

ACNT 1426 – MANAGERIAL ACCOUNTING

Course Location - Lecture: Distance Learning, **Lab:** Distance Learning

Credits: 4

Lecture Contact Hours per 8 week semester: 4

Lab Contact Hours per week per 8 week semester: 4

Transferability of workforce courses varies. Students interested in transferring courses to another college should speak with their Area of Study (AoS) advisor, Department Chair, and/or Program Director.

COURSE DESCRIPTION:

A study of accounting procedures and operational issues facing accountants in industry. Topics include fixed assets and inventory accounting, an introduction to manufacturing, job costing and budgeting.

Course Prerequisite: Before enrolling in ACNT 1426, a student must have completed ACNT 1404 and 1311 or its equivalent with a grade of C or better.

Other Prerequisites: Basic computer skills utilizing Internet, word processing, and spreadsheet (Excel) software are recommended for all accounting courses. If you have any questions, consult with an accounting advisor. Degree seeking students are required to have a minimum score on the reading and math portions of the TSI test. Certificate students must meet the Level 1 requirements. There are several exemptions and waivers to these requirements. Please consult the course schedule, assessment website, catalog, and/or contact an advisor to confirm your prerequisite status.

COURSE RATIONALE:

The goals and objectives of this course prepare students to (1) complete certificate requirements; (2) obtain or improve job skills; (3) qualify for a business or accounting job; (4) become an entrepreneur; (5) fulfill personal goals; and/or (6) understand financial statements and the basic accounting process.

STUDENT LEARNING OUTCOMES & GENERAL EDUCATION COMPETENCIES

Scans Competencies: SCANS is the Secretary's Commission on Achieving Necessary Skills. Please go to <http://irt.austincc.edu/ids/curriculum/scans.php> for complete definitions and explanation of SCANS. This list summarizes the SCANS competencies addressed in this particular course.

1. **Student exhibits responsibility:** Exerts a high level of effort and perseverance toward goal attainment, works hard to become excellent at doing tasks by setting high standards, paying attention to details, working well and displaying a high level of concentration even when assigned an unpleasant task; and displays high standards of attendance, punctuality, enthusiasm, vitality and optimism in approaching and completing tasks.
2. **Student acquires information:** Identifies need for data, obtains them from existing sources or creates them, and evaluates their relevance and accuracy. Competently performing the tasks for acquiring data and evaluating information includes posing analytical questions to determine specific information needs, selecting possible information and evaluating its appropriateness, and determining when new information must be created.
3. **Student communicates information:** Selects and analyzes information and communicates the result to others using oral, written, graphic, pictorial, or multi-media methods. Competently performing the tasks of communicating and interpreting information to others includes determining information to be communicated, identifying the best methods to present information (i.e. overheads, handouts, etc.), and if necessary, converting to desired format and conveying information to others through a variety of means including oral presentation and written communication.

Course Objectives:

Upon completion of this course, the student will be able to:

- The nature and purpose of internal uses of accounting information
- The fundamental concepts and techniques for planning, control and decision making that are applicable to various types of business entities
- Current theory and practice in management accounting

Required Textbook/Materials:

Accounting, Warren/Reeve/Duchac, 28th ed. with CengageNow

This course is part of ACC's "First Day Access" program. ACC has partnered with the bookstore and the publisher to provide you with digital course materials on the first day of class at a discounted rate. The cost of the course materials will be included as an additional charge when you register.

If you participate in the "First Day Access" program, you will gain access to the eBook and CengageNow through my Blackboard site. You will use CengageNow for a variety of assignments including homework and labs. CengageNow is an integrated, online learning system that gives you 24/7 access to your study tools and required assignments. CengageNow's study tools provide access to practice exercises and tutorials.

If you acquire the eBook as part of your registration, you will have the option to buy a loose-leaf paper version of the book for \$50.00 through the local Austin bookstores.

If you do not wish to participate in the program, you may "Opt Out". If you "Opt Out" of receiving and paying for your materials via this program, you will be responsible for obtaining those on your own. Instructions for "opting out" will be available on my Blackboard site.

Do not go to the publisher website to purchase this text or to join the trial period! You purchased both the eBook and Connect when you registered.

To recap, there are three options:

1. **All Digital Access at the time of registration:** E-book and CengageNow.
2. **Digital Access with a Physical Textbook:** Students who participate in the program will be eligible to purchase a low-cost print upgrade in the ACC bookstore for approximately \$50.00, plus tax.
3. **Independent purchase of textbook with CengageNow:** If you have purchased a used textbook or have "Opted Out" of the program, you must still purchase an access code for CengageNow.

Computer hardware and software requirements: This course will utilize Blackboard & CengageNow. Students must have access to a computer that has Internet capabilities. You will also need to be able to access various web sites and online lecture material. You will need to complete your assignments and exams using CengageNow.

Students will use the Blackboard learning management system (LMS) for assignment instructions, etc. **CengageNow should be accessed through Blackboard to avoid integration issues.**

Communication: Many communications in this class will be handled through Google Chat or email (both are private). I will be using your assigned **ACC Gmail account** (ends with @g.austincc.edu). You must have your ACCmail account set up and be able to access your email. Please review the following website for more information: <http://www.austincc.edu/google/>. You can forward this ACCmail account to another personal email, if needed. Please review for more information: <http://mail.google.com/support/bin/answer.py?hl=en&answer=10957>.

Instructional Methodology:

THIS COURSE IS BEING OFFERED IN A COMPETENCY-BASED EDUCATION (CBE) FORMAT, which means that students who have prior knowledge can complete the course by demonstrating their understanding by taking a proctored exam, which will exempt them from the required course work for that competency of the course. This course has been broken down into three different competencies that students may choose to prove mastery by achieving 90% or higher in each competency.

If a student does not choose to test out of a competency or does not score 90% or higher, the student will work independently by reading each chapter, watching the virtual classroom lecture videos, and completing assignments in CengageNow. This course structure will help develop the necessary skills of problem-solving and critical analysis needed for the accounting environment. Accounting has a conceptual side and an applied side. This course is designed to help the student understand accounting concepts and apply them to independent activities.

This is a **distance education** course, which is different than traditional face-to-face learning. Students will need to manage their time and study skills in order to be a successful online student. Regardless of whether students are taking the CBE (competency-based education) route for any part of the course or plan to complete all of the coursework, this course has deadlines but ALL of the work is available through the end of the 10-week semester. **Consequently, any work submitted after the due date will carry a 10% penalty.** Students are responsible for completing the course requirements.

All students will use Blackboard for assignment instructions, as well as accessing assignments and exams. Students that are new to distance education should review the ACC Distance Education General Information at <https://online.austincc.edu/faq/>.

ONLINE TUTORING

<https://www.austincc.edu/students/tutoring/online>

STUDENT TECHNOLOGY SUPPORT

Austin Community College provides free, secure drive-up WiFi to students and employees in the parking lots of all campus locations. WiFi can be accessed seven days a week from 7a to 11p. Additional details are available at <https://www.austincc.edu/sts>.

Students who do not have the necessary technology to complete their ACC courses can request to borrow devices from Student Technology Services. Available devices include iPads, webcams, headsets, calculators, etc. Students must be registered for a credit course, Adult Education, or Continuing Education course to be eligible. For more information, including how to request a device, visit <http://www.austincc.edu/sts>.

Student Technology Services offers phone, live-chat, and email-based technical support for students and can provide support on topics such as password resets, accessing or using Blackboard, access to technology, etc. To view hours of operation and ways to request support, visit <http://www.austincc.edu/sts>.

COURSE EVALUATION/GRADING SYSTEM:

NOTE: Each of these competencies are graded using the weighted average method. For students who already have the knowledge to achieve 90% or higher on the competency pretest, that will be the final grade for that competency. The students who DO NOT already have that knowledge should skip the pretests and go straight to the chapter assignments.

| ACTIVITY | TOTAL ASSIGNMENT POINTS | | | FINAL GRADE % |
|-----------------------|-------------------------|--------------|---------------|---------------|
| Competency One | Learn | Apply | Master | 34% |
| Orientation Quiz* | 3 | | | |
| Google Chat Invite* | 1 | | | |
| Chapters 18-20 | 15 | 30 | 60 | |
| Competency One Exam | 95 | | | |
| Total Points | 200 | | | |

| Competency Two | Learn | Apply | Master | 33% |
|---------------------|------------|-------|--------|------------|
| Intro to CNOWv2* | 2 | | | |
| Chapters 21-23 | 15 | 30 | 60 | |
| Competency Two Exam | 95 | | | |
| Total Points | 200 | | | |

| Competency Three | Learn | Apply | Master | 33% |
|-----------------------|------------|-------|--------|------------|
| Chapters 25-26 | 10 | 20 | 40 | |
| Competency Three Exam | 80 | | | |
| Total Points | 150 | | | |

| | |
|--------------------------|-------------|
| TOTAL FINAL GRADE | 100% |
|--------------------------|-------------|

*extra credit assignments

BASIS FOR GRADING:

| Points | Percentage | Grade |
|-----------|------------|-------|
| 550-495 | 90-100 | A |
| 494-440 | 80-89 | B |
| 439-385 | 70-79 | C |
| 384-330 | 60-69 | D |
| Below 330 | Below 60 | F |

CLASSROOM AND STUDENT POLICIES

Attendance/Class Participation: This course is asynchronous, which means that this course does not meet in a classroom or otherwise. **The completion of the orientation assignments MUST be completed in the first week in order to verify attendance, as required.** If attendance cannot be verified, then the student will be withdrawn from the course. If compliance with other course policies is unsatisfactory, the instructor *may* withdraw students from the class. Regular completion of work is expected of all students.

Withdrawal: It is the responsibility of each student to ensure that their name is removed from the roll should they decide to withdraw from the class. The instructor does, however, reserve the right to drop a student if they feel it is necessary. If a student decides to withdraw, they should also verify that the withdrawal is submitted before the Final Withdrawal Date. The final withdrawal date for the semester is **the Monday before the last day of the term**. The student is also strongly encouraged to keep any paperwork in case a problem arises.

Students are responsible for understanding the impact that withdrawal from a course may have on their financial aid, veteran's benefits, and international student status. Per state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a "W") from more than six courses during their

undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals.

Incomplete: An instructor may award a grade of “I” (incomplete) if a student was unable to complete all of the objectives for the passing grade in a course. An “I” cannot be carried beyond the established date in the following semester. The completion date is determined by the instructor but may not be later than the final deadline for withdrawal in the subsequent semester.

It is the Accounting department’s policy that incomplete grades are given only on rare occasions and generally, only when a student has completed all examinations and assignments to date, with a satisfactory grade of C or better, and has personal circumstances that prevent course completion that occur **after** the deadline to withdraw.

Per Austin Community College:

An incomplete (grade of "I") will only be given for extenuating circumstances. What constitutes “extenuating circumstances” is left to the instructor’s discretion. If a grade of I is given, the remaining course work must be completed by a date set by the student and professor. This date may not be later than two weeks prior to the end of the following semester. A grade of I also requires completion and submission of the Incomplete Grade form, to be signed by the faculty member (and student if possible) and submitted to the department chair.

Students may request an Incomplete from their faculty member if they believe circumstances warrant. The faculty member will determine whether the Incomplete is appropriate to award or not. The following processes must be followed when awarding a student an I grade.

1. Prior to the end of the semester in which the “I” is to be awarded, the student must meet with the instructor to determine the assignments and exams that must be completed prior to the deadline date. This meeting can occur virtually or in person. The instructor should complete the Report of Incomplete Grade form.
2. The faculty member will complete the form, including all requirements to complete the course and the due date, sign (by typing in name) and then email it to the student. The student will then complete his/her section, sign (by typing in name), and return the completed form to the faculty member to complete the agreement. A copy of the fully completed form can then be emailed by the faculty member to the student and the department chair for each grade of Incomplete that the faculty member submits at the end of the semester.
3. The student must complete all remaining work by the date specified on the form above. This date is determined by the instructor in collaboration with the student, but it may not be later than the final withdrawal deadline in the subsequent long semester.
4. Students will retain access to the course Blackboard page through the subsequent semester in order to submit work and complete the course. Students will be able to log on to Blackboard and have access to the course section materials, assignments, and grades from the course and semester in which the Incomplete was awarded.
5. When the student completes the required work by the Incomplete deadline, the instructor will submit an electronic Grade Change Form to change the student’s performance grade from an “I” to the earned grade of A, B, C, D, or F.

If an Incomplete is not resolved by the deadline, the grade automatically converts to an “F.” Approval to carry an Incomplete for longer than the following semester or session deadline is not frequently granted.

Blackboard: I maintain a Blackboard site for this class. You will be able to log onto the Blackboard site <http://acconline.austincc.edu> to gain access to:

- ✓ Course announcements
- ✓ Syllabus and other course information
- ✓ Link to CengageNow (where the homework assignments and exams will be submitted)
- ✓ Gradebook

Your username for Blackboard is your ACCeID. This is your 7-digit ACC student ID, preceded by the first initial of your official first name. During the activation of your ACCeID, you will select your password. If you do not know your ACCeID, you may retrieve it via the Blackboard home page.

COMPETENCY PRETESTS

Competency Pretests Exams can be proctored on campus (HLC) and using ACC Distance Education (free of charge). Students must have a webcam and computer to take the exams. Information about how to schedule and take exams will be provided by the instructor. Pretests Exams will be taken in CengageNow. The exams will mostly contain conceptual and calculative problems. Each exam will have 120-180 minutes (depending on the proctoring method used) and all exams must be completed by the end of the 8-week term. **DO NOT MISS EXAMS. Retests are not an option.**

NOTE: If you do not pass the optional competency pretest with a 90% or higher, you will be required to work through chapter assignments and take the exam for the respective chapters within that competency.

COMPETENCY EXAMS

Competency Exams are not proctored but they are timed. Exams will be taken in CengageNow. The exams will mostly contain conceptual and calculative problems. Each exam will have 120-180 minutes and all exams must be completed by the end of the 8-week term. **DO NOT MISS EXAMS. Retests are not an option.**

Homework Assignments: Learn, Apply, and Master problems are assigned to facilitate your learning the material and preparing for exams. Assignments should be completed and submitted by the due date shown on the course schedule below (also in Cengage). Assignments may be submitted early; **if submitted late, there will be a 10% penalty.** There are no make-up or extra credit assignments for the chapter work.

Late Assignment Policy: All assignments are due BEFORE 11:55pm on the due date listed on the course schedule. There will be a 10% penalty for submitting assignments late. It is the responsibility of the student to submit ALL assignments and exams BEFORE 11:55pm on the last day of the semester. **NO EXCEPTIONS!**

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; and/or failure in the course.

The Accounting department considers these violations as Academic Dishonesty which is a serious offense. The first incident will earn you a grade of 0 or F for that particular lab or exam. A second offense will result in an F in the course. The burden of proof rests on ALL parties involved.

The ACC Student Handbook defines academic dishonesty as: Acts prohibited by the College for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework"(<http://www.austincc.edu/handbook/>)

Where to go if you have questions: My preferred contact method is email. If you would like to contact me virtually, please sign up for a time slot to meet in our virtual classroom in Blackboard. If you cannot meet during my office hours, we can schedule an appointment for a more convenient time. Regardless of how you contact me, you will receive a reply from me within 48 hours (during the weekdays) and by Monday at 5:00 pm (for questions posed on the weekend). I usually do not answer email questions on weekends after 3pm on Fridays.

IF YOU HAVE QUESTIONS THAT ARE NOT PERSONAL IN NATURE OR SPECIFIC TO YOUR GRADES, ETC., PLEASE POST TO THE DISCUSSION BOARD IN BLACKBOARD. This way, other students may be able to answer your question faster or others may also benefit from your question. Examples of using the discussion board include questions regarding deadlines, clarification regarding instructions and/or class expectations. Occasionally, I may use the Discussion Board to post non-urgent information or items that do not necessarily warrant an announcement in Blackboard. We could also have a discussion regarding topics beyond the scope of the class. Students are welcome and encouraged to answer questions on the Discussion Board, but please refrain from blurting out exact answers or posting screenshots that give away a portion of the project.

Please go to the Discussion Board in Blackboard and subscribe to the Forum: Open Discussion. By subscribing, you will be emailed when anyone posts to the Discussion Board. You also have the option of posting anonymously. I find this

encourages students to post when they would not otherwise. I do expect discussions to be respectful. If the anonymity is abused, that privilege will be revoked. Accessing the information from the Discussion Board is expected for the course.

Where to go if you have complaints: You may review the complaint and grievance policy online:

<http://www.austincc.edu/handbook/policies2.php>. Please attempt to resolve the complaint immediately with me directly. If the complaint cannot be resolved, then my immediate supervisor is Dr. Reed Peoples.

The TSBPA (Texas State Board of Public Accountants) have asked us to inform students of the following regarding how to identify yourself when working in the accounting field but do not have a CPA (Certified Public Accountant) license in Texas:

Q: Can I refer to myself as a CPA, accountant, and/or auditor, or any other variation of these titles?

You can only refer to yourself as a CPA, accountant or auditor if you are a licensed CPA in the state of Texas. See [Section 901.453 of The Public Accountancy Act](#).

Q: Can I refer to myself as a specialist in a specific area (such as tax or accounting)?

A CPA should avoid the use of terms such as “specialist”. Although the Board has the authority to recognize specializations in the practice of public accounting, it currently does not do so. See [Section 901.157 of The Public Accountancy Act](#).

Q: If I am not a CPA, how should I refer to myself?

In your bio, you should state the degree and/or certificate you received from Austin Community College. For example, “I received an Accounting Specialist degree from Austin Community College in 2019.” You should not refer to yourself as an accountant or auditor if you are not a licensed CPA in the state of Texas.

Additional Information regarding the Accounting Department, faculty, your course program, and basic accounting tools/resources can be found at <http://sites.austincc.edu/accounting/>

COLLEGE POLICIES

See attached pdf for College Policies. The college policies ARE considered a part of the syllabus.

COURSE OUTLINE/CALENDAR

Please note that schedule changes may occur during the semester. Any changes will be announced in class and posted as a Blackboard Announcement and emailed to your ACC email account.

NOTES:

Each of these competencies are graded using the weighted average method.

For students who already have the knowledge to achieve 90% or higher on the competency pretest, contact the instructor to schedule the pretest in order to skip the chapter assignments.

The students who DO NOT already have that knowledge should go directly to the chapter assignments.

ACNT 1426 Assignment Schedule

| WK/DATES | ASSIGNMENTS | DUE DATE |
|---------------|--|----------|
| Week 1 | Orientation Quiz (Blackboard) Google Chat Invite Competency One Pretest (CBE only) Chapter 18 Assignments – Learn, Apply, Master | |
| Week 2 | Chapter 19 Assignments – Learn, Apply, Master | |
| Week 3 | Chapter 20 Assignments – Learn, Apply, Master | |
| Week 4 | Competency One Exam (Ch18-20) Ch. 18-20 due by 1155p on September 10 to avoid 25% penalty. Competency Two Pretest (CBE only) Chapter 21 Assignments – Learn, Apply, Master | |
| Week 5 | Chapter 22 Assignments – Learn, Apply, Master | |
| Week 6 | Chapter 23 Assignments – Learn, Apply, Master | |
| Week 7 | Competency Two Exam (Ch21-23) Ch. 21-23 due by 1155p on October 1 to avoid 25% penalty. Competency Three Pretest (CBE only) Chapter 25 Assignments – Learn, Apply, Master | |
| Week 8 | Chapter 26 Assignments – Learn, Apply, Master Competency Three Exam (Ch25-26) Ch. 21-23 due by 1155p on October 14 to avoid 25% penalty. | |

All assignments and exams are completed using CengageNOWv2.

Any assignment not submitted by the due date shown above will carry a 10% penalty.
(Assignments will remain available through the end of the term.)

Exams are not proctored but are timed.

Exams will remain available through the end of the term without penalty.

Due dates will only be displayed on instructor syllabus.