**BUS 202 – Principles of Accounting II**

**Syllabus**: ***Fall 2018***

3 Semester Hours

*(M/T, 3:20 pm– 4:40 pm, Mott 110)*

**Instructor:**  Professor Gregory Brown Office Hours: M, T 11:00 a.m. – 12:00 p.m.

**Office:**  309 Mott Hall and by appointment

**Telephone:** (517) 667-6211

**E-mail** gbrown@olivetcollege.edu

**Blackboard:** http://blackboard.olivetcollege.edu

**Text Website** http://connect.mheducation.com/connect/hmEBook.do?setTab=sectionTabs

### HW Connect Log-In: http://connect.mheducation.com/class/g-brown-copy-of-bus-202-fall-2018-320-session

**Tech Support**

**(HW Connect):**  <http://mhhe.com/support> -or- 800-331-5094

**Course Description** Accounting is an information development and communication function that supports decision-making. This course examines the use of accounting information in planning and decision-making in business organizations. Topics covered include cost concepts, cost-volume-profit analysis, job costing, activity-based costing, budgeting, variance analysis, inventory costing, cost allocation, relevant costs for decision-making, and professional ethics. *Prerequisite: BUS 201 (with a “C” or better).*

**Required Materials** ***Text****:* Whitecotton, Libby, Phillips: *Managerial Accounting*, 3nd Edition: McGraw-Hill Irwin, 2016.

ISBN: 978-0-07-782648-5 – text with HW access card or e-book with HW access (Connect Plus).

***McGraw Hill “Connect”****:*One semester access is required. Procedures to obtain access are detailed later in this syllabus.

***Calculator:*** Bring a calculator to every class. You will need a calculator to complete in-class assignments. Department calculators will be provided for exams.

### *Blackboard:* This class is Blackboard enabled.As a registered member of this class, an account has been created for you. Check your account immediately to ensure that you have access.

***Computer access is required*.** Numerous tools will be used during the semester to facilitate learning including, Blackboard, Microsoft Office software and access to ***“Connect”*** *(the homework tool that must be purchased from the publisher.)* In addition, the textbook website (listed above) provides a variety of learning options which include interactive quizzes, chapter PowerPoint slides, narrated slides, Excel spreadsheet templates etc. Finally, in the unfortunate event that your home computer is not functioning, it is expected that you will fulfill all class requirements at one of the computer labs on campus. As always, be sure to save your work before printing or leaving a computer.

**Course Learning**

**Outcomes**

|  |  |
| --- | --- |
| **Course Learning Outcomes** | **Assessment Tools** |
| Describe managerial accounting and how it relates to the organization | Homework, Exam 1 |
| Calculate and report product costs, and determine cost flows through a company | Homework, Exam 1 |
| Define cost system designs (job order, process, ABC) and select the appropriate system | Homework, Exam 1 & 2 |
| Classify cost behavior and analyze cost-volume-profit relationships | Homework, Exam 2 |
| Prepare budgets and analyze variances to aid in profit planning | Homework, Excel Assignment, Exam 3 |
| Identify and use information relevant to a variety of short term planning decisions | Homework, Exam 3 |
| Use segment reporting to measure performance in organizations | Homework, Excel Assignment, Final Exam |
| Analyze long-term capital budgeting decisions and develop recommendations | Homework, Final Exam |
| Identify and categorize the cash flows of an organization | In Class Activity, Final Exam |

**Accounting Program** This course supports the following Accounting Major Program Outcomes:

**Learning Outcomes**

Identify information needs of an organization and can compile information used for planning and decision-making.

Compile financial statement information using relevant measurement and disclosure criteria used in the accounting profession.

**College-Wide** This course supports the following College-Wide Learning Outcomes:

**Learning Outcomes**

**Application of Knowledge** – Integrate and apply advanced knowledge in an academic or professional discipline. *Learning Outcome 6.1 – Integrative Knowledge.* Demonstrate use of the theories, analytic methods, and content of one’s discipline in an integrated manner. *Learning Outcome 6.2 – Problem- Solving Skills.* Apply the tools of one’s discipline to demonstrate problem- solving competency in one’s field.

**Critical Thinking** – Strengthen foundational skills in critical thinking and quantitative analysis. *Learning Outcome 2.1* – *Reasoning and Critical Thinking.* Analyze and evaluate assumptions, claims, evidence, arguments, and forms of expression; use information critically.

**Course Conduct**

You are expected to read the assigned material before class, actively listen and participate in all class discussion. You are also responsible for all homework assignments. If your schedule does not permit you to arrive on time every class period, you are advised to take this class at another time.

This course is comprehensive in nature. The material studied is cumulative and attempting to catch up at the last minute **will not work**. If you find that you are struggling, *be proactive*. Act before your concerns become insurmountable problems. Don’t wait until the end of the term to address difficult issues. Exercising time management and disciplined study throughout the semester is the single most important factor in determining success in this class.

On occasion, students have important issues that must be addressed privately with the instructor. To ensure your concerns receive the consideration they deserve, please discuss them with me during office hours rather than during the brief period between classes.

A productive and positive learning environment is based upon mutual respect among students and instructors. Moreover, after graduation you will be expected to conduct yourself in a professional manner. Therefore it is expected all students will conduct themselves in a respectful and professional manner. That includes being attentive and quiet during lectures. To facilitate this, **cell phones must be off during class time and laptops must be used only for class work.**

*Tutoring* will be offered in the Student Resource Center. Times will be posted on Blackboard. Be sure to take advantage of this opportunity for additional assistance.

**Homework** Accounting is a very practical discipline so much of the learning process occurs when concepts are applied to examples. Homework is an important part of this learning process. Preliminary homework assignments are provided on a separate schedule. Check Blackboard frequently for HW revisions. All individual homework assignments must be completed using *McGraw Hill’s “Connect”*, a web based homework management system. Our class Blackboard site is the portal you will use to access Connect.

**Homework links to Connect are found in the chapter folders on blackboard. Any assignment that starts with “Req:” is required homework that will count towards your total denominator in your grade. Watch “Announcements” for additions.**

**Learn Smart assignment and reading the chapter are due before we start each chapter in class. We will spend a majority of class time working problems. *Having this work done is essential in preparing you for in class discussion.***

**The IP assignments and the HW problem you are required to complete are due as we finish the chapter. It is best to attempt these early and discuss them in class.**

*Connect* duplicates problem structures directly from the end-of-chapter material in your McGraw-Hill textbook, using algorithms to provide limitless variations of textbook problems. *Connect* can grade assignments automatically, provide instant feedback, and store all results in your private grade book. You can access this system by buying a new textbook (the access code is included). If you purchase a used textbook, you can purchase the access code from either the bookstore or online. **Use the web address at the beginning of this syllabus to either purchase an access code and/or register on our *Connect* class site.** Prior to starting this process it may be helpful to go to the *Connect Resources* link on Blackboard or the video tutorials at the Connect site listed at the top of the syllabus. NOTE: After you register for the Connect access, use the link in Blackboard to access HW assignments. Failure to do this will result in missed HW points.

Each on-line assignment will receive automatic final grading 10 minutes prior to class on the due date shown on your tentative course schedule. No late HW assignments will be accepted. If you choose, you may complete the assignment, submit it for grading, then rework and resubmit it as many times as you want. You will receive the highest grade that was recorded during this process. *(When posting answers be sure to follow instructions exactly.)* ***NOTE:*** As mentioned above, in the unfortunate event that your home computer is not functioning, it is expected that you will fulfill class requirements at one of the computer labs on campus.

For **technical assistance with the Connect Homework system** -- please visit the technical support website at: <http://mhhe.com/support> or call 1-800-331-5094.

# Teamwork In your future employment you will find that most companies require a teamwork approach in the workplace. To enhance your abilities in a team situation, student teams will be formed for in-class work. Your contribution to your team is invaluable and you must be prepared in order to contribute. Successful team members will have the ability to listen actively, respectfully and emphatically. They also have an understanding of group processes that include leadership and conflict resolution. Teams will be responsible for unannounced in-class assignments during the course. Obviously, you must be present to receive in-class points as well as contribute to your team.

**Make-ups *Each student will be granted two homework extensions***. Aside from this, late homework assignments will not be accepted.

**Late Assignments** There will be four exams during the semester and one comprehensive final. There will be **no make-up exams**. In an extraordinary situation the instructor may assign the missed exam points to the final exam. Visiting a physician or health center, or leaving a message for the instructor on a test date does not, in itself, establish an acceptable excuse**.** Documentation is necessary and must specifically address why a test was missed. Any exam missed for a documented and approved reason must be taken within 2 days and will automatically include a 10-point reduction each day. No exceptions. *Any student with a documented disability that requires accommodations* during exams must contact the instructor and the Academic Resource and Disability Services Office at the beginning of the semester. It is the student’s responsibility to make alternate testing arrangements. Exams will not be given early. ***If you need to test in the student center, an email request must be sent to the instructor prior to each test to reserve your spot in the resource center.***

**Course**  You should check Blackboard frequently for “Announcements”, to review the class schedule, and utilize **Communications** provided resources that include class handouts, study guides etc. ***Schedule changes will be communicated via Blackboard announcements.***

**Grading** Grades will be recorded in the Blackboard grade book *periodically* so you can reconcile your grade with my records. However, it is your responsibility to track your progress in the class, keep copies of all graded assignments, check the grade book regularly, and address discrepancies in a timely manner. **If a student finds a discrepancy, it must be brought to the attention of the instructor.**

**Class Participation** Active participation is an important part of the learning experience. Participation will be considered during final grading for students that fall between grades. Receiving consideration is based on attendance, timeliness, preparation, homework completion, in-class participation, communication skills, ability to work with others (team members, class, instructor), and general overall decorum.

**Grade Determination**

|  |  |
| --- | --- |
| **Description** | **Points** |
| 4 Tests (Best ¾) 3@100 pts | 300 |
| Comprehensive final exam | 200 |
| Homework | 400 |
| Case Study | 100 |
| **Total** | **1000** |
|  |  |

**(Actual points may vary and total points will be adjusted as necessary)**

### Grading Scale

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 100-93 | A | 89-87 | B+ | 82-80 | B- | 76-73 | C | 69-67 | D+ | 62-60 | D- |
| 92-90 | A- | 86-83 | B | 79-77 | C+ | 72-70 | C- | 66-63 | D | 59-0 | F |

**Course Withdrawal** The course withdrawal deadline is October 15, 2018. No letter will be written to support your withdrawal from the course after this deadline.

**Incomplete Grades** Incomplete grades will be awarded strictly in accordance with Olivet College policy. An incomplete

is given only when circumstances beyond the control of the student prevent timely completion of course requirements. An incomplete grade may not be given as a means of avoiding a failing grade.

**Vacations/Weather** This class will meet any time the college is open. Absences, late work etc., due to vacation plans on days other than official Olivet College vacation days will be treated as unexcused. In the event the college closes, notification to the campus community will be made through the residence life staff, campus safety, campus e-mail and the college radio station. In addition, local radio stations will be notified as well.

**Academic Integrity** Academic dishonesty will not be tolerated. All students must be familiar with and abide by the policies regarding academic dishonesty outlined in the Olivet College Student Handbook. **~** Olivet College faculty and staff are responsible for reporting to the Academic Performance Committee acts of academic dishonesty of which they become aware. Based on The Olivet College Compact, every student is required to participate within a community built on trust, participation and a sense of pride and each student must commit to behaving and communicating with honesty and integrity. Olivet College’s Academic Integrity Policy encompasses these as well as the following Compact commitments: I am responsible for my own learning and personal development, I am responsible for contributing to the learning of others, and I am responsible for treating all people with respect. Olivet believes that academic dishonesty violates these

Commitments and in so doing causes serious harm to the campus community. ~

**Class Ethics** All students in this class are expected to:

Act with integrity and honesty.

Strive to master the body of knowledge covered in this course.

Abide by the College’s policy on academic conduct.

Treat fellow students and professors with respect, courtesy and fairness.

Treat others with respect and courtesy includes turning all phones and other electronic devices off while in class.

Recognize that your behavior reflects upon not only yourself, but also your student peers and the Olivet College community.

**Cheating versus Collaborative Learning**

You are encouraged to study with other students outside of class. Cooperative study can be an aid to learning. With the exception of online quizzes, you may share ideas, work on homework and projects together, solicit help, meet with tutors and others. Business students are preparing to accept professional responsibilities after graduation. A very important part of that professional responsibility is honesty and trustworthiness. In order to develop these traits you should make it a priority to identify and resolve ethical dilemmas. For many students, the decision to cheat in school is their first professional ethical situation.

***Any use of a cell phone during an in-class test will be considered cheating and, among other potential consequences, you will receive a 0 for that particular test. Calculators will be provided for testing.***

**BUS 202 – Principles of Accounting II**

***Homework Schedule*** (Fall 2016)

This is a tentative schedule of homework assignments. While it is the goal of to follow this schedule it may be necessary to deviate from the plan as situations dictate. Check Blackboard for announcements regarding schedule changes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Day** | Topics | Chapter | Homework & Reading Assignments |
|  |  |  |  | Submit HW, Video and LearnSmart assignments online via *Connect* prior to class on date shown. |
| 8/20 | Mon | Orientation, Intro into Managerial Accounting: An Overview | 1 | Log into *Connect*, Check Blackboard for access, ***Read*** CH’s 1 & 2 |
| 8/23 | Thu | Intro into Managerial Accounting | 1/2 |  |
| 8/27 | Mon | Job Order Costing | 2 | ***Ch 1 LS Due*** |
| 8/30 | Thu | Job Order Costing | 2 | ***CH 1 HW Due, Ch 2 LS Due, Read Ch 2*** |
| 9/6 | Thu | Job Order Costing | 2 |  |
| 9/10 | Mon | ***Test 1 (Chapters 1, 2)*** |  | ***Ch 2 HW Due*** |
| 9/13 | Thu | Activity Based Costing | 4 | ***Ch 4 LS Due*** |
| 9/17 | Mon | Activity Based Costing | 4 |  |
| 9/20 | Thu | Cost Behavior | 5 | ***CH 4 HW Due*** |
| 9/24 | Mon | Cost Behavior | 5 | ***Ch 5 LS Due, Read Ch 5*** |
| 9/27 | Thu | Cost-Volume-Profit Relationships | 6 | ***CH 5 HW Due, Ch 6 LS Due, Read Ch 6*** |
| 10/1 | Mon | Cost-Volume-Profit Relationships | 6 |  |
| 10/4 | Thu | *Mid-term/ Test 2 (Chapters 4-6)* |  | ***CH 6 HW Due*** |
| 10/8 | Mon | Incremental Analysis for Short-Term Decision Making | 7 | ***Ch 7 LS Due, Read Ch 7*** |
| 10/11 | Thu | Incremental Analysis for Short-Term Decision Making | 7 |  |
| 10/15 | Mon | Budgetary Planning | 8 | ***CH 7 HW Due, Ch 8 LS Due, Read Ch 8*** |
| 10/18 | Thu | Budgetary Planning | 8 |  |
| 10/22 | Mon | Standard Costs and Variances | 9 | ***CH 8 HW Due, Ch 9 LS Due, Read Ch 9*** |
| 10/25 | Thu | Standard Costs and Variances | 9 |  |
| 10/29 | Mon | ***Test 3 (Chapters 7, 8, 9)*** |  | ***CH 9 HW Due*** |
| 11/1 | Thu | Decentralized Performance Evaluation | 10 | ***Ch 10 LS Due, Read Ch 10*** |
| 11/5 | Mon | Decentralized Performance Evaluation | 10 |  |
| 11/8 | Thu | Capital Budgeting | 11 | ***CH 10 HW Due, Ch 11 LS Due, Read Ch 11*** |
| 11/12 | Mon | Capital Budgeting | 11 |  |
| 11/15 | Thu | ***Test 4 (Chapters 10, 11)*** |  | ***CH 11 HW Due*** |
| 11/19 | Mon | Statement of Cash Flows | 13 | ***Ch 13 LS Due, Read Ch 13*** |
| 11/26 | Mon | Statement of Cash Flows | 13 |  |
| 11/29 | Thu | ***Review*** |  | ***CH 13 HW Due*** |
|  |  |  |  |  |
| 12/5 | Wed | Mandatory Comprehensive Final Exam 3:45 p.m. – 5:45 p.m. | | |