COURSE INFORMATION

PREREQUISITE: Busad 201 Financial Accounting or Equivalent
CLASS: BUSAD 202
ROOM: Founders Hall Room 134
CLASS HOURS: Section 2284 Hybrid Mon/Wed 8:00 am to 9:25 am
Section 2288 Mon/Wed 9:35 am to 11:40 am
UNITS: 4

INSTRUCTOR

NANCY SILL, CPA
TELEPHONE: (209) 575-6136
E-MAIL: silln@mjc.edu
WEB PAGE ADDRESS: http://silln.faculty.mjc.edu
OFFICE: Founders Hall 120 U
OFFICE HOURS: Posted on Web Page or
By Appointment

REQUIRED TEXTBOOK & MATERIALS

- Financial and Managerial Accounting, 1st Edition, Weygandt, Kieso, & Kimmel (Students can choose between a loose-leaf version (less expensive) or a traditional hardbound version of the textbook in the Pirate’s Bookstore)
- WileyPlus Homework Manager Access Code (this code is provided in the Pirate’s Bookstore textbook bundle)
- Computer access with a reliable internet connection (MJC computer labs are also available)
- Calculator – an inexpensive basic calculator is all that is required for this course (cell phones or other electronic devices are not allowed to be used in class or during exams and quizzes)

COURSE OBJECTIVES

The content of this course covers accounting and financial applications, theory, and analysis in relation to the needs of management for planning and decision-making.

In particular, students in this course will examine how managers use accounting information in decision-making, planning, directing operations, and controlling. This course will focus on cost terms and concepts, cost behavior, cost structure,
and cost-volume-profit analysis. In addition, this course will cover an examination of profit planning, standard costs, operations and capital budgeting, cost control, and accounting for costs in manufacturing organizations.

**STUDENT LEARNING OUTCOMES**

1. Compare and contrast financial and managerial accounting and evaluate the role of the management accountant.
2. Demonstrate logical and relevant business decisions through the utilization of various forms of accounting analysis.
3. Analyze and interpret ethical issues in the management and accounting environment, identify key issues, and formulate strategies to address them.

**CLASS POLICIES**

**Attendance Policy**
Regular class attendance is important and required. It is expected that you will attend class and contribute to discussions. If circumstances prevent you from attending class, please remember that you are responsible for all lecture material, assignments, and announcements made during that class. It is highly recommended that you contact the instructor in advance if you will not be in class (students are encouraged to email - silln@mjc.edu or call - 209.575.6136). Exams and Quizzes will be derived from both lecture material and information in the textbook. Unannounced quizzes will be given in class frequently throughout the semester.

**Submission of Late Work**
**Homework.** Because homework is critical to student success in this class, late homework will be accepted. There will be a 20% grade reduction for all late homework turned in within two weeks of the scheduled due date. Homework turned in after two weeks or after the scheduled exam, will be subject to a 50% grade reduction. ALL late work must be turned in prior to 5 pm on last day of regular class (prior to finals' week).

**Exams & Quizzes.** There will be no makeup exams or quizzes unless you have a written valid excuse or have contacted me BEFORE the exam or quiz. Contact includes leaving a message on my voicemail or sending an email. Please note that Exams or Quizzes taken after the scheduled date and time will result in a 20% grade reduction.

**Prepare to Succeed**
The following class policies are designed to help ensure your success in this course and maximize your learning experience.

- **Come Prepared to Class.** Read assigned material before class and complete homework as assigned.
• **Cell Phones.** Please put your cell phone away (in your purse, pocket, or backpack/book bag) during class. You are welcome to check messages, etc before class, after class or during break. If you need to have your phone out during class for special circumstances, please talk to me in advance.

• **Attend Class.** Attendance in this class is critical. If you have an unavoidable circumstance it is still beneficial to attend as much of class as possible. If you must arrive late or leave early, just try to be as respectful to your fellow classmates as possible.

• **Time Commitment.** Evaluate your current course load and other obligations (work, family, etc) to determine if you will have enough time to complete the course requirements.

• **Student/Instructor Communication Outside of Class.** If you need to contact me outside of class time, you are always welcome to come by my office, call, or email me.
  
  o **Office - Founders Hall 120 U.** I have an open door policy and you are welcome to stop by ANYTIME that I am in (even when I do not have scheduled office hours).
  
  o **Email - silln@mjc.edu.** Please make sure that when you send an email that you put your name in the subject line along with your class and section number. Also, please remember to **sign all emails with your full name (first and last).** Email is a great way to get in touch with me. My policy is to respond to student email within 24 hours, 7 days per week during the semester. In addition, if you would like to schedule a phone conference, you are welcome to email me your phone number and some time frames that you will be available for me to return your call.
  
  o **Telephone - (209) 575-6136** - Please leave a clear voice message if I am not available and a number where I can return your call. As a rule, I do not check voice mail over the weekend.

ASSIGNMENT SUBMISSIONS

Homework problems are noted in the Course Outline and should be completed **before** coming to class. In addition, follow up problem(s) will be added to the homework assignments during class sessions. If you are not in class it is your responsibility to contact the professor or a fellow classmate to get the additional assignment.

All assignments submitted for this class should be neat and professional in appearance, stapled in the upper left-hand corner of the page, and include the following information in the upper right-hand corner of the cover page:

- **Your full name (as it appears in my role book)**
- **Class title and section (i.e. Busad 202, sec 2288)**
- **Days of the week and time the class meets (i.e. Mon/Wed, 9:35 am)**
- **Assignment or Quiz problems (i.e. Homework Chap 4 or Quiz- P1-3B)**
ACADEMIC CONDUCT

Any evidence of academic dishonesty (also known as cheating) will result in a failing grade and a report filed with the Vice President of Student Services. Please see your course catalog regarding Academic Integrity for complete details. The following items will not be tolerated in this course:

- **Cheating.** Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise; misrepresenting or non-reporting of pertinent information in all forms of work submitted for credit.
- **Facilitating Academic Dishonesty.** Intentionally or knowingly helping, or attempting to help, another to violate a provision of the institutional code of academic integrity.
- **Plagiarism.** The deliberate adoption or reproduction of ideas, words or statements of another person as one's own, without acknowledgement. This includes all group work and written assignments.
- **Photographing Course Content.** Do not take any photographs during class sessions of board material or solutions being displayed. Please remember, cell phones are to be put away during class time.

GRADING POLICY:

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<th>Component</th>
<th>Percentage</th>
<th>Grade Range</th>
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<tr>
<td>Tests and Final</td>
<td>50%</td>
<td>90 – 100 = A</td>
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<tr>
<td>Homework</td>
<td>15%</td>
<td>80 - 89 = B</td>
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<td>Quizzes &amp; Projects</td>
<td>35%</td>
<td>70 - 79 = C</td>
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A NOTE FROM YOUR INSTRUCTOR

Please know that I am here to help you succeed. Do not ever hesitate to contact me if you have any questions or I can assist you with any of the course material. You are never bothering; my favorite part of my job is helping students just like YOU!