

## **ACG 2071, Introduction to Managerial Accounting      Spring 2018**

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Live class:      Heavener 150, Tuesdays and Thursdays 9:35 – 11:15 am EST  
Website:      <http://elearning.ufl.edu/> (use Google Chrome to access Canvas website)  
Instructor:      Michael Schadewald, PhD, CPA  
Office hours:      311 Gerson Hall, Tuesdays and Thursdays 11:30 am – 1:00 pm EST  
Phone:      (352) 273-0211 office  
Email:      ACG2071Instructor@warrington.ufl.edu  
                    (use your GatorLink email address and do not send messages through Canvas)  
Student assistant, *MyAccountingLab*:      Alex Gottlieb, ACG2071MAL@warrington.ufl.edu  
Student assistant:      Dayna Simon, ACG2071SA1@warrington.ufl.edu  
Office hours:      For info, see Connect with Us on course Home page

**Course description.** This course will help you understand how managers use information about costs to make better decisions. The course is relevant for all business students. For example, marketing executives need to manage advertising budgets. Likewise, human resource managers need to evaluate the trade-offs between hiring more employees versus using independent contractors. Information about costs plays a central role in these decisions. Examples of skills you will learn in this course include determining product costs, computing the sales volume needed to breakeven, identifying relevant costs for outsourcing decisions, evaluating the performance of managers, and making long-term capital investment decisions.

**Prerequisites.** Successful completion of ACG 2021, Introduction to Financial Accounting, or its equivalent. The primary difference between ACG 2021 and ACG 2071 is that financial accounting focuses on providing information used by external parties (stockholders, creditors and regulators), whereas managerial accounting focuses on providing information used internally by managers.

### **REQUIRED MATERIALS**

**Textbook.** *Managerial Accounting*, 5th Edition, by Braun and Tietz, Pearson Education, Inc.

**MyAccountingLab.** The course requires the use of Pearson's *MyAccountingLab*, which is an interactive, eLearning program. All chapter quizzes are taken and graded through MyAccountingLab. Always enter MyAccountingLab through the Canvas course website.

**Purchase options.** Textbook and MyAccountingLab (MAL)

- *UF All Access.* This program allows you to purchase the textbook and MAL at a reduced price, and pay using your student account. The discounted price is available only through the Gator1 Central portal at <https://www.bsd.ufl.edu/G1CO/IPay1f/start.aspx?TASK=INCLUDED>. You can also purchase a print upgrade (loose leaf version of book) from the UF Bookstore.

- *UF Bookstore:*
  - E-text version of book and MAL access code
  - E-text version of book, MAL access code, and loose leaf version of book
- *Pearson Education:*
  - E-text version of book and MAL access code
  - E-text version of book, MAL access code, and loose leaf version of book

**MyAccountingLab registration instructions.** Once you have purchased an access code, you need to register for MyAccountingLab.

- Sign in to Canvas and enter the ACG 2071 course website.
- Select MyLab and Mastering in the Navigation pane, and then select MyAccountingLab Course Home on the Pearson page.
- Enter your Pearson account username and password. You may have an account if you used a Pearson MyLab product in the past. If you do not have an account, follow the instructions to create an account.

When you register for MyAccountingLab, you must use your official GatorLink email address, and your official first and last name on file with the University of Florida. Otherwise, your quiz scores will not be transmitted to the Canvas course website.

- Enter the access code that you purchased.
- When registration is complete, you get a confirmation email. From now on, when you select the MyLab and Mastering link in Canvas, MyAccountingLab will open in a new tab.

System requirements for using MyAccountingLab can be found at:  
<http://www.pearsonmylabandmastering.com/system-requirements/>.

Guidance for using MyAccountingLab with Canvas can be found at:  
<http://help.pearsoncmg.com/mylabmastering/canvas/student/en/index.html>.

**Pearson 24/7 Technical Support.** For technical difficulties with MyAccountingLab, contact <https://support.pearson.com/getsupport/s/> or (800) 677-6337. Provide your name and email, and tell the agent that you access your course through Canvas. The agent will need details regarding the course, which are found by clicking MyLab and Mastering on the Navigation pane, and then clicking the Diagnostics link at the top of the page. If your issue remains unresolved, provide an incident number to the instructor.

## GRADING POLICIES

Your course grade will be based solely on the points you earn on exams and quizzes, as follows:

▪ Exam 1 .....	120
▪ Exam 2 .....	120
▪ Exam 3 .....	120
▪ Chapter quizzes (9 x 4 points each) .....	36
▪ Syllabus quiz .....	<u>4</u>
Total possible course points .....	<u>400</u>

Your final course grade will be based on the following numeric scale, which indicates the minimum number of total course points needed to achieve each letter grade:

A = 360 points (90%), B+ = 348 points (87%), B = 320 points (80%), C+ = 308 points (77%), C = 280 points (70%), D+ = 268 points (67%), D = 240 points (60%), Below 240 points = E.

Grades are not subject to negotiation, even if you are just one point short of the next higher grade.

The grade point value per credit hour for each letter grade is assigned by the Registrar's Office. For details, see <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.

## **LECTURES**

The class format is live lectures for students wishing to attend class in-person, space permitting, and online lectures for those students that want to watch a video of the lecture. Exam performance is highly correlated with attending class (live or online) and working homework problems on a regular basis according to the course schedule. The PowerPoint slides are available on the course website. The slides do not include all the information discussed in class, however, and are not a substitute for attending class. To maximize the benefit from attending class, you should read the assigned chapter prior to class. Students who attend the live lecture are encouraged to ask questions.

For technical difficulties with the Canvas course website or video lectures, contact the Technology Assistance Center at [TAC@warrington.ufl.edu](mailto:TAC@warrington.ufl.edu), (352) 273-0248, or HVNR 206 (M-F, 8am-10pm) or HGS 237 (weekends, 7am-9pm).

## **HOMEWORK**

The exams are problem-oriented, so it is essential that you diligently work through the assigned homework problems. You should also complete the homework before you take a quiz. All homework is assigned and graded through MyAccountingLab, which you should access through the Canvas course website. To view the homework assignments, click on MyLab and Mastering and then click on MyAccountingLab All Assignments.

In addition to the assigned homework, the MyAccountingLab Course Home includes a Study Plan feature, which provides additional problems to help you with difficult areas.

For technical difficulties related to MyAccountingLab, contact Pearson 24/7 Technical Support (see above for contact information). For issues specific to ACG 2071, contact the MyAccountingLab student assistant at [ACG2071MAL@warrington.ufl.edu](mailto:ACG2071MAL@warrington.ufl.edu).

## EXAMINATIONS

Each exam will consist of 30 multiple choice questions. Each question is worth 4 points. The exams are closed-book and closed-notes. The exams are not cumulative. Instead, each exam covers selected textbook chapters as outlined in the course schedule.

The three exams will be administered on the following dates and times:

Exam	Date	Time	Location
1	Wednesday, February 7	8:20 – 10:20 pm EST	To be announced
2	Tuesday, March 20	8:20 – 10:20 pm EST	To be announced
3	Tuesday, April 24	8:20 – 10:20 pm EST	To be announced

**On-campus assembly exams.** Students registered for **Section 0010** will take assembly exams on the UF campus. At your assigned room, you will be required to show your official UF Gator 1 photo ID card, and sign an attendance verification form. Exam locations will be posted on the course website. UF assembly exams have priority over regular classes and regular class exams scheduled at the same times, so there should be minimal conflicts. No student will be allowed to enter the exam room more than 30 minutes after the exam begins.

You will have two hours to complete each exam. Only answers recorded on your scantron sheet will be graded and you will not be allowed extra time to record your answers after the two-hour exam period has ended.

You are allowed to bring only your Gator 1 identification card, a non-programmable calculator, and pencils to an exam. Use of a programmable calculator will be considered a violation of the UF honor code. Please avoid bringing any other belongings (backpacks, books, cell phones, etc.) because you will be required to leave these items unattended at the front of the room. Exam proctors are not responsible for these items. You are not allowed to take any exam materials out of the exam room.

**ProctorU exams.** Students registered for **Section 0011** will take their exams online through ProctorU. See the Proctored Exam Student Guide posted on the course website for general instructions on how to take exams online through ProctorU. You should sign up for a ProctorU account and register for your exam appointment times early in the semester. Exam appointment times are only available from 7:00 – 8:00 pm EST on the day of the exam. You will have two hours to complete each exam. At the end of two hours, the exam will close. Only answers selected prior to closing will be graded. The only type of calculator allowed is a non-programmable calculator.

**Make-up exams.** There are no makeup exams. If you miss an exam without a valid, documented excuse, you will receive a grade of zero for the exam. There will be no exceptions made to this policy. If you have a conflict with an assembly exam in another course, notify the instructor as soon as possible and at least 10 business days prior to the exam date.

**Excused absences.** Excused absences from exams are at the discretion of the instructor. Events such as weddings, family vacations and reunions, cruises, conventions and other student organization events, job interviews and club sports are not considered excused absences from an exam. If there is a conflict with a religious observance, you must notify the instructor at least 10 business days prior to the exam date. Consistent with University policies, accommodations made for conflicts with religious observances will not include accommodation for travel plans.

Excused absences due to injury or illness require a doctor's note dated within one day of the exam date (one day before or after) and must be received within one week of the exam. The doctor's note must say that you were medically unable to take the exam. A note indicating that you were seen at the student health center the day of the exam is not sufficient documentation of a medically excused absence from an exam. If you miss Exam 1 or Exam 2 with a valid, documented medical excuse, then the remaining exams will be re-weighted accordingly.

All students must take Exam 3 at the scheduled time. No exceptions. If a student misses Exam 3 due to a documented medical reason or other excused absence, and has completed all other course requirements, the student will be assigned a grade of incomplete and will be required to take Exam 3 at the end of the next term. If a student misses Exam 3 with an excused absence and has an excused absence for either Exam 1 or Exam 2, a grade of incomplete is not available under University policy, and the student must request a medical withdrawal from the course.

**Reviewing graded exams.** You may review your graded Exams 1 and 2 during the office hours of the student assistants for one week following the date the exam grades are posted. You may review your graded Exam 3 during special office hours of the instructor. Exam reviews are intended to enhance your understanding of any exam questions you missed and are not for grade negotiations.

## **QUIZZES**

There is a quiz on this Syllabus to ensure that you have read it. This quiz is available on the Canvas course website, and must be taken by the due date indicated in the course schedule. There are also quizzes on nine chapters of the textbook, as indicated in the course schedule. Each of the chapter quizzes is taken and graded using MyAccountingLab.

**Timing.** The course schedule provides the quiz dates. Each chapter quiz will open for a 24-hour period, from 12:01 am to 11:59 pm EST on the assigned date. You may log into MyAccountingLab and take the quiz any time during the 24-hour period. You are required to complete the quiz on the date assigned. There is no time limit on how long you take to finish a quiz, but you must finish it by 11:59 pm EST on the assigned date.

**Procedures for taking quizzes.** You are required to complete each quiz on your own. Collaborating with anyone on a quiz is a violation of the UF Honor Code.

It is highly recommended that you work through the assigned homework questions before taking a quiz, but it is not required. Do not start the quiz unless you have enough time to finish the quiz. Once the quiz is opened, you will not be able to close out of the quiz and start over at a later time. Make sure you have a stable Internet connection, such as a campus computer lab or your home Wi-Fi network. Connections to networks provided by coffee shops, etc. may be less stable. Not being able to access the Internet is not a valid excuse for missing a quiz. It may be helpful to do browser checks and clear your cache and cookies throughout the semester.

You must follow the instructions in each quiz, and format your answer as requested. Any answer incorrectly formatted is marked incorrect. For example, if the instructions state to round the answer to two decimal places and instead of answering 95.41 you answer 95.4, the answer is incorrect. For a tutorial, click the How to Enter Answers link on the MyAccountingLab Course Home page.

When you finish a quiz, you must press the submit button in order for your quiz to be graded. If you close out of a quiz before pressing submit, your quiz will not be graded and you cannot retake the quiz. Make sure you press the submit button only after you have answered all the questions on the quiz. Once you press submit, your quiz will be graded and it cannot be reopened.

**Technical problems with MyAccountingLab.** If you cannot access MyAccountingLab through the Canvas website on a quiz date, you should contact Pearson 24/7 Technical Support (see above for contact information). If your issue remains unresolved, contact the MyAccountingLab student assistant at [ACG2071MAL@warrington.ufl.edu](mailto:ACG2071MAL@warrington.ufl.edu). You must include the incident number from Pearson in your email. If you do not have an incident number that was assigned prior to the quiz deadline, you will not be granted access to take the quiz.

**Medical emergencies and excused absences.** If you are medically unable to take a quiz on the assigned date, you must email documentation in the form of a doctor's note to the MyAccountingLab student assistant ([ACG2071MAL@warrington.ufl.edu](mailto:ACG2071MAL@warrington.ufl.edu)) within one week of the quiz date. Once adequate documentation is received, the student assistant will grant access to the quiz.

If you know you will miss a quiz for an excused reason, as determined at the instructor's discretion, you must email documentation to the MyAccountingLab student assistant ([ACG2071MAL@warrington.ufl.edu](mailto:ACG2071MAL@warrington.ufl.edu)) at least one week prior to the quiz date. Once adequate documentation is received, the student assistant will grant access to the quiz.

**Questions regarding quiz results.** Any questions regarding the grade you received on a quiz must be sent to the MyAccountingLab student assistant at [ACG2071MAL@warrington.ufl.edu](mailto:ACG2071MAL@warrington.ufl.edu) within one day of the quiz due date. There will be no exceptions made to this policy. You may review your quiz results with either of the student assistants during their office hours.

## **GETTING ASSISTANCE AND STAYING IN TOUCH**

**Office hours.** Please see the instructor during his office hours if you have any questions or concerns regarding the course. The student assistants also hold both live office hours and virtual office hours. For information about hours and locations, as well as instructions for accessing virtual office hours, see Connect with Us on the course Home page.

**Announcements.** Any change in exam dates, quiz dates, class schedule, or office hours will be posted on the Announcements section of the course website. Check the Announcements daily and make sure you do not turn off Announcements in the Notifications Preferences of your Canvas account. You are responsible for all posted announcements.

**Responses to emails.** In most cases, you can expect a response to your email from the instructor or a student assistant within two days. If your concerns apply to a majority of the class, an announcement will be posted on the course website.

## **HOW TO SUCCEED IN THE COURSE**

This course is required for all undergraduate students in the Heavener School of Business. Your success in this course is important not only to you, but also to the instructor and the student assistants. We will make every reasonable effort to help you succeed, but ultimately it is up to you to “own” your college career, including your success in this course. We cover a significant amount of technical material in this course, and the concepts build on each other from one chapter to the next. In addition to attending class (live or online), you should plan on spending 8 to 12 hours each week working on this course. The following steps will help ensure you perform to the best of your ability:

- Announcements – Check them daily.
- Textbook – Read or skim read the assigned chapter before attending the lecture.
- Lectures – Get in the routine of attending or watching each lecture on a regular basis according to the course schedule. Do not fall behind if you are watching online.
- Homework – Complete homework on a timely basis.
- Quizzes – Take quizzes seriously and make sure you are prepared.
- Extra practice – If you encounter difficulties, do extra problems in the MyAccountingLab Study Plan.
- Office hours – Seek help during office hours if you have any concerns.
- Exams – Study diligently for the exams.

## UNIVERSITY POLICIES

**Honor Code.** UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: ‘On my honor, I have neither given nor received unauthorized aid in doing this assignment.’” The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions.

**Accommodating students with disabilities.** Students requesting accommodations must first register with the Disability Resource Center by providing appropriate documentation (<https://drc.dso.ufl.edu/>). Once registered, students will receive an accommodation letter which must be provided to the instructor at least 10 business days prior to any requested accommodation.

**Course evaluations.** Students are expected to provide feedback on the quality of instruction in this course. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

**U Matter, We Care.** Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at (352) 392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

## FINAL CAVEAT

This syllabus represents my current plans and objectives. As we go through the semester, these plans may need to change to enhance the learning experience. Such changes, communicated through the Announcements section of the course website, are not unusual and should be expected.

## Spring 2018: Course Schedule

Date	Topic	Chapter	Quiz dates
<b>PART I: BASIC CONCEPTS AND TERMINOLOGY</b>			
Jan 9 T	Syllabus, Introduction to Managerial Accounting	1	Syllabus (due Jan 18)
Jan 11 TH	Building Blocks of Managerial Accounting	2	
Jan 16 T	Building Blocks of Managerial Accounting		
<b>PART II: DETERMINING PRODUCT COSTS</b>			
Jan 18 TH	Job Costing	3	Chapter 2
Jan 23 T	Job Costing Activity-Based Costing, Lean Operations, Costs of Quality	4	
Jan 25 TH	Activity-Based Costing, Lean Operations, Costs of Quality		Chapter 3
Jan 30 T	Process Costing	5	
Feb 1 TH	Process Costing		Chapter 4
Feb 6 T	Catch-up and/or Review Problems		
Feb 7 W	<b>EXAM 1: Chapters 1-5.</b> No live class on Thursday, February 8		
<b>PART III: MAKING DECISIONS</b>			
Feb 13 T	Cost Behavior	6	
Feb 15 TH	Cost Behavior		
Feb 20 T	Cost-Volume-Profit Analysis	7	Chapter 6
Feb 22 TH	Cost-Volume-Profit Analysis		
Feb 27 T	Relevant Costs for Short-Term Decisions	8	Chapter 7
Mar 1 TH	Relevant Costs for Short-Term Decisions		
Mar 6 T	Spring Break		
Mar 8 TH	Spring Break		
Mar 13 T	Capital Investment Decisions	12	Chapter 8
Mar 15 TH	Capital Investment Decisions		
Mar 20 T	<b>EXAM 2: Chapters 6, 7, 8 and 12.</b> No live class in morning.		
<b>PART IV: PLANNING AND PERFORMANCE EVALUATION</b>			
Mar 22 TH	Master Budget	9	
Mar 27 T	Master Budget		
Mar 29 TH	Performance Evaluation	10	
Apr 3 T	Performance Evaluation		Chapter 9
Apr 5 TH	Standard Costs and Variances	11	
Apr 10 T	Standard Costs and Variances		Chapter 10
Apr 12 TH	Financial Statement Analysis	14	
Apr 17 T	Financial Statement Analysis		Chapter 11
Apr 19 TH	Catch-up and/or Review Problems		
Apr 24 T	<b>EXAM 3: Chapters 9, 10, 11, 14.</b> No live class in morning.		