Instructor: Dr. David Upton  
Office: Bryan 323  
Phone: 336.256.0186  
Email: drupton@uncg.edu  
Office Hours: by Zoom appointment or by email.  
Tutors: Accounting Department Tutoring – availability and times will be announced in Canvas early in the semester.

Prerequisites:  
ACC 201 or ACC 218; and a minimum 2.0 GPA on UNCG course work.

Catalogue Description:  
ACC 202: “Introduction to internal accounting and reporting of organizations, emphasizing the use of accounting information used by management and other decision makers within the organization.”

Course Objective:  
The purpose of this course is to provide students with an understanding of the role of accounting in operating a business. Main topics covered include cash flows, costing systems, cost-volume-profit analysis, financial budgeting and capital budgeting. In addition, students are expected to demonstrate an understanding of the time value of money. By the end of the course, students should:

1. Distinguish between the various characteristics of cost including the distinction between fixed and variable costs; product and period costs.
2. Demonstrate how costs are assigned to products in both a job costing environment and a process costing environment.
4. Identify relevant costs for decision-making.
5. Understand budget preparation, standard costing and variance analysis, and capital budgeting techniques.

The Bryan School of Business and Economics’ Mission Statement  
In the Bryan School of Business and Economics, we create and disseminate knowledge about the theory and practice of business. In addition to our courses and research, we accomplish this through hands-on projects, global experiences, and outreach to the community. Our work produces principled leaders and exceptional problem solvers who have a global perspective, an innovative mindset, a broad understanding of sustainability, and a commitment to improve the organizations in which they work and the communities in which they live.

Student Learning Goals  
Each program within the Bryan school has separate learning goals as listed with the degree program. The essential components of a professional education in business (excluding the B.S. and B.A. in Economics, the B.S. in Consumer, Apparel, and Retail Studies and the B.A. in Sustainable Tourism and Hospitality) include common courses for breadth and opportunities for advanced work for depth in the various business disciplines. These core business programs share the following common learning goals:
1. Students will implement the various steps of the critical thinking process, supported by the appropriate use of analytical and quantitative techniques, to formulate recommendations for subsequent decision making.
2. Students will apply appropriate ethical standards when making recommendations for business decision making.
3. Students will evaluate business decisions in the context of sustainability goals, balancing environmental, social, and economic needs, conditions, and potential decision impacts.
4. Students will formulate appropriate strategies, in the context of global issues and forces, to improve business performance in the world economy.
5. Students will explain the roles of innovation and innovation management in achieving successful business strategies, decisions, and performance.
6. Students will be able to plan, schedule, contribute to, and lead projects.

Impact of this Course on the Program Student Learning Goals
Upon successful completion of Managerial Accounting (ACC 202), students will have met the Student Learning Goals on sustainability (#3 above). Students will also meet various components of the Critical Decision-Making (#1), and Ethical Management (#2) Goals.

Course Resources:
- Text: *Managerial Accounting*, 6th edition. Braun & Tietz. ISBN: 9780136714941 Combo Card includes an eBook and an access code for MyAccountingLab (MAL). The access code for MAL can be purchased separately, if you have an alternatively form of the text book. *If you are waiting on financial aid you can receive free access for about 14 days.*
- I have linked MAL with Canvas. To register for MAL go into Canvas and follow the links for ‘MyLab and Mastering’ in the course navigation menu (on the left-hand column). Once you have registered for MAL, you will access MAL within Canvas, often from links within the ‘Chapter To Do List’ pages.
- I have placed many other resources within Canvas. Take some time now to learn about the ‘Chapter To Do Lists’ and linked material. Try out different resources and see what works best for your learning style.
- Tutoring: Free online Tutoring is available. Please see “Tutoring” below for additional information.

Technology and Course Expectations
Computer Resources and Internet Access:
- Online Learning: This is an online class where all of your learning will be done through use of the textbook and materials available online. You must have reliable high speed access to the internet and a reliable computer to take this class. Saying that you are having problems with your computer is not a valid excuse for not completing assignments.
- Check your UNCG email DAILY for email messages from me and check the Canvas Announcements regularly. I will post announcements and other information on Canvas. Use my email address at the top of page one of this syllabus when sending me messages. Failing to read the syllabus, emails or Canvas announcements/updates will not constitute an excuse for missed work, assignments or exams.
- Most materials for this course will be completed online through Canvas/MyAccountingLab (see below for further details). I will provide Zoom review sessions before each exam.
- Class Schedule: Online learning does not mean that you can work at your own pace or on your own schedule. There is a detailed schedule at the end of this syllabus of the material to be covered and when it will be covered. The homework, spreadsheet assignment, prerequisite exercises, and exams have scheduled windows when you must complete them. It is your responsibility to look at this schedule and adjust your schedule to be able to complete assignments during the scheduled windows. If your work schedule, travel schedule or other responsibilities will not allow you to complete the required assignments at the set times, then you need to drop this class.
Tutoring:
- **FREE online tutoring** for this course is available through the Accounting and Finance department. Qikun Feng is a student in the MS in Accounting program, and she is the graduate assistant tutor for ACC 202 this semester. Virtual tutoring is available through Zoom beginning August 24th through the last day of class, November 24th. Use this link for Qikun's Calendar to schedule a time for a tutoring session. There is a Zoom link in the Calendar appointment slot which you will click when it is time for your tutoring session.
- Be sure to bring your notes and other relevant materials. If you have a question about a homework problem, you will need to either have your book or your laptop/tablet with you to access MAL.
- The feedback on tutors from prior students is excellent. However, please keep in mind that you must come prepared. The tutors will not do your work for you. Please be prepared with specific questions.

Course Grading and Evaluation

Grading:
Course grades will be determined as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAL Homework</td>
<td>20%</td>
</tr>
<tr>
<td>Spreadsheet Assignment</td>
<td>10%</td>
</tr>
<tr>
<td>Exams (3 exams weighted equally)</td>
<td>40%</td>
</tr>
<tr>
<td>Cumulative Final Exam - Proctored</td>
<td>30%</td>
</tr>
</tbody>
</table>

The grading scale is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 - above</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 92</td>
</tr>
<tr>
<td>B+</td>
<td>87 - 89</td>
</tr>
<tr>
<td>B</td>
<td>83 - 86</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 82</td>
</tr>
<tr>
<td>C+</td>
<td>77 - 79</td>
</tr>
<tr>
<td>C</td>
<td>73 - 76</td>
</tr>
<tr>
<td>C-</td>
<td>70 - 72</td>
</tr>
<tr>
<td>D+</td>
<td>67 - 69</td>
</tr>
<tr>
<td>D</td>
<td>63 - 66</td>
</tr>
<tr>
<td>D-</td>
<td>60 - 62</td>
</tr>
<tr>
<td>Graduate students: any average below 73 = F</td>
<td></td>
</tr>
</tbody>
</table>

Grade Policies:
- All grades will be posted on Canvas. It is your responsibility to make sure they are recorded correctly. Please contact me immediately if there is an error.
- I will make every effort to post grades to Canvas as quickly as possible. If a grade in Canvas is not correct, please email me as soon as you notice the issue.
- If you need documentation of your grades at any point during the semester for a fraternity/sorority, scholarship, or any other reason, please email me your request 24 hours before you need the documentation so that I have time to review your grades in Canvas.
- Canvas will allow you to determine your approximate grade at any point during the semester.
- Course Evaluation: as an incentive, I will add 2 points to your Final Exam grade if you complete the course evaluation.
- Other than the course evaluation there are no opportunities for extra credit in this course. Each assignment/exam is an opportunity to improve your grade.

Grading Details

Homework Assignments:
- I have linked MyAccountingLab with Canvas. To register you do not need a course ID, but rather follow the links in Canvas under ‘MyLab and Mastering’ in the course navigation menu (left-hand column menu). Once registered (with your access code), you will access MAL via Canvas.
- For each topic follow the Chapter To Do List in Canvas. This usually includes: 1) Reading the chapter and completing Directed Reading notes; 2) watching videos; 3) working the required Dynamic Study Module (DSM) assignment; 4) completing the graded homework assignment; posting any questions to the Discussion Board.
- Complete the Dynamic Study Module (DSM) assignments prior to attempting homeworks. A reasonable
attempt at the DSM assignment must be made before you can proceed to the homework. The DSM assignments are designed to help you work through the material before you are assessed on it. Therefore, although the DSM assignments are required, they are not graded for credit.

- You are allowed three (3) attempts at each homework question and you have the availability of the “Help Me Solve This” function.
- Late homework will not be accepted, except for documented illnesses or emergencies. Completing the assignment before the due date reduces your chance of missing an assignment. In the case of illness or emergency, if at all possible, contact me prior to homework assignment due dates.
- The lowest homework grade will be dropped.
- Answers to homework assignments will be available in MAL one hour after the assignment is due. Please check your answers and make sure you understand the material. Note that if you did not do the assignment, you will not be able to view the solutions.
- The due dates for all assignments are listed in the Syllabus. If for some reason an assignment due date is changed, then the change will be announced on Canvas and in MAL. You are responsible for checking the syllabus and reading all announcements in Canvas.
- If you are experiencing a problem with the MAL website, then please visit: 24/7 Pearson Support site at https://support.pearson.com/getsupport. If the problem you are experiencing means that you cannot complete or submit your assignment, then please send me an email before the assignment is due to let me know.

Exams:
- I post more information about the exams in Canvas – See ‘Exam Information Sheets’ on the Exam Prep. pages.
- There are three mid-terms and a final exam (cumulative)
- All exams are closed book and the final exam is cumulative. You may not access the textbook, notes, other browsers or MAL resources during exams.
- You will need access to a reliable computer and internet during exams for the online exams. Please be sure to run computer updates BEFORE you begin the exam. Also, ensure that you enable any pop up blockers BEFORE you begin the exam. See Canvas:Modules for advice on setting up your computer for best results.
- I will provide review session materials before each exam. I will also be available via Zoom or email in case you have questions.
- There are no makeup mid-term exams. If you have prior permission from the instructor, the weight attributable to a missed exam will be allocated to the final exam. Please try to notify me at least 48 hours prior to the exam. Failure to notify me within 24 hours after the scheduled exam will result in a grade of zero on the exam. At the time of notification, I will determine whether to consider the absence excused or unexcused and I will follow University policy. If you miss an exam for medical or psychological circumstances, then you must provide me with written verification. If proper notification and supporting documentation is not provided, then your absence will be considered unexcused and your grade will be a zero.
- In accordance with UNCG’s policy, only those students with more than two final exams within 24 hours and whose ACC 202 final exam is the middle exam in a sequence of three may take the final exam on the make-up day. To do so, you must provide me with documentation from the University Registrar's Office, 180 Mossman Building, at least one week prior to the final exam date.

Spreadsheet Assignment:
- There is an Excel spreadsheet assignment based on a topic from the semester.
- Grading is based on completeness, correctness, and spreadsheet modeling skills.
- I will post this assignment during the semester and discuss its requirements in more detail closer to the due date (see course schedule on the last page of this syllabus).

UNIVERSITY POLICIES & RESOURCES

Academic Integrity Policy:
Students are expected to know and abide by the Academic Integrity Policy in all matter pertaining to this course. Please visit https://osrr.uncg.edu/academic-integrity/ for a copy of the policy.
Student Conduct:
Students are expected to know and abide by the Student Code of Conduct. Students who behave in an unprofessional manner will be dismissed from class. “An academic community of integrity upholds accountability and depends upon action in the face of wrongdoing. Every member of an academic community – student, group/organization, faculty member, and staff – is responsible for upholding the integrity of the community.” Please visit https://sa.uncg.edu/handbook/student-code-of-conduct/ for further information.

Student Disabilities:
Any request for special accommodation must come through the Office of Accessibility Resources & Services with the appropriate paperwork. Please visit: http://ods.uncg.edu/ for further information.

Students in Distress:
UNCG cares about your success as a student. We recognize that students often balance many challenging personal issues and demands. Please take advantage of the University resources designed to help. For assistance accessing these resources, visit http://sa.uncg.edu/dean/distress/ and/or contact the Dean of Students Office at 334-5514, Counseling Center at http://shs.uncg.edu/cc/counseling/ crisis or Students First Office at 334-5730. The Counseling and Testing Center is available for mental health assistance, 334-5874. You may also visit me during my office hours.

Weather Policy:
In the event of an adverse weather event (ice, snow, hurricane), this class will strictly follow the University schedule as posted on the website or by calling 336.334.5000. Please refer to these sources prior to class time.

Emergency Preparedness at UNCG:
UNCG wants you to be informed of emergency events that have a significant impact on the campus community. There are several ways you can be notified, including text messages, computer pop-up messages, classroom intercoms, and emails. Listen to all warnings, fire alarms, and emergency notifications. In the event of an emergency, follow the directions given by University Police and other emergency personnel. Make sure you know the location of evacuation routes, designated assembly areas, and severe weather shelter areas. You should develop a plan of action before an emergency occurs. Talk with your instructor or contact the Office of Emergency Management (O: 256-8639 or Email: BeReady@uncg.edu) if you have any questions or concerns. To learn more about how to receive emergency alerts or what to do in an emergency, visit http://emg.uncg.edu. Remember: If you experience any emergency while on campus, contact University Police at (336) 334-4444.

General Policies and Expectations
Professionalism and Ethical Behavior:
This is a business course. I expect you to conduct yourself professionally throughout the semester. This means that anything you post to Canvas, email messages and voice messages should be respectful and constructive. Because this course moves at a fast pace, please contact me as soon as you encounter difficulties so that I may be of the most assistance. If you send me an email, please be polite and professional and allow me 24 hours to respond.

Expectations:
It is imperative that you do not fall behind in this class. Unlike some courses, you cannot learn this material the night before the exam. The course consistently builds on previous material.

Tips for succeeding in this class:
• Read the relevant pages from the text, watch the videos, and use other MAL resources that suit your learning style. Become familiar with the resources provided for you on Canvas, e.g., the Chapter To Do Lists.
- Think about solutions or answers to all discussion questions and the assigned problems at the end of each chapter
- For each topic read (and read again) the chapter with emphasis on comprehension (not memorization)
- If you do not understand a concept, write down your questions and email me.
- Take advantage of my office hours, tutoring hours, and MAL resources
- Email me questions
- Since interaction facilitates learning, form a **study team** online with other students. Use email to ask each other questions and to explain examples of the topics covered.
- Work extra exercises

**Final Comments**

The material in this course may be challenging for some. However, it is vital to your professional success. If you have problems understanding the topics, please take advantage of tutoring offered or contact me. **Do not wait until it is too late.** This course builds on cumulative knowledge and problems in the early portion of the class will only compound as the semester progresses.

My goal is to provide a course where you may learn productively and effectively. **I invite your suggestions for helping me achieve that goal.**

Don’t hesitate to contact me throughout the semester with questions! I wish you much success!
## Tentative Course Outline – Fall 2020

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic/Event</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1. Read the topic chapter and watch the videos</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Attempt the DSM assignment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Complete MAL Homework</td>
</tr>
<tr>
<td>1</td>
<td>Chapter 1: Intro to Managerial Accounting</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Chapter 2: Building Blocks of Managerial Accounting</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Chapter 3: Job Costing</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Chapter 4: Activity-Based Costing</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td><strong>Exam #1 covering chapters 1–4</strong></td>
<td><strong>Exam #1: Friday, Sept. 18 - 20</strong></td>
</tr>
<tr>
<td>6</td>
<td>Chapter 6: Cost Behavior</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Chapter 7: Cost-Volume-Profit Analysis</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Chapter 8: Relevant Costs for Short-Term Decisions</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td><strong>Exam #2 covering chapters 6-8</strong></td>
<td><strong>Exam #2: Friday, Oct. 16-18</strong></td>
</tr>
<tr>
<td>10</td>
<td>Chapter 9: The Master Budget</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Chapter 11: Standard Costs and Variances</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td><strong>Exam #3 covering chapters 9&amp;11</strong></td>
<td><strong>Exam #3: Friday, Nov. 6-8</strong></td>
</tr>
<tr>
<td>13</td>
<td>Chapter 10: Performance Evaluation</td>
<td>Spreadsheet Project: Tuesday, Oct. 17</td>
</tr>
<tr>
<td>14</td>
<td>Chapter 12: Capital Investment Decisions</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td><strong>Final Exam: Comprehensive</strong></td>
<td><strong>Final Exam Dec. 1-2</strong></td>
</tr>
</tbody>
</table>

All MAL assignments and exams can be found online and are due (i.e., must be submitted for grading online) on the respective dates/times indicated in MAL – late submissions receive zero credit.
Required UNCG Syllabus Language

Approved by the Faculty Senate on July 1, 2020

As UNCG returns to face-to-face course offerings in fall 2020, the campus community must recognize and address concerns about physical and emotional safety. As such, all students, faculty, and staff are required to uphold UNCG’s culture of care by actively engaging in behaviors that limit the spread of COVID-19. Such actions include, but are not limited to, the following:

- Wearing a face covering that covers both nose and mouth
- Observing social distance in the classroom
- Engaging in proper hand washing hygiene when possible
- Self-monitoring for symptoms of COVID-19
- Staying home if you are ill
- Complying with directions from health care providers or public health officials to quarantine or isolate if ill or exposed to someone who is ill.

Instructors will have seating charts for their classes. These are important for maintaining appropriate social distance during class and facilitating contact tracing should there be a confirmed case of COVID-19. Students must sit in their assigned seat at every class meeting and must not move furniture. Students should not eat or drink during class time.

A limited number of disposable masks will be available in classrooms for students who have forgotten theirs. Face coverings will also be available for purchase in the UNCG Campus Bookstore. Students who do not follow masking and social distancing requirements will be asked to put on a face covering or leave the classroom to retrieve one and only return when they follow these basic requirements to uphold standards of safety and care for the UNCG community. Once students have a face covering, they are permitted to re-enter a class already in progress. Repeated issues may result in conduct action. The course policies regarding attendance and academics remain in effect for partial or full absence from class due to lack of adherence with face covering and social distancing requirements.

For instances where the Office of Accessibility Resources and Services (OARS) has granted accommodations regarding wearing face coverings, students should contact their instructors to develop appropriate alternatives to class participation and/or activities as needed. Instructors or the student may also contact OARS (336.334.5440) who, in consultation with Student Health Services, will review requests for accommodations.

Approved by the Faculty Senate Executive Committee on July 30, 2020

Health and well-being impact learning and academic success. Throughout your time in the university, you may experience a range of concerns that can cause barriers to your academic success. These might include illnesses, strained relationships, anxiety, high levels of stress, alcohol or drug problems, feeling down, or loss of motivation. Student Health Services and The Counseling Center can help with these or
other issues you may experience. You can learn about the free, confidential mental health services available on campus by calling 336-334-5874, visiting the website at https://shs.uncg.edu/ or visiting the Anna M. Gove Student Health Center at 107 Gray Drive. For undergraduate or graduate students in recovery from alcohol and other drug addiction, The Spartan Recovery Program (SRP) offers recovery support services. You can learn more about recovery and recovery support services by visiting https://shs.uncg.edu/srp or reaching out to recovery@uncg.edu

COVID-19 Spartan Shield Video

UNCG Chancellor Frank Gilliam has challenged us to create a Culture of Care at UNCG where we all wear face coverings and social distance, less to protect ourselves but rather more to protect everyone around us. It shows that you care about the well being of everyone around you. We have created this video featuring your student body presidents to better explain how and why this is so important.

Please watch this video before the first day of classes.

https://youtu.be/Mb58551qxEk