

# ACCOUNTING 110 – Accounting for Decision Makers

## Course Syllabus Spring 2023

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### Teaching Mode

- \* As indicated on TopNet, this class is taught on an **asynchronous online** mode.
  - Within the class schedule (presented on the last page), each student studies at her/his own times and pace.
  - All prerecorded lectures and study materials are provided.
  - All Exams and Quizzes are taken online at predetermined times per syllabus.
- \* All of our dates and plans are **subject to change** depending on the situation.

### Class Announcements

Communication between the students and the instructor is vital. Important announcements and reminders are sent the class via Blackboard Announcements to the class. The same messages are also sent via email. Note that each Blackboard announcement is copied and emailed to the students.

- \* Check announcements/emails on a daily basis.
- \* If an announcement/email requires your reply or responding, be sure to reply to me and/or take actions.
- \* If you have hard time finding particular emails, they can be easily found in Blackboard Announcements.

### Office Hours

By appointment (due to the nature of the course). Just email me to make an appointment.

However, the following office hours are also available for those who want to meet with the instructor face-to-face.

T, Th	10:00 – 11:00
T, Th	12:40 – 2:10
Other times by <u>appointment</u>	

- \* Subject to change with announcement.

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### Course Objectives

This is an introductory course covering both financial and managerial accounting concepts, practices, and tools for decision making. Emphasis on financial accounting topics include effects of transactions on accounts, preparation of financial statements, and accounting for merchandising business while utilizing a no debit-credit framework. Managerial accounting topics covered include relevant costs, cost behavior and breakeven, product costing, and budgeting. Introduction of financial statement analysis will enhance the student's ability to utilize the accounting function in a decision-making environment.

### Required Text and Homework Management Software

Big Red Backpack (Day 1 Access) Program - The Big Red Backpack program is the title of WKU's partnership

with Barnes & Noble College for their First Day Complete initiative. Big Red Backpack is a course materials delivery program that ensures students have their required course materials on the first day of class and may reduce the costs of materials for many of their courses. Enrollment in the program occurs automatically when students register for classes. Students may opt out of the program each semester, as long as they choose to opt out for all of their classes.

Students MUST carefully and completely follow all instructions regarding the Big Red Backpack Program. Those instructions will be provided by:

1. An email to all Topper email addresses from the Big Red Backpack Program one month prior to the start of classes.
2. The Big Red Backpack Program site: <https://www.wku.edu/bigredbackpack/>.

Students should refer to the Big Red Backpack Program site referenced above for opt-out deadlines and any additional details.

If you chose to go by the Big Red Backpack Program - You are able to get access to the textbook and homework software online. You can obtain the optional hardcopy of the text at additional cost.

Text: **Financial and Managerial Accounting, Information for Decisions**, 9<sup>th</sup> ed. Wild and Shaw. 2022. McGraw-Hill Irwin.

Homework Management Software: CONNECT ACCOUNTING for Fundamentals of Cost Accounting. It can be accessed at the following site:

<https://connect.mheducation.com/class/m-lee-spring-2023-110>

Note:

\* Connect comes with the electronic copy of the textbook (eBook).

\* With Connect, you have an option to buy the hard copy of the book. I strongly recommend that you get a hard copy.

\* Of course, you can opt out of this program and obtain the textbook and homework software on your own. You may want to shop around for the most inexpensive combination. To obtain textbook, you can do a google search for the used/new textbook. Also, you can try [www.abebooks.com](http://www.abebooks.com), [www.ebay.com](http://www.ebay.com), etc.

\* 2 Week Free Trial (if you opt out of Big Red Backpack / Day 1 Access): You can get access to Connect for two weeks. Before the free trial period is over, you can purchase Connect and transfer all of your work to the purchased account.

\* More detailed information regarding the registration for and use of Connect is separately provided in Blackboard.

## **Blackboard**

This course will use **Blackboard (Bb)**, so you should familiarize yourself with this web-based software system. To facilitate your learning, important course materials are placed in Bb. Students are encouraged to check out Bb regularly for the materials and important **announcements**. For your convenience in note-taking, **chapter outlines** will be placed. All **quizzes** taken so far in the semester will be placed with answers and detailed explanations. Some **assignments or quizzes** will be collected through Bb. Also, there will be other **helpful materials**.

## **Success in the Course**

In order to succeed in the course, it is essential that you stay current with all reading assignments, attend all classes, complete homework, and ask questions about anything unclear to you. Students are encouraged to speak to the instructor for all difficulties, big or small. It is also a good idea to meet with other students in the class and work in groups. Be prepared to actively participate in class.

A good plan of attack for learning the material is to first read the chapter outline on Blackboard, and then read the Syllabus, ACCT 110, Spring 2023

chapter thoroughly. You should work through the assigned exercises and problems before coming to class (video lectures). Eventually, you should be able to work the homework exercises and problems without the aid of the textbook.

Plan to spend at least two hours outside of class for every lecture hour. You also have to keep in mind:

- Experience tells us that lack of regular attendance (watching video lectures) results in poor or failing performances.
- Each student is responsible for all material covered, all handouts, all homework assignments, all graded assignments/quizzes/exams, and all announcements made in Blackboard.
- Be prepared for quizzes.
- Essential to the learning process is active participation on the part of the student. Therefore, ***I expect each student to be prepared to discuss chapter reading and homework assignments on the day they are due.*** The class lecture and material will be based on the assumption that all reading and problem assignments have been thoroughly studied and worked prior to the class meeting for which they are assigned.
- Feel free to ask questions about the material during class, office hours or at other times when your instructor is available.

### E-mail Correspondence

From time to time, the instructor sends important e-mails to students to the addresses listed on WKU data base (i.e., WKU emails). Each student is responsible for checking e-mails and maintaining his or her e-mail account up-to-date and in good working condition (e.g., not exceeding quota). If you email me, type “**ACCT 110: short comment**” in the subject section (for example, “ACCT 110: Homework P1-12”).

You can email me anytime. I usually check my emails every hour (except night sleep times). I usually return your message within few hours. At the latest, my response will be within 24 hours during the week and 48 hours during the weekend. More things to note follow:

- I will communicate with you using the email addresses listed on WKU database (i.e., WKU email addresses).
- Each student is responsible for maintaining the email account in good condition (e.g., not exceeding quota) so that you can receive incoming emails.
- **Please do not email like you text or chat, you need to be professional. This is one of the complaints I hear from prospective employers is students do not know how to write a professional email.**

### Assignments and Evaluation Method

Your grade will be determined based on the following:

3 Semester Exams	300 points in total
Final Exam	150 points
Homework	200 points
Quizzes	120 points
<u>Participation</u>	<u>30 points</u>
Total	800 points

Letter grades are assigned based on overall average in the following way:

Grading scale: A = 90% or above; B = 80% - 89%; C = 70% - 79%; D = 60% - 69%; F = 59% or below

Note:

\* Each of Connect Homework assignments (except LearnSmart ones) can be submitted multiple times. Check how many submissions are allowed for each assignment. **If you submit an assignment multiple times, the best (highest score) one will count.**

\* Participation: The following things count. Responding to instructor's messages/questions, Participation in class discussions, Course surveys, etc.

\* Attendance: Regular attendance is a course requirement. Attendance is monitored by the records of Blackboard access and tracing records of students obtaining posted materials.

### **Homework in Connect Accounting**

Connect Accounting is an online homework management system containing questions tied directly to your textbook. We will be using Connect Accounting for homework assignments in this course.

Homework assignments and their due dates can be found in Connect.

### **Make-Up Exam Policy**

The general policy is that there are no make-up exams. In the event that extenuating circumstances prevent a student from taking an exam at the specified time, he or she must make an arrangement at least several days prior to the exam date. No consideration will be given to those students who simply miss an exam.

### **Calculator**

For exams, you are not allowed to use programmable calculators, cell phones, or any other types of calculators in which information is stored. Use a plain calculator that can do basic computations (additions, subtractions, multiplications, and divisions).

### **Important Deadlines**

**Jan. 24 (Tue) -- Last day to add/drop the course without a grade**

**Jan. 27 (Fri) -- Last day to opt-out of Big Red Backpack**

**Mar. 30 (Thu) -- Last day to drop with a "W" grade**

Department of Accounting policy permits no exceptions to these deadlines. Also, the Department does not allow a change from credit to audit.

### **Accounting Tutoring**

The College of Business offers a great (free) tutoring service for students in accounting courses. The tutoring lab is located on the 4th floor of Grise Hall, Room 436. Here is the website for more details:

[www.wku.edu/business/tutoring/](http://www.wku.edu/business/tutoring/)

You can also sign up for free one-hour tutoring at [www.wku.edu/tlc/tutortrac.php](http://www.wku.edu/tlc/tutortrac.php).

### **Policies**

All University policies – including class attendance, dishonesty, dropping courses – apply to this course.

### **Academic Integrity**

Students who commit any act of academic dishonesty will receive an F for the course. The instructor may also present the case to the University to pursue disciplinary sanctions.

### **ADA Accommodations**

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, Room 1074. The SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at [sarc.connect@wku.edu](mailto:sarc.connect@wku.edu). Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

### **Title IX/ Discrimination & Harassment**

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's [Title IX Sexual Misconduct/Assault Policy](#) (#0.2070) and [Discrimination and Harassment Policy](#) (#0.2040). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's [Counseling and Testing Center](#) at 270-745-3159.

### **WKU Counseling and Testing Center**

The university experience should be challenging, but not overwhelming. To this end, the WKU Counseling Center provides a variety of services to help strengthen students' capacity to tolerate distress, form healthy relationships, and seek healthy expressions of their ideals and values. If you would like to speak with someone, you may contact WKU's [Counseling and Testing Center](#) at 270-745-3159 or use their [Here To Help](#) service at <https://www.wku.edu/heretohelp/heretohelpemail.php>. If you need immediate help, please visit the Counseling Center in 409 Potter Hall or call the 24-hour emergency help line at 270-745-2548.

### **Department Policy Regarding Cell Phones in the Classroom**

Due to excessive use of cell phones (including text messaging), there will be no cell phone usage in class for students. Cell phones and any ear pieces may not be visible in the classroom. If a student has an emergency, (s)he should inform the instructor prior to class and put the phone be in the silent or vibrate mode.

### **COVID-19**

All students are strongly encouraged to [get the COVID-19 vaccine](#). In accordance with WKU policy, all students must call the WKU COVID-19 Assistance Line at 270-745-2019 within 4 hours of testing positive for COVID-19 or being identified as a close contact to someone who has tested positive. The COVID Assistance Line is available to answer questions regarding any COVID-19 related issue. This guidance is subject to change based on requirements set forth by federal, state, and local public health entities. Please refer to the Healthy on the Hill website for the most current information. [www.wku.edu/healthyonthehill](http://www.wku.edu/healthyonthehill).

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### **Regular and Substantive Interaction**

The U.S. Department of Education requires that distance education courses must include regular and substantive interaction between students and faculty. For more information about Regular and Substantive Interaction at WKU, please visit the [Regular and Substantive Interaction in Online and Distance Learning webpage](#).

In this course, regular and substantive interaction will take place in the following ways:

- Weekly and occasional announcements,
- Weekly posting of study materials (e.g., chapter outlines, practice/review questions and answers),
- Communicating online via email and/or Zoom meetings to further explore course material and answer student questions, and
- Feedback on exam, assignments and student progress.

### **NEED HELP?**

It is utmost important to seek help from the instructor for anything related to the course. I will be very pleased to help you out in this course. Please help me help you. Do not hesitate to ask for help, before it is too late. **Let's have a good semester!**

## NOTE

This syllabus reflects the information that was available at the time the syllabus was prepared. Subsequently, there may be changes to the syllabus (schedules, coverage, assignments, evaluation method, exam dates, etc.). It is the student's responsibility to stay abreast of all changes announced in Blackboard or via emails.

## 7 THINGS YOU WANT TO DO IN THIS CLASS

1. **Stay Healthy and Safe! Follow all COVID-19 rules.**
2. **Keep up with the schedule (falling behind is very detrimental).**
3. **Make sure that you get all study materials.**
4. **Do/submit the requirements on time.**
5. **Check Blackboard and WKU emails on a daily basis.**
6. **If the instructor asks, be sure to reply.**
7. **Ask to the instructor for any questions or difficulties.**

## Tentative Class Schedule\*

**# This schedule is subject to change.**

Week*	Chapter and Topics	Note
1 (1/17 - 22)	<b>I. INTRODUCTION</b> Ch. 1 Accounting in Business	
2 (1/23 - 29)	(continued)  <b>II. FINANCIAL ACCOUNTING</b> Ch. 2 Accounting for Business Transactions	<b>Tue, 1/24 - Last day to drop/add</b>
3 (1/30 - 2/5)	(continued)	
4 (2/6 - 12)	Ch. 3 Adjustments for Financial Reporting	
5 (2/13 - 19)	Ch. 4 Merchandising Operations	
6 (2/20 - 26)	<b>III. MANAGERIAL ACCOUNTING</b> Ch. 14 Managerial Accounting Concepts	<b>Exam 1 (Mon, 2/20)</b>
7 (2/27 - 3/5)	Ch.18 Cost Behavior and Cost-Volume-Profit Analysis	
8 (3/6 - 12)	(continued)	
Spring Break		
9 (3/20 - 26)	Ch. 20 Budgeting	<b>Exam 2 (Wed, 3/22)</b>
10 (3/27 - 4/2)	Ch. 22 Performance Evaluation	<b>Thu, 3/30 - Last day to withdraw</b>
11 (4/3 - 9)	Ch. 23 Relevant Costs and Managerial Decisions	
12 (4/10 - 16)	(continued)	
13 (4/17 - 23)	<b>Special: Accounting and the Real-World</b>	<b>Exam 3 (Mon, 4/17)</b>
14 (4/24 - 30)	<b>Review and Backup</b>	
Finals Week	<b><u>Final Exam</u></b>	<b>Final Exam (Tue, 5/2)</b>

\* Usual weeks start on Mondays and end on following Sundays.

\*\* Homework assignments and their due dates can be found in Connect.

\*\*\* Quiz dates are separately announced.