017</td>
<td>Chapter 10: Differential Analysis: The Key to Decision Making</td>
<td>E10-1;2;3;4</td>
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<td>05/07/2017</td>
<td>Chapter 11: Capital Budgeting Decisions</td>
<td>E11-2 P11-16B</td>
<td>Quiz Ch11</td>
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<td>Final exam: Available Saturday, May 6 – Wednesday, May 10</td>
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<td>Final Exam Covers Chapters 7, 8, 9, 10, &amp; 11</td>
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<td>Semester Totals</td>
<td>Quiz 450</td>
<td>Exams/Project 1200</td>
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