



### Special or Unique Student Materials

- A basic four-function pocket calculator is required for this course.
- This is the only type of calculator that may be used on tests—absolutely no graphic calculators are allowed to be used on tests.

### Expanded Description of the Course

The emphasis of this course is on uses of accounting and financial data internal to the firm, how the numbers are developed and what they mean. The course first introduces students to product and service costing techniques. Second, techniques for business planning and control are introduced. The primary setting for the course is the manufacturing environment. The concepts and methodologies introduced are transferable to other forms of business and non-business organizations.

### Methods of Evaluating Outcome

- **Quizzes** (50 total points): All the chapters have quizzes on CourseDen which have to be completed before the scheduled deadline. No make-up quizzes are given under any circumstances. Failure to take a quiz during the scheduled time will result in a score of zero for that quiz. You have **four attempts per quiz and the highest score is retained for grade purposes** (Note: The quizzes may change each time they are opened). There are 9 quizzes in total.
- **Exams** (300 total points): There will be two tests in this class (150 points each). The exam1 is on CourseDen and must be completed before the scheduled deadline. No make-up online test is given under any circumstances. Failure to take an online test during the scheduled time will result in a score of zero for that test. **The second exam will be given in class (3:00pm-5:00pm on 4/30/2019 at Adamson Lecture Hall)**. You must be physically present to take the test and you must bring identification. Your ID will be checked when you submit your test. **You may bring two pages of handwritten notes (you may write on front and back of both pages)**. There are corresponding sample exams in CourseDen for both exams. Sample exams are provided as study aids. Sample exams can increase your exam scores, but cannot lower your scores. If your highest sample exam score is lower than your actual exam score, you keep your actual exam score. If your highest score on the sample exam is greater than your actual exam score, your exam score will be calculated as:  $\text{Exam Score} = (1/4)(\text{Sample Exam Score}) + (3/4)(\text{Actual Exam Score})$ .

If you are not able to take the second exam as scheduled, please contact me as soon as possible. Also, please follow the instructions given by the UWG online testing and contact the Online Testing Coordinator, Meggie Miller (meggiem@westga.edu) for assistance.

- Step 1. You will need to locate a reputable test proctor that our office is able to verify via email or phone (in English). Options might include a local school, library, or tutoring center. We are open to suggestions, as long as we can speak with them and vet the

proctor. We have a partial list available here, under "Approved Testing Center Options: [approved test sites in Georgia \(https://uwgonline.westga.edu/exam-sites.php\)](https://uwgonline.westga.edu/exam-sites.php).

- Step 2: Set up an appointment time with the proctored testing site, being sure to record all of their contact information (address, phone, email)
- Step 3: Send us the proctor's contact info and your appointment details, via this form: [Online student exam requests \(https://docs.google.com/forms/d/e/1FAIpQLSfmWXJvFe\\_zh5Ja4pWvVU7soOfHwphO-dZV-wjDxqeQFeKpEw/viewform\)](https://docs.google.com/forms/d/e/1FAIpQLSfmWXJvFe_zh5Ja4pWvVU7soOfHwphO-dZV-wjDxqeQFeKpEw/viewform). Important! The form must be submitted online no later than 2 weeks prior to your test date. Late requests will be subjected to a \$30 late fee.

Important: show up at the date and time of your test with your valid photo ID (driver's license or student ID), pencil, simple function calculator, or anything else that you are allowed to have for your test. You will also need to have cash to pay the testing center (ask ahead for the amount of their fee).

- Grading Scale: Grade A for points between 315-350; Grade B for points between 280-314; Grade C for points between 245-279; Grade D for points between 210-244 and Grade F for points below 210.

### **Learning Domains**

- Cognitive: Knowledge; Comprehension; Application; Analysis; Synthesis; Evaluation.
- Affective: Receiving; Responding; Valuing; Organization.

### **Instructor Comments:**

- As this is an online course, the primary method of communication will be Email. Please contact me at [lliu@westga.edu](mailto:lliu@westga.edu). **Please use "ACCT2102" as your email subject. I do not use CourseDen email for communication purpose.**
- You are responsible for knowledge of any administrative announcements (test information, schedule changes, etc.) that are distributed via email or CourseDen announcements.
- Code of Conduct: Honesty and integrity are necessary to the academic and professional functions of business. Dishonesty undermines the foundation of the academic environment. Improper academic conduct shall be interpreted to mean the obtaining and using of information during an examination by means other than those permitted by the instructor, including supplying such information to other students. All forms of academic dishonesty, including cheating, plagiarism, and falsification of academic records are subject to disciplinary action. Please read and adhere to the UWG Honor Code: [UWG honor code \(https://www.westga.edu/handbook/59.php\)](https://www.westga.edu/handbook/59.php)

## ACCT 2102 Online Detailed Course Outline

Week of 1/07 and 1/14

- Chapter 2: Managerial accounting and cost concepts
- Required learnings objectives: 1, 2, 3, 4, 5, 6 and 7

Week of 1/21 and 1/28

- Chapter 5: Cost-volume-profit relationships
- Required learnings objectives: 1, 2, 3, 4, 5, 6, 7 and 8

Week of 2/04 and 2/11

- Chapter 3: Job-order costing
- Required learnings objectives: 1, 2, 3, 6 and 7

Week of 2/18

- Chapter 7: Activity-based costing: A tool to aid decision making
- Required learnings objectives: 1, 2, 3, 4, and 5

Week of 2/25 and 10/8

- **Exam 1 (Chapters 2, 3, 5 and 7) available on Feb 25 and closed on Mar 3**
- Chapter 8: Master budgeting
- Required learnings objectives: 1, 2, 3, 4, 5, 6, 7 and 8

Week of 3/04 and 03/11

- Chapter 9: Flexible budgets and performance analysis
- Required learnings objectives: 1, 2, 3, 4 and 5

Week of 3/25 and 4/01

- Chapter 10: Standard costs and variances
- Required learnings objectives: 1, 2 and 3

Week of 4/08

- Chapter 11: Performance measurement in decentralized organizations
- Required learnings objectives: 1, 2 and 3

Week of 4/15 and 4/22

- Chapter 12: Differential analysis: The key to decision making
- Required learnings objectives: 1, 2, 3, 4 and 5

### **Tuesday 4/30 Exam 2 (Chap 8, 9, 10, 11 and 12)**

All quizzes open when the class begins. Quizzes and online tests close at 11:59pm on the dates shown below. Required deadlines:

February 24 Quizzes for chapters 2, 3, 5 and 7

March 2 Exam 1

April 29 Quizzes for chapters 8, 9, 10, 11 and 12