



**TENTATIVE—SUBJECT TO CHANGE**

**ACCT 2000 Managerial Accounting**

**COURSE SYLLABUS**

**Online**

**Summer Semester 202016**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/3000

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 9 weeks

Course Reference Number (CRN: 60016

Preferred Method of Contact: [Lori Sweat](mailto:Lori.Sweat@southeasterntech.edu) ([lsweat@southeasterntech.edu](mailto:Lori.Sweat@southeasterntech.edu))

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Lori L. Sweat

Email Address: [Lori Sweat](mailto:Lori.Sweat@southeasterntech.edu) ([lsweat@southeasterntech.edu](mailto:Lori.Sweat@southeasterntech.edu))

Campus/Office Location: Swainsboro Campus/Building 2, Room 2113

Office Hours: 8-11:30 am; 1-5 pm M/T/R

Phone: 478-289-2223

Fax Number: 478-289-2276

Tutoring Hours: By Appointment

Campus/Office Location: Vidalia Campus/Gillis Building, 837

Office Hours: 8-11:30 am; 1-5 pm W

Phone: 912-538-3100, extension 2223

Fax Number: 912-538-3106

Tutoring Hours: By Appointment

**SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

**REQUIRED TEXT**

CengageUnlimited Access Card

This includes access to ebook *Accounting, 27<sup>th</sup> edition, Warren/Reeve/Duchac* and access to CengageNow platform, which is required for completing your homework and taking tests.

Choose ONLY ONE (depending upon your needs):

Cengage Unlimited Printed Access Card 1 Term Access (4 months)	978-0-357-70003-7
Cengage Unlimited Printed Access Card Multi-Term Access (12 months)	978-0-357-70004-4
Cengage Unlimited Printed Access Card 2 Year Access (24 months)	978-0-357-70005-1

**REQUIRED SUPPLIES & SOFTWARE**

Calculator (no special requirements as long as it will add, subtract, multiply and divide), earbuds, pencil.

Computer Requirements – Access to a computer with one of the following operating systems is required: Microsoft Windows OS (XP, Vista); Apple Mac OS X (10.0) or above; or Unix/Linux. Access to a printer is also necessary to print homework assignments.

Reliable Internet Access - 56K Dial-Up connection or better. DSL or Cable recommended. Mozilla Firefox is the recommended browser. Please do NOT use Internet Explorer.

Recommended Software - Adobe Acrobat Reader; Macromedia Flash 7.0+; Macromedia: Shockwave; Quicktime; Windows Media; Microsoft Office 2007 or higher.

If you do not have computer access, see your instructor for information regarding use of open labs on both Swainsboro and Vidalia campuses.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

**COURSE DESCRIPTION**

Emphasizes the interpretation of data by management in planning and controlling business activities.

**MAJOR COURSE COMPETENCIES**

Topics include: Managerial Accounting Concepts, Manufacturing Accounting using a Job Order Cost System, Manufacturing Accounting using a Process Cost System, Cost Behavior and Cost-Volume-Profit, Budgeting and Standard Cost Accounting, Flexible Budgets, Standard Costs and Variances, and Capital Investment Analysis and Budgeting. Laboratory work demonstrates theory presented in class.

**PREREQUISITE(S)**

ACCT 1100, ACCT 1105

## COURSE OUTLINE

1. Managerial Accounting Concepts
2. Manufacturing Accounting Using a Job Order Cost System
3. Manufacturing Accounting Using a Process Cost System
4. Cost Behavior and Cost-Volume-Profit Analysis
5. Budgeting and Standard Cost Accounting
6. Flexible Budgets, Standard Costs and Variances
7. Capital Investment Analysis and Budgeting

## GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

## STUDENT REQUIREMENTS (ONLINE)

Online students are responsible for checking e-mails and Blackboard announcements DAILY. It is my only means of communication with you. It only takes a few minutes. Please discipline yourself to check email and Blackboard announcements daily. You cannot succeed in an online class without checking emails and Blackboard announcements frequently.

See Technology Access sheet in Blackboard for instructions on logging in to Blackboard, BannerWeb, Student Email, etc.

## NO SHOW REQUIREMENTS

In order to acknowledge attendance for the class the student **must** complete ALL of the following for this course within the first three days of class:

- Send your instructor an email from your STC account stating that you intend to take this course. I need to see that you know how to access your STC email. ALL email correspondence is sent to your STC email during the semester. Do not use your personal email account; always use your STC email. See the technology access link in Blackboard if you need help accessing your STC email.
- Complete the Pledge Acknowledgement Quiz in the "Getting Started" link.
- Complete the Student Introduction in the "Getting Started" link.
- Subscribe to remind.com for text reminders from the instructor. See Blackboard for instructions to subscribe to remind.com.
- Take the syllabus quiz in Blackboard and score 100%. It is set for multiple attempts. Check the grade book for your score and re-take as necessary to score 100%.

## NO HARM NO FOUL POLICY

It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student completes the above no-show requirements during the first three days, the student will be dropped with no penalty **only if they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the semester. The student must formally withdraw from classes in order to receive the no harm-no foul benefit.**

## DEADLINES

Students are expected to complete all assignments (homework, tests, quizzes, discussion boards, and other assignments) by the dates specified on the attached lesson plan. Early submissions are accepted. Chapter homework assignments, and tests should be completed in CengageNOW. I HIGHLY recommend printing the assignments from CengageNow by choosing "Print Blank Assignment," (instead of immediately clicking "Take") working them on paper, and then keying your answers into CengageNow. This way you can see HOW you got your answer. If you have a question, your instructor will need to see how you got your incorrect answer in order to provide assistance. Also, if you have technical difficulties while entering your answers, you will want to have something to go back to so that you can re-enter your answers without having to re-work your entire assignment. Homework assignments may not be submitted after the due date, resulting in a zero (0). Any zeroes recorded for missed assignments, discussion boards, and tests will be included in the final score calculation.

## TESTS

Tests are posted for a week in CengageNow; tests must be completed by the date specified on the lesson plan. There are no makeup tests, and students who miss a test are assigned a grade of zero. Please do not wait until the last minute to submit in case you have internet problems with your computer because there are no make-up tests, and there are no exceptions. If internet or browser failure occurs, contact the instructor immediately by email. A decision will be made at that time IF the test will be reset. Only one test per student will be reset per semester if the instructor is notified in time according to the instructions and if the request is granted. Check your email for instructor response to a request for a test reset. If you do not check your email for the instructor response and miss the deadline provided, you will receive a grade of zero.

## QUIZZES

Quizzes are to be completed in Blackboard. Items from ACCT 1100 and 1105 will be included in the quizzes for the purposes of preparing for the exit exam, so please print out the exit exam study guide and start studying for the exit exam NOW. Take them only when you are prepared, as there will only be a limited amount of time available to take the quiz.

## DISCUSSION BOARDS

Discussion boards simulate a traditional classroom discussion. Please participate. All five discussion boards for the semester are located in Blackboard, under Lessons, in a folder named Discussion Boards. Always refer to your lesson plan for weeks requiring participation in a discussion board. Note that for the weeks requiring a discussion board, students should make a post by 11:55 pm on Wednesdays and reply to a post made by a classmate by 11:55 pm on the Monday deadline for that week. This is clearly marked on the lesson plan. Students should put the number of the question they are answering in the subject line of their discussion board post. Students should post the answer to a question that has NOT already been answered by a classmate. Posts and replies should be thoughtful and thoroughly answer the question. See the discussion board rubric located at the end of this syllabus for grading details. Discussion boards must be completed by the date specified; assignments may be submitted early. However, if you post early, you must remember to go back and post a reply to at least one other student's post. Discussion boards will not be graded after the due date resulting in a zero (0).

## EMAIL COMMUNICATION

The preferred method of communication is email using your STC email. See instructor's email address on the first page of this syllabus. Please make sure that you always type your name and class in the subject line of every email you send me so I know which class you are emailing regarding. For example: **John Doe ACCT**

**2000.** College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

### **CHECKING GRADES**

You should monitor your grades. Your course average will show on the home page report card of this course in Blackboard. A detailed grade book is available in the BLACKBOARD course on the main page by clicking the "Check My Grades." Individual grades for each test, homework assignment, quiz, and discussion board, as well as the overall course average using the weights described in the Grading Policy section of the syllabus should display in the grade book to help track course progress.

### **OTHER STUDENT REQUIREMENT INFORMATION**

Students are highly encouraged to use the student resources provided in CengageNow.

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:55 pm on Monday of each week.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 3000 during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

### **ONLINE ATTENDANCE**

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:55 pm on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

### **STUDENTS WITH DISABILITIES**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

**Swainsboro Campus:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

### **SPECIFIC ABSENCES**

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

## PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

**Swainsboro Campus:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

## WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned. **The 65% point for this semester is Wednesday, July 8.**

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of 'W' will count in attempted hour calculations for the purpose of Financial Aid.

## Online Proctored Event Withdrawals

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an "F" for the course.

## EXIT EXAM

All Accounting diploma and Accounting degree students are required to take the **Accounting Exit Exam** at the end of the semester the student is enrolled in ACCT 2000. The 250 question password-protected multiple choice test will be administered by the Accounting Instructor and taken in CengageNow. **Students must score 70% or better on this exam to successfully complete the course. Students scoring below 70 will be required to retake ACCT 2000.**

## PROCTORED EVENT

**Due to the uncertainties of COVID-19, this event will not be proctored for Summer Semester 202016. Students will complete the event, but will not be required to come on campus to do it.**

The event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students who do not complete the event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Events will be given after the 65% point of the semester. **Students who do not complete the event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the event is scheduled during final exams, any student who misses the event will be issued an "F" (Failing) for the course.**

## MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

**ALL** required work must be completed on the specified dates on the attached lesson plan. Ample time is given for completion of all assignments; therefore, **NO ASSIGNMENT WILL BE ACCEPTED LATE.** A grade of zero will be given for any late assignment (assignments, quizzes, tests, and discussion boards). Any zeros recorded will be included in the final score calculation. Refer to Student Requirements section of this syllabus for more details.

## ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

## PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

### 1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

### 2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

### 3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

## STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>

## ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

## GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.



## ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College's Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

## TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

## GRADING POLICY

Assessment/Assignment	Percentage
Tests	35%
Proctored Exit Exam <b>(due to the uncertainties of COVID-19, this event will not be proctored for Summer Semester 202016. Students will complete the event, but will not be required to come on campus to do it).</b>	30%
Homework	15%
Quizzes	15%
Discussion Boards	5%

## GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

**ADDITIONAL INFORMATION:**

A few bad grades are never a good reason to give-up. Giving up results in an F whereas trying usually results in an A, B, C, or D --- all of which are better than an F. Most students are able to turn things around after a few bad grades if they just try. Always take time to discuss things with your instructor. We must learn to overcome bad circumstances and not run away from them. It is usually easier to turn things around than you think.

How many hours per week should I expect this course to take me? Class Time/Contact Hours for this course are 3000 minutes or 50 hours for an entire semester. In a lecture class, this would be considered seat time. This is equivalent to approximately 5.5 hours per week during a 9-week semester. In addition to class time, students can expect to spend 2 to 3 times the contact hours doing additional tasks such as homework, reading, and studying. Therefore, the course will take more than just 50 hours.

- 9 Week Semester: 5.5 contact hours per week X 2 = a minimum of 11 hours per week.

Are you feeling overwhelmed as you read all your course expectations for each class? That is a natural reaction at the beginning of the semester. Just listen to and communicate with your instructors and classmates. Take time to become organized in each class, and it will all come together soon. Your instructor wants you to be successful.

## ACCT 2000 Managerial Accounting Summer Semester 2020 Lesson Plan

Date/Week	Chapter/Lesson	Content/ Assignments/Tests Due Dates	Competency Area
FIRST DAY May 26		<p>In Blackboard:</p> <ul style="list-style-type: none"> <li>✓ PRINT and read the ACCT 2000 Course Syllabus/Lesson Plan.</li> <li>✓ Read all of the items under the “<i>Getting Started</i>” link.</li> <li>✓ Complete the Pledge Acknowledgment Quiz in the “<i>Getting Started</i>” link in Blackboard by <b>11:55 pm, Thursday May 28.</b></li> <li>✓ Post the Student Introduction in the “<i>Getting Started</i>” link in Blackboard by <b>11:55 pm, Thursday May 28.</b></li> <li>✓ Send your instructor an email from your <u>STC account</u> by <b>11:55 pm, Thursday May 28</b> stating that you intend to take this course. Do not use your personal email account; I need to see that you know how to access your STC email. ALL email correspondence will be sent to your STC email this semester. See the technology access link in Blackboard if you need help accessing your STC email.</li> <li>✓ Take the syllabus quiz in Blackboard and score 100%. It is set for multiple attempts. Check the grade book for your score and re-take as necessary to score 100%.</li> <li>✓ Sign up for course reminders to be sent to your phone as a text. See link in Blackboard under Lessons.</li> </ul> <p><b><u>If these items are not completed by 11:55 pm, Thursday May 28, you will be turned in as a No-Show and will be removed from the course.</u></b></p> <p><b>It is most important that you register your CengageNow access code as soon as possible.</b></p> <p>See next page for Week 1 Assignments➔</p>	

Date/Week	Chapter/Lesson	Content/ Assignments/Tests Due Dates	Competency Area
Week 1 May 26-June 1	Chapter 18	<p>Complete Chapter 18 reading. Watch Chapter 18 Demonstration/Lecture Part 1 video:</p> <ul style="list-style-type: none"> <li>• Managerial Accounting: <ul style="list-style-type: none"> <li>○ Differences between Managerial &amp; Financial Accounting</li> <li>○ The Management Accountant in the Organization</li> <li>○ The Managerial Process</li> <li>○ Uses of Managerial Accounting Information</li> </ul> </li> <li>• Manufacturing Operations: Costs &amp; Terminology <ul style="list-style-type: none"> <li>○ Direct &amp; Indirect Costs</li> <li>○ Manufacturing Costs <ul style="list-style-type: none"> <li>▪ Direct Material Cost</li> <li>▪ Direct Labor Cost</li> <li>▪ Factory Overhead Cost</li> <li>▪ Prime Costs &amp; Conversion Costs</li> <li>▪ Product Costs &amp; Period Costs</li> </ul> </li> </ul> </li> </ul> <p>Begin Chapter 18 homework exercises &amp; problems listed below. <b>They are due at 11:55 pm June 8.</b></p> <p>Exercises: 18-1, 18-2, 18-3, 18-4, 18-5, 18-6, 18-7, 18-8</p> <p>Problem: 18-1B</p> <p><b>No assignments are due this week, BUT you MUST complete the no show requirements by the third day of class. DO NOT PROCRASTINATE. Discipline yourself to work according to this lesson plan/schedule.</b></p>	1 b,c

Date/Week	Chapter/Lesson	Content/ Assignments/Tests Due Dates	Competency Area
Week 2 June 2-8	Chapter 18 Introduction to Managerial Accounting	<p>Complete Chapter 18 reading. Watch Chapter 18 Demonstration/Lecture Part 2 video:</p> <ul style="list-style-type: none"> <li>• Financial Statements for a Manufacturing Business <ul style="list-style-type: none"> <li>○ Balance Sheet</li> <li>○ Income Statement</li> <li>○ Statement of Cost of Goods Manufactured</li> </ul> </li> </ul> <p>Complete Chapter 18 homework exercises &amp; problems:</p> <p>Exercises: 18-10, 18-11, 18-12, 18-13, 18-14, 18-15, 18-16, 18-17, 18-18</p> <p>Problems: 18-4B &amp; 18-5B</p> <p><b>Due by 11:55 pm 6/3:</b></p> <ul style="list-style-type: none"> <li>• Discussion Board 1 Post</li> </ul> <p><b>Due by 11:55 pm 6/8:</b></p> <ul style="list-style-type: none"> <li>• Chapter 18 homework exercises &amp; problems</li> <li>• Discussion Board 1 reply to another student</li> <li>• Quiz 1 (ACCT 1100 Chapters 1 &amp; 2)</li> </ul> <p>Chapter 18 test available 6/8 – 6/15.</p>	1 b,c

Date/Week	Chapter/Lesson	Content/ Assignments/Tests Due Dates	Competency Area
Week 3 June 9-15	Chapter 19 Job Order Costing	<p>Complete Chapter 19 reading.            Print Chapter 19 Blank Demonstration Working Papers Handout            Watch Chapter 19 Lecture/Demonstration Video            Job Order Cost Systems for Manufacturing Businesses:</p> <ul style="list-style-type: none"> <li>• Materials</li> <li>• Direct Labor</li> <li>• Factory Overhead</li> <li>• Work in Process</li> <li>• Finished Goods</li> <li>• Sales &amp; Cost of Goods Sold</li> <li>• Period Costs</li> </ul> <p>Complete Chapter 19 homework exercises &amp; problems:</p> <p>Exercises:            19-1, 19-2, 19-3, 19-4, 19-5, 19-6, 19-7, 19-8, 19-9, 19-10, 19-11, 19-12, 19-13</p> <p>Problems:            19-1B, 19-2B, 19-3B, 19-4B, 19-5B</p> <p><b>Due by 11:55 pm 6/15:</b></p> <ul style="list-style-type: none"> <li>• Chapter 18 Test</li> <li>• Chapter 19 homework exercises &amp; problems</li> <li>• Quiz 2 (ACCT 1100 Chapters 2, 3, &amp; 4)</li> </ul> <p><b>Chapter 19 test available 6/15 – 6/22</b></p>	2 b,c

Date/Week	Chapter/Lesson	Content/ Assignments/Tests Due Dates	Competency Area
Week 4 June 16-22	Chapter 20 Process Cost Systems	<p>Complete Chapter 20 reading. Watch Chapter 20 Lecture/Demonstration Video</p> <ul style="list-style-type: none"> <li>• Comparing Job Order &amp; Process Cost Systems</li> <li>• Cost Flows for a Process Manufacturer</li> <li>• Cost of Production Report</li> <li>• Journal Entries for a Process Cost System</li> <li>• Using the Cost of Production Report for Decision Making</li> </ul> <p>Complete Chapter 20 homework exercises &amp; problems:</p> <p>Exercises: 20-1, 20-2, 20-3, 20-4, 20-5, 20-6, 20-7, 20-8, 20-10, 20-11, 20-12, 20-14, 20-15, 20-16, 20-17, 20-18, 20-19</p> <p>Problems: 20-1B, 20-2B, 20-3B</p> <p><b>Due by 11:55 pm 6/17:</b></p> <ul style="list-style-type: none"> <li>• <b>Discussion Board 2 Post</b></li> </ul> <p><b>Due by 11:55 pm 6/22:</b></p> <ul style="list-style-type: none"> <li>• <b>Chapter 19 Test</b></li> <li>• <b>Chapter 20 homework exercises &amp; problems</b></li> <li>• <b>Discussion Board 2 reply to another student</b></li> <li>• <b>Quiz 3 (ACCT 1100 Chapters 3 &amp; 4)</b></li> </ul> <p><b>Chapter 20 test available 6/22 – 6/29</b></p>	3 b,c

Date/Week	Chapter/Lesson	Content/ Assignments/Tests Due Dates	Competency Area
Week 5 June 23-29	Chapter 21 Cost-Volume- Profit Analysis	<p>Complete Chapter 21 reading. Watch Chapter 21 Lecture/Demonstration Part 1 Video</p> <ul style="list-style-type: none"> <li>• Cost Behavior <ul style="list-style-type: none"> <li>○ Variable Costs</li> <li>○ Fixed Costs</li> <li>○ Mixed Costs</li> </ul> </li> </ul> <p>Watch Chapter 21 Lecture/Demonstration Part 2 Video</p> <ul style="list-style-type: none"> <li>• Contribution Margin</li> <li>• Contribution Margin Ratio</li> <li>• Unit Contribution Margin</li> <li>• Break Even Point <ul style="list-style-type: none"> <li>○ Effect of changes in fixed cost</li> <li>○ Effect of changes in unit variable costs</li> <li>○ Effect of changes in unit selling price</li> </ul> </li> <li>• Target Profit</li> <li>• Sales Mix Considerations</li> <li>• Operating Leverage</li> <li>• Margin of Safety</li> </ul> <p>Complete Chapter 21 homework exercises &amp; problems:</p> <p>Exercises: 21-1, 21-2, 21-6, 21-7, 21-8, 21-9, 21-11, 21-12, 21-13, 21-14, 21-21, 21-22, 21-23, 21-25</p> <p>Problems: 21-1B, 21-2A, 21-2B, 21-3A, 21-3B, 21-5A, 21-5B, 21-6B</p> <p><b>Due by 11:55 pm 6/29:</b></p> <ul style="list-style-type: none"> <li>• Chapter 20 Test</li> <li>• Chapter 21 homework exercises &amp; problems</li> <li>• Quiz 4 (ACCT 1100 Chapters 6, 7, 8, &amp; 9)</li> </ul> <p><b>Chapter 21 test available 6/29 – 7/7</b></p>	4 b,c



Date/Week	Chapter/Lesson	Content/ Assignments/Tests Due Dates	Competency Area
Week 6 June 30-July 7	Chapter 22 Budgeting	<p>Complete Chapter 22 reading. Watch Chapter 22 Lecture/Demonstration Video</p> <ul style="list-style-type: none"> <li>• Nature &amp; Objective of Budgeting</li> <li>• Budgeting Systems</li> <li>• Master Budget</li> <li>• Operating Budgets</li> <li>• Financial Budgets</li> <li>• Capital Expenditures Budget</li> <li>• Budgeted Balance Sheet</li> </ul> <p>Complete Chapter 22 homework exercises &amp; problems:</p> <p>Exercises: 22-4, 22-5, 22-6, 22-7, 22-8, 22-9, 22-11, 22-12, 22-13, 22-14, 22-15, 22-16, 22-17, 22-18, 22-19, 22-20, 22-21</p> <p>Problems: 22-1A, 22-2A, 22-3A, 22-4A, 22-5A</p> <p><b>Due by 11:55 pm 7/1:</b></p> <ul style="list-style-type: none"> <li>• <b>Discussion Board 3 Post</b></li> </ul> <p><b>Due by 11:55 pm 7/7:</b></p> <ul style="list-style-type: none"> <li>• <b>Chapter 22 homework exercises &amp; problems</b></li> <li>• <b>Chapter 21 Test</b></li> <li>• <b>Discussion Board 3 reply to another student</b></li> <li>• <b>Quiz 5 (ACCT 1105 Chapters 10 &amp; 11)</b></li> </ul> <p><b>Note—this week ends on Tuesday due to the college being closed on Monday, July 6, for the observation of the 4<sup>th</sup> of July holiday.</b></p> <p>Chapter 22 test available 7/6 – 7/13</p> <p><b>Note: Students who withdraw on or before Wednesday, July 8 receive a grade of “W”</b></p>	5 b,c

Date/Week	Chapter/Lesson	Content/ Assignments/Tests Due Dates	Competency Area
Week 7 July 7-13	Chapter 23 Evaluating Variances from Standard Costs	<p><b>Note: Students who withdraw on or before Wednesday, July 8 receive a grade of “W”</b></p> <p>Complete Chapter 22 reading. Watch Chapter 22 Lecture/Demonstration Video Part 1</p> <ul style="list-style-type: none"> <li>• Standards</li> <li>• Budgeting Performance Evaluation</li> <li>• Direct Materials and Direct Labor Variances</li> <li>• Factory Overhead Variances</li> <li>• Recording &amp; Reporting Variances from Standards</li> <li>• Nonfinancial Performance Measures</li> </ul> <p>Complete Chapter 23 homework exercises &amp; problems:</p> <p>Exercises 23-1, 23-2, 23-3, 23-4, 23-5, 23-6, 23-7, 23-8, 23-9, 23-10, 23-11, 23-12, 23-13, 23-14, 23-17, 23-18, 23-19, 23-20, 23-21, 23-22, 23-23</p> <p>Problems: 23-1A, 23-2A, 23-3A</p> <p><b>Due by 11:55 pm 7/8:</b></p> <ul style="list-style-type: none"> <li>• <b>Discussion Board 4 Post</b></li> </ul> <p><b>Due by 11:55 pm 7/13</b></p> <ul style="list-style-type: none"> <li>• <b>Chapter 22 Test</b></li> <li>• <b>Chapter 23 homework exercises &amp; problems</b></li> <li>• <b>Discussion Board 4 reply to another student</b></li> <li>• <b>Quiz 6 (ACCT 1105 Chapters 12 &amp; 13)</b></li> </ul> <p><b>Chapter 23 test available 7/13 – 7/20</b></p>	6 b,c

Date/Week	Chapter/Lesson	Content/ Assignments/Tests Due Dates	Competency Area
<p>Week 8 July 14-20</p>	<p>Chapter 24 Decentralized Operations</p> <p>Chapter 26 Capital Investment Analysis</p>	<p>Complete Chapter 24 reading—only one small section of the chapter is required. Watch Chapter 24 Lecture/Demonstration</p> <ul style="list-style-type: none"> <li>• Responsibility Accounting for Profit Centers</li> </ul> <p>Complete Chapter 24 homework practice exercises &amp; exercises:</p> <p>Practice Exercises: PE 24-2A, PE 24-2B</p> <p>Exercises: 24-4, 24-5, 25-6</p> <p><b>No test on Chapter 24</b></p> <p>Complete Chapter 26 reading. Watch Chapter 26 Lecture/Demonstration Video:</p> <p>Nature of Capital Investment Analysis</p> <ul style="list-style-type: none"> <li>• Methods Not Using Present Value <ul style="list-style-type: none"> <li>○ Average Rate of Return</li> <li>○ Cash Payback Method</li> </ul> </li> <li>• Methods Using Present Values <ul style="list-style-type: none"> <li>○ Net Present Value Method and Index</li> <li>○ Internal Rate of Return</li> </ul> </li> <li>• Additional Factors in Capital Investment Analysis</li> </ul> <p>Complete Chapter 26 homework exercises &amp; problems:</p> <p>Exercises: 26-1, 26-2, 26-3, 26-4, 26-5, 26-6</p> <p>Problems: 26-1A, 26-2A, 26-3A, 26-4A, 26-5A, 26-6A</p> <p><b>Due by 11:55 pm 7/20:</b></p> <ul style="list-style-type: none"> <li>• Chapter 23 Test</li> <li>• Chapter 24 homework practice exercises &amp; exercises</li> <li>• Quiz 7 (ACCT 1105 Chapters 14 &amp; 16)</li> </ul> <p><b>Chapter 26 test available 7/20 – 7/27</b></p>	<p>7 b,c</p>

Date/Week	Chapter/Lesson	Content/ Assignments/Tests Due Dates	Competency Area
Week 9 July 21-28	Chapter 26 Capital Investment Analysis	<p><b>Due by 11:55 pm 7/22:</b></p> <ul style="list-style-type: none"> <li>• <b>Discussion Board 5 Post</b></li> </ul> <p><b>Due by 11:55 pm 7/27</b></p> <ul style="list-style-type: none"> <li>• <b>Chapter 26 homework exercises &amp; problems</b></li> <li>• <b>Chapter 26 Test</b></li> <li>• <b>Discussion Board 5 reply to another student</b></li> <li>• <b>Quiz 8 (ACCT 2000 Chapters 18 &amp; 19)</b></li> </ul>	7 b,c
Exit Exam July 29-30		<p><b>VERY IMPORTANT: Complete Course Surveys in BANNERWEB</b></p> <p>Exit Exam—covers competencies from ACCT 1100, ACCT 1105, and ACCT 2000. <u>Students must score 70 or above.</u> Additionally, this exam counts 30% towards each student's final course average.</p> <p><b>The final exam will be available 7/29 – 7/30; it is due by 11:55 pm on 7/30</b></p> <p>The test is in three parts:  Part 1 is 150 multiple choice questions from ACCT 1100 with a time limit of 120 minutes  Part 2 is 50 multiple choice questions from ACCT 1105 with a time limit of 90 minutes  Part 3 is 50 multiple choice questions for ACCT 2000 with a time limit of 90 minutes</p> <p>Computations may be required, so have your calculator handy.</p>	1,2,3,4,5,6,7 b,c

#### COMPETENCY AREAS:

1. Managerial Accounting Concepts
2. Manufacturing Accounting Using a Job Order Cost System
3. Manufacturing Accounting Using a Process Cost System
4. Cost Behavior and Cost-Volume-Profit Analysis
5. Budgeting and Standard Cost Accounting
6. Flexible Budgets, Standard Costs and Variances
7. Capital Investment Analysis and Budgeting

#### GENERAL CORE EDUCATIONAL COMPETENCIES

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

## DISCUSSION BOARD RUBRIC

# of discussion posts	# of discussion replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	<p>To receive full credit, students must:</p> <ul style="list-style-type: none"> <li>• make their initial discussion board post to their chosen discussion board question by Wednesday (10 point deduction)</li> <li>• reply to at least one other student's post by the following Monday. (Replying to your own post is NOT considered a reply.) (30 point deduction)</li> <li>• include the number of the question answered in the subject line of their post (10 point deduction)</li> <li>• answer a question that has not already been answered by another student (30 point deduction)</li> <li>• have 4-5 sentences in their post that answers the question thoroughly and correctly (worth up to 50 points)</li> <li>• have 4-5 sentences in their thorough and thoughtful reply to another student's post that is not simply "yes/no" or "I agree/I disagree" (worth up to 30 points)</li> <li>• make post and reply that is free of grammatical and spelling errors (up to 10 point deduction for gross grammatical and spelling errors)</li> </ul>