Note: Thanks for your interest in the class. After reviewing this syllabus, e-mail me, Clarice McCoy, any questions you have about this class, and I will be happy to answer them. To access the class after enrolling, go to eCampus.

Remember: In accounting, the adage “Practice makes perfect” is true. In an accounting course, “The best predictor of success is “time on task”—practice, practice, and more practice. – Clarice McCoy

Course Information

Class: ACCT 2302-25401/25402
Duration (4 weeks): June 6 – July 3, 2019
Prerequisite: ACCT 2301, Principles of Financial Accounting
Instructor: Clarice McCoy, CFP/CPA/MBA
E-mail: Clarice McCoy
Phone/Fax: 972-860-4166 / 972-860-4142
Cell (emergency only): 214-616-7930
Office: Brookhaven, M108
Office Hours: Online - Availability posted on eCampus class site
Certification Date: TBA - Posted on eCampus class site
Drop Deadline: TBA - Posted on eCampus class site
Class Meetings: Online at your convenience using Internet and eCampus. (See class schedule for recommended and required completion dates.)

Tech Help/Support: 972-669-6402, eCampus Tech Support, eCampus Student Tutorials
Tech Requirements: Computer with Internet access for eCampus and E-mail
Division Information: Business and Career Programs, Brookhaven College, M110/972-860-4160

Required Materials:
Before purchasing your course materials, login to eCampus. Click on the “Text/Access Code” button for additional information about purchasing your course materials and registering your access code. Wild, Shaw and Chiappetta, Financial and Managerial Accounting: Information for Decisions, Seventh (7th) Edition, McGraw-Hill/Irwin, 2018, with “Connect” access code. There are two options available for purchasing the required textbook (print or eBook) and access code. Important: Select only one.
1. If you prefer a print textbook, select the custom bundle packaged with a loss-leaf print textbook and the “Connect” access code (ISBN: 9781260671094), which includes the homework system and eBook, at the Brookhaven College Follett Bookstore in Farmers Branch, TX (BEST DEAL at about $99 and it can be used for both ACCT 2301 and ACCT 2302, making it $50 per course)
OR
2. If you are comfortable using an eBook exclusively (no print text), select only the “Connect” access code for $145 from publisher through link on eCampus class site.

Note: These materials are used for both online ACCT 2301 and ACCT 2302. ACCT 2301 covers Chapters 1-12, and ACCT 2302 covers Chapters 13-24. The access code is required for completing assignments, quizzes, and unit exams. In addition, it provides access to a complete learning system, including LearnSmart (an intelligent response system) and SmartBook. Using this learning system saves time, helps you learn the course content, and may improve performance.
### Grading Criteria

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td><strong>Student Contract and Pretest (required to verify participation in class by certification date)</strong></td>
<td>60 points</td>
<td>6.0%</td>
</tr>
<tr>
<td><strong>LearnSmarts (12 chapters @ 5 points each)</strong></td>
<td></td>
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<tr>
<td><strong>Quick Study and Exercise Assignments (12 chapters @ 20 points each)</strong></td>
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<td><strong>Quizzes (12 chapters @ 5 points each)</strong></td>
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<tr>
<td><strong>Unit Exams (3 @ 40 points each)</strong></td>
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</tr>
<tr>
<td><strong>Comprehensive Problem (1 @ 20 points)</strong></td>
<td>20 points</td>
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</tr>
<tr>
<td><em><em>Final Exam – Part I (Chapters 13-18)</em> - Must be taken at approved proctored testing site</em>*</td>
<td>250 points</td>
<td>25.0%</td>
</tr>
<tr>
<td><em><em>Final Exam – Part II (Chapters 19-24)</em> - Must be taken at approved proctored testing site</em>*</td>
<td>250 points</td>
<td>25.0%</td>
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<tr>
<td><strong>Extra credit points allowed</strong></td>
<td>48 points</td>
<td>4.8%</td>
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<td><strong>Total possible points</strong></td>
<td>1048 points</td>
<td>104.8%</td>
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### Grading Scale

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<tr>
<th>Total Points</th>
<th>Percentage</th>
<th>Final Course Grade</th>
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<tr>
<td>900 – 1048</td>
<td>90% - 104.8%</td>
<td>A</td>
</tr>
<tr>
<td>800 – 899</td>
<td>80% - 89%</td>
<td>B</td>
</tr>
<tr>
<td>700 – 799</td>
<td>70% - 79%</td>
<td>C</td>
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<td>600 – 699</td>
<td>60% - 69%</td>
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<tr>
<td>Below 600</td>
<td>Below 60%</td>
<td>F or N</td>
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### Class Schedule and Grade Worksheet

<table>
<thead>
<tr>
<th>Due Dates</th>
<th>Requirements</th>
<th>Point Value</th>
<th>Points Earned</th>
<th>Cumulative Points</th>
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<tbody>
<tr>
<td><strong>Thursday, June 6</strong></td>
<td><strong>Student Contract and Pretest (required for certification)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday, June 7</td>
<td>Chapter 13 LearnSmart, Assignment, and Quiz</td>
<td>5 + 20 +5</td>
<td>30</td>
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<tr>
<td>Saturday, June 8</td>
<td>Chapter 14 LearnSmart, Assignment, and Quiz</td>
<td>5 + 20 +5</td>
<td>60</td>
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<tr>
<td>Sunday, June 9</td>
<td>Chapter 15 LearnSmart, Assignment, and Quiz</td>
<td>5 + 20 +5</td>
<td>90</td>
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<tr>
<td>Monday, June 10</td>
<td>Chapter 16 LearnSmart, Assignment, and Quiz</td>
<td>5 + 20 +5</td>
<td>120</td>
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<tr>
<td>Wednesday, June 12</td>
<td>Study guides and review PowerPoints for Exam 1</td>
<td>0</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td><strong>Thursday, June 13</strong></td>
<td><strong>Exam 1 (Chapters 13 through 16)</strong></td>
<td>40</td>
<td>160</td>
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<td>Friday, June 14</td>
<td>Chapter 17 LearnSmart, Assignment, and Quiz</td>
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<td>Saturday, June 15</td>
<td>Chapter 18 LearnSmart, Assignment, and Quiz</td>
<td>5 + 20 +5</td>
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<td>Sunday, June 16</td>
<td>Chapter 19 LearnSmart, Assignment, and Quiz</td>
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<td>Chapter 20 LearnSmart, Assignment, and Quiz</td>
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<td><strong>Exam 2 (Chapters 17 through 20)</strong></td>
<td>40</td>
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<tr>
<td>Monday, June 24</td>
<td>Chapter 24 LearnSmart, Assignment, and Quiz</td>
<td>5 + 20 +5</td>
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<td>Wednesday, June 26</td>
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<td>440</td>
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<tr>
<td><strong>Thursday, June 27</strong></td>
<td><strong>Exam 3 (Chapters 21 through 24)</strong></td>
<td>40</td>
<td>480</td>
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<tr>
<td>Friday, June 28</td>
<td><strong>Comprehensive Problem (if not submitted yet)</strong></td>
<td>20</td>
<td>500</td>
<td></td>
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<tr>
<td>Tuesday, July 2</td>
<td>Study guides and review PowerPoints for Final (Parts I and II)</td>
<td>0</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td><strong>Wednesday, July 3</strong></td>
<td><em><em>Comprehensive Final: Part I (Chapters 13-18)</em> and</em>*</td>
<td>250</td>
<td>750</td>
<td></td>
</tr>
<tr>
<td><strong>Comprehensive Final: Part II (Chapters 19-24)</strong>*</td>
<td>250</td>
<td>1000</td>
<td></td>
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</tr>
</tbody>
</table>

**Extra Credit (limited to 48 points total toward final course grade):**

- Student Contract (for certification) 10
- Pretest (for certification) 10
- Chapter Interactives (12 @ 1 point each) 12
- Chapter Problems (12 @ 3 points each) 36
- Posttest (10 points) 10
- Course Evaluation (10 points) 10

*A must be taken at approved proctored site without the use of the textbook, notes, or formula sheets. Only one attempt is allowed. The comprehensive final over Chapters 13-24 is divided into two parts: Part I (over Chapters 13-18) and Part II (over Chapters 19-24). Both must be taken by, or before, the scheduled date. Since the final is divided into two parts, you may take the parts on different days. If taken on the same day, you may take a break in between the two parts if you would like and have allowed enough time.

**Caveat:** This grading criteria, grading scale, and class schedule may be revised at the discretion of your instructor.
Catalog Description

Prerequisite: ACCT 2301, 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. (To ensure transferability, students should plan to take both ACCT 2301 and 2302 within the DCCCD.)

Coordinating Board Academic Approval Number 5203015104 (3 Lec.)

Online versus On-Campus

How does an online class compare with an on-campus class? How much time will it take?

Online accounting courses are very intensive and extremely challenging. They are designed for self-motivated individuals who can work on their own without much instruction, and they require a disciplined approach to independent learning. If you were enrolled in a comparable 15-week on-campus accounting course, you could expect to spend a minimum of 120 hours total (8 hours per week attending class and studying and completing homework outside of class). Therefore, to be successful in this 4-week online accounting course, you should be prepared to spend a minimum of 30 hours per week, which is like having a full-time job doing accounting. (Time required varies greatly based on individual backgrounds and aptitude.) Because you do not have the day-to-day classroom directed activities, you may find that online courses require more time than on-campus classes. If this style does not fit your requirements, please consider registering for an on-campus section of this course.

Rationale – Why Study Accounting

Every day individuals make decisions that involve choosing between alternatives that have different expected outcomes. These decisions may be of an intimately personal, social, or economic nature, and often there is some doubt regarding which course of action should be taken to achieve the desired objective. This doubt, this uncertainty, can be reduced by using relevant information with the result that a rational, more informed decision is made.

Accounting, because it is the primary source of information on economic activity, provides a means for reducing this doubt in the minds of those charged with conducting such activity. Because it includes the production, exchange, and consumption of scarce resources, economic activity is found everywhere in our society. Accounting is nearly as extensive. Wherever economic resources are employed, an accounting is likely to be required to show what was accomplished, at what cost or sacrifice. This is true whether individuals, employers, churches, government units, or some other organization in which individuals are interested, such as the local hospital, employ the resources.

Thus, it follows that the welfare of nearly every individual in our society is affected, directly or indirectly, by accounting information. This is enough reason for maintaining that some knowledge of basic accounting is essential to every person who seeks to function intelligently and efficiently in our society.

Now, more than ever, in the shadow of accounting scandals, you can see the need for accountants, managers, officers, and board members who have knowledge of accounting and act ethically to help safeguard our investments and thus, in turn, help maintain our trust in companies.

Instructor Information

Since this is an online class, you will communicate by e-mail and by completing and submitting class work through eCampus. E-mail me when you have questions, need help, or want to schedule an appointment. That’s why I’m here—to help you complete the course requirements and be successful in the class. Normally you can expect me to respond to your e-mails and grade class work within 24 hours or less. While this is my general and intended practice, it is subject to changes and life circumstances.
Proctored Testing and Testing Sites

To maintain the integrity of this accounting course, which is transferable to four-year colleges and universities, the DCCCD Accounting Curriculum Committee requires that at least 50% of the final course grade come from exams and that these exams must be taken in a proctored setting.

In this course, the proctored exams are both parts of the Final Exam: Part I (mid-term), which covers Chapters 13 through 18, and Part II, which covers Chapters 19 through 24. Both must be taken at an approved, recognized testing site on eCampus, without the use of the textbook, notes, or formula sheets. Only one attempt is allowed. Both parts must be taken by, or before, the date in the class schedule—no extensions are allowed.

- If you are a **local student**, you may choose to take the proctored Parts I and II of the Final at any DCCCD campus testing center.
- If you are a **non-local student** needing to test outside the Dallas area, you will need to locate a recognized testing site, complete and submit the Proctor Nomination Form, schedule both parts of the final, pay any fees required by the testing site, etc. (Possible non-local testing sites include testing centers at other colleges/universities, Sylvan and Kaplan testing centers, Prometrics Testing, ProctorU, etc.) For a copy of the proctor form, go to the eCampus class site tab, “Final Exam (Parts I and II),” and click on “**Proctor Nomination Form**.” Fill it out, get it notarized, and then submit it as indicated on the form. Send an e-mail including the proctor’s name, title, e-mail address, and phone number.

**Note:** You will be asked to indicate your selected testing site when you complete the Student Contract, which is part of the class orientation.

When you go to take the final, take the following with you to the proctored testing site: (1) picture ID (driver’s license or passport), (2) a pencil, and (3) a basic 4-function calculator. [Note: Cell phone calculators, programmable calculators, and the calculator on the computer are not allowed.] Request scratch paper from the proctor when you sign in.

- If testing at Brookhaven, take two copies of the Permission Slip, one for Part I and one for Part II.
- If testing at a DCCCD testing center other than Brookhaven, a cross-campus testing form with your name listed will be sent to the center indicated on your Student Contract and Survey.

If testing outside Dallas at an approved proctor site, the testing information will be sent to the proctor listed on the Proctor Nomination Form you submitted.

**Course Goal**

Upon completion of this course, you will be able to demonstrate a basic understanding of managerial accounting.

**Course Outline**

In this course you will learn about accounting from a manager’s viewpoint. The chapters covered in the textbook are as follows:

- Chapter 13: Analysis of Financial Statements
- Chapter 14: Managerial Accounting Concepts and Principles
- Chapter 15: Job Order Costing and Analysis
- Chapter 16: Process Costing and Analysis
- Chapter 17: Activity-Based Costing and Analysis
- Chapter 18: Cost Behavior and Cost-Volume-Profit Analysis
- Chapter 19: Variable Costing and Analysis
- Chapter 20: Master Budgets and Performance Planning
- Chapter 21: Flexible Budgets and Standard Costs
- Chapter 22: Performance Measurement and Responsibility Accounting
- Chapter 23: Relevant Costing for Managerial Decisions
- Chapter 24: Capital Budgeting and Investment Analysis
Unit and Course Objectives (UOs and COs)

This course is divided into three units. Each unit includes four lessons each, for a total of twelve lessons. During this course, you will complete the following managerial accounting activities and use the information to make and evaluate managerial decisions.

Unit 1: Perform financial statement analysis and account for manufacturing activities and job order and process costing systems.

1. Perform financial statement analysis.
2. Explain managerial accounting and prepare reports for manufacturing activities.
3. Record transactions and prepare reports for job order cost systems.
4. Record transactions and prepare reports for process cost systems.

Unit 2: Allocate overhead using activity-based costing, use cost-volume-profit analysis for forecasting, and prepare absorption and variable costing income statements and master budget components.

5. Allocate overhead costs using plantwide, departmental, and activity-based costing methods.
7. Prepare absorption and variable costing income statements.
8. Prepare master budget components.

Unit 3: Compute standard costs and variances, evaluate departmental performance, and use differential analysis and capital budgeting to make short-term and long-term managerial decisions.

9. Prepare flexible budgets and account for standard costs and variances.
11. Perform differential analysis.
12. Use capital budgeting techniques.

Note: These unit objectives (UOs) and course objectives (COs) are directly related to the student learning outcomes (SLOs). Detailed objectives are listed by unit and lesson under the Blackboard “Unit” tabs. Detailed chapter objectives are also listed by chapter in the textbook.

Student Learning Outcomes (SLOs)

Upon successful completion of this course, you should be able to:

1. Identify the role and scope of financial and managerial accounting and the use of accounting information in the decision-making process of managers.
2. Define operational and capital budgeting, and explain its role in planning, control, and decision making.
3. Prepare an operating budget, identify its major components, and explain the interrelationships among its various components.
5. Use appropriate financial information to make operational decisions.
6. Demonstrate use of accounting data in the areas of product costing, cost behavior, cost control, and operational and capital budgeting for management decisions.

Note: These student learning outcomes (SLOs) are identified by the Texas Higher Education Coordinating Board (THECB) in the Academic Course Guide Manual (ACGM).
Foundation Skills and Workplace Competencies (SCANS)

The U.S. Department of Labor Secretary’s Commission on Achieving Necessary (SCANS) was established to determine skills that student need in order to succeed in the work environment. These skills and competencies were identified by thousands of employers in a nationwide survey. DCCCD is committed to helping students in obtain these skills and competencies. Towards this goal, some of the following foundation skills and workplace competencies have been integrated into this course.

Foundation Skills (FS)
1. Basic skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks
2. Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons
3. Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty

Workplace Competencies (WC)
1. Resources: Identifies, organizes, plans, and allocates resources
2. Interpersonal: Works with others
3. Information: Acquires and uses information
4. Systems: Understands complex inter-relationships
5. Technology: Works with a variety of technologies

Note: Read about SCANS at http://www.academicinnovations.com/report.html.

Instructional System

The textbook, homework learning system, accompanying eCampus resources, and your instructor are the most important resources available to you and to your completing this course successfully.

The textbook is where you will find the main content of the course, and it is the textbook on which the homework learning system and the extensive eCampus resources developed by your instructor are based and were developed. These materials include the following: (1) chapter and unit objectives, (2) chapter PowerPoints, (3) instructor lecture notes, (4) study guides, and (5) review PowerPoints. In addition, there are study guides and review PowerPoints for the unit exams, as well as for both parts of the final exam.

The required activities include (1) the chapter LearnSmarts, quick study and exercise assignments, and quizzes, (2) the comprehensive problem, (3) the unit exams, and (4) both parts of the final exam.

All these resources and activities are available, in suggested order of use or completion, under the RESOURCES BY UNIT section. The resources are also located individually under the RESOURCES BY ITEM section, and the required activities are located individually under the COURSE ASSESSMENTS section. However, instead of accessing these items individually, it is recommended that you complete the activities by unit as indicated under the RESOURCES BY UNIT section because this takes you one step at a time through the entire course.

Lastly, your instructor is here to guide you through the course, explaining procedures you should follow to complete each chapter, providing feedback on assignments, answering your questions, etc.

Course Requirements and Grading System

Remember: In accounting, the adage “Practice makes perfect” is true and research shows that “time on task” is the greatest predictor of success! Since accounting is sequential, it takes lots and lots of practice to learn and retain the concepts, principles, and procedures. You can’t just read the chapter and know how to solve the exercises and problems. You must complete many questions, exercises, and problems to get the procedures to “stick in your mind.” Therefore, as you can see from the following, there are numerous required and extra credit activities to provide this practice.

For each chapter, you must read the chapter in the textbook and use as many of the supplementary materials as you find helpful (including viewing the PowerPoints, reading the lecture notes, etc.)
Your final course grade is determined by the points you earn on the following activities; therefore, to complete this course successfully and earn the desired course points, you must complete and submit the following:

1. Student Contract and Pretest (required at beginning of class to verify class participation for certification purposes)
2. LearnSmarts
3. Quick Study and Exercise Assignments
4. Quizzes
5. Unit Exams
6. Comprehensive Problem
7. *Final Exam--Parts I and II
   *Both parts of the final exam must be proctored and taken at a recognized and approved testing site.

To earn extra credit points, allowed up to maximum of 48 points toward the final course grade, consider completing and submitting the following:

1. Interactives
2. Chapter Problems
3. Posttest
4. Course Evaluation

Warning about Staying on Schedule: Most students take online classes because they need or want flexibility in scheduling. As a result, all the dates in the class schedule, except the Final Exam, are ‘recommended’ dates to keep you on schedule. However, you should always try to stay within a day or two of these dates. Accounting is not a course where you can wait until the end and do a lot of the work; there’s just too much content to cover and too much work to complete. Experience shows that students who do not stay on the schedule usually are unable to complete the course successfully. Since the LearnSmarts, assignments, and quizzes are designed to help you learn the content and prepare for exams, they should be completed as you finish each chapter and prior to taking the unit exam. Both parts of the final must be taken on, or prior to, the date indicated in the class schedule; and all work should be completed and submitted before you take the final.

Course Evaluation

Student Contract and Pretest in Orientation (10 + 10 = 20 extra credit points)
You must complete and submit the Student Contract (10 extra credit points) and the Pretest (6 extra credit points). These items are used to verify that you have completed the class orientation and are required to certify your participation in the class by the certification date as required by the state of Texas and for financial aid purposes. They must be completed and submitted by the certification date (see page one of this syllabus) to keep any financial aid you are receiving from being affected.

LearnSmarts (12 chapters @ 5 points each = 60 points = 6%)
Read the chapter first! LearnSmart is an adaptive learning program. You will be presented with several questions related to the learning objectives from each chapter. Each question will require you to indicate your level of confidence in knowing the correct answer before answering the question. As you progress through the questions, incorrect answers will trigger additional question(s) concerning the same objective as the one missed. Be honest about your level of knowledge as incorrectly answering a question that you previously stated that you “knew” may create additional questions to reinforce your learning. Completion of the LearnSmart module is worth 5 points per chapter, for a total of 60 points, or 6%, of your final course grade. The LearnSmarts are intended to be completed at 100%; however, if you do not reach 100% before you must go on to the next chapter, you will receive whatever points you have earned at the end of the course. For example, if you complete 80% of a LearnSmart, then you will receive 4 points (80% * 5 points) for it at the end of the class.

Quick Study/Exercise Assignments (12 chapters @ 20 points each = 240 points = 24%)
There are twelve quick study/exercise assignments, one for each chapter. The number of questions varies by chapter. Average completion time is three hours each. Each assignment is worth 20 points, for a total of 240 points, or 24%, of your final course grade. Three attempts are allowed. The score on your highest attempt is
the one posted and that counts toward your final course grade. These assignments cover the chapter’s conceptual, analytical, and procedural learning objectives and provide the repetition needed to learn and retain the concepts, principles, and procedures.

**Quizzes (12 chapters @ 5 points each = 60 points = 6%)**

There are twelve quizzes, one for each chapter. Each quiz has 20 multiple-choice questions, worth 0.25 points each, for a total of 5 points, or 0.5% of your final course grade. Average completion time is thirty minutes. Quizzes must be completed once they are launched; they cannot be saved and finished later. Three attempts are allowed (1 attempt on Version A and 2 attempts on Version B.) Take Version A first. If satisfied with your score, then go on to the next chapter or unit. If not satisfied, then take Version B to try to improve your score. You will get different questions each time. The score on your highest attempt is the one posted and that counts toward your final course grade. The twelve quizzes, worth 5 points each, are worth a total of 60 points, or 6%, of your final course grade.

**Unit Exams (3 @ 40 points each = 120 points = 12%)**

There are three (3) unit exams, covering four chapters each. Exam 1 covers Chapters 13 through 16, Exam 2 covers Chapters 17 through 20, and Exam 3 covers Chapters 21 through 24. Each unit exam has 40 multiple-choice questions, worth 1 point each, for a total of 40 point, or 4%, of your final course grade. Average completion time is one hour. Unit exams must be completed once they are launched; they cannot be saved and finished later. Three attempts are allowed (1 attempt on Version A and 2 attempts on Version B.) Take Version A first. If satisfied with your score, then go on to the next unit and chapter. If not satisfied, then take Version B to try to improve your score. You will get different questions each time. The score on your highest attempt is the one posted and that counts toward your final course grade. The three (3) unit exams, worth 40 points each, are worth a total of 120 points, or 12%, of your final course grade.

**Comprehensive Problem (1 @ 20 points = 2%)**

The comprehensive problem, which covers the complete accounting cycle for a service business, is Problem 3-7A from Chapter 3. It is worth 20 points, or 2%, of your final course grade. Three attempts are allowed. The score on your highest attempt is the one posted and that counts toward your final course grade.

**Final Exam – Parts I and II (2 @ 250 points each = 500 points = 50%)**

Part I (mid-term) of the final covers Chapters 13 through 18 and has approximately 40 questions, worth 6.25 points each, for a total of 250 points, or 25% of your final course grade. Part II of the final covers Chapters 19 through 24 and has approximately 40 questions, worth 6.25 points each, for a total of 250 points, or 25% of your final course grade. Included in these multiple-choice questions are terminology as well as problem calculations.

Both parts are taken on eCampus at a proctored site without the use of the textbook, notes, or formula sheets. Average completion time is 1 hour for each part (but allow 2 hours for each part just in case you need it). Each part must be completed once you begin; they can’t be saved and finished later. Only one attempt is allowed. Failure to take both parts of the final exam as scheduled will result in a zero for each part. No make-up exams will be given, and you may not substitute a unit exam grade for either part of the final. Note: If you don’t want to take both parts of the final at the end of the term, Part I (mid-term) can be taken any time after you complete Chapter 18 (if the testing site is available). Part II is taken after you complete Chapter 24. Both parts must be taken by the scheduled date; however, they can be taken on different days and at different times as long as both are completed by the scheduled date.

**Extra Credit (limited to 48 points toward final course grade)**

In addition to the student contract (10 points) and pretest (10 points), there are several additional opportunities for extra credit: interactive exercises, chapter problems, posttest, and course evaluation. Each chapter has interactive exercises and chapter problems. The interactive exercises, worth 1 point each, or a total of 12 points, cover the chapter objectives and are completed by watching short presentations and answering questions based on the presented material. The chapter problems, worth 3 points each, or a total of 36 points, focus on the procedural outcomes. Unlimited attempts are allowed, and the score on your highest attempt is the one posted and that counts toward your final course grade. The posttest (use as practice for final) and course evaluation are worth 10 points each. Extra credit activities have a combined possible total of 88 points; however, **only 48 points may be applied** toward your final course points and grade.
Additional Practice
If the extra attempts on all required and extra credit activities do not provide enough practice and explanation, then go to the Practice and Review folders on the McGraw-Hill Connect site. There you will find the static versions of all end-of-chapter Quick Study, Exercises, and Problems, as well as the solutions manual for them. Consult this solutions manual only after your first attempt on the chapter assignments, if you need an example of how a quick study, exercise, or problem is solved. These activities in the Practice and Review folders are simply for practice and review—no points are assigned, and they are not used in computing your final course grade. The Practice and Review folders are located only on the McGraw-Hill Connect site—not on the eCampus site.

Checking Your Grades on eCampus and eConnect
During the class, check your grades by going to the eCampus “My Grades” tab. To view details of, or feedback for, graded items, click on the score of the item. All interactives, LearnSmarts, end-of-chapter quick studies and exercises, quizzes, unit exams, and Part I (mid-term) and Part II of the final are scored automatically upon submission; and the score is posted to the grade book. At the end of the course, check your grades under the eCampus “My Grades” tab and let me know if anything is missing, incorrect, etc. before I post on eConnect. Then compare the final course grade posted under “My Grades” with the final course grade appearing on eConnect. Contact your instructor if there is a discrepancy.

Brookhaven College/DCCCD Policies
For information on Brookhaven College and DCCCD institutional policies required as an addendum to this syllabus, go to Syllabus Addendum. It is your responsibility to familiarize yourself with this information and to make sure that you are complying.


Caveat – Instructor’s Right to Modify
This syllabus is a set of guidelines for ACCT 2302, Principles of Managerial Accounting. The instructor has the right to add, delete, or revise segments of this course syllabus as necessary to manage and conduct this class. The intent of the instructor is to promote the best education possible within prevailing conditions affecting this class. Students are responsible for contacting the instructor and seeking clarification of any requirement that is not understood.

Yea - The End!