



Spring 2021
Principles of Financial Accounting
Dr. Melloney Simerly

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Email: melloney.simerly@wku.edu
Office Hours: Wed 10a-1p via Zoom and by appointment
Online Courses: Acct 200 and ACCT 201

Class begin Monday August 23rd and ends Wednesday December 8th
End of semester assignments must be submitted by 11:59p on December 8th
The final exam for this class is December 8th 1-3p

***You will need to pass the syllabus quiz with a 90% or above before the course materials for chapter 1 will be released on Blackboard. The due date for the quiz is end of day, Wednesday August 25th. This quiz will not affect your grade positively or negatively. The points you see attached to each question are only used to calculate the percentage of questions you got correct. After the first week of class, the course materials for each week/chapter will be released after you have completed the Connect software LearnSmart assignment for the applicable chapter (even if your attempt is after the due date).**

REQUIRED MATERIALS:

1) eText: Introduction to Managerial Accounting, 8e through Connect software via your WKU Day One Access program.

- See flyer under the 'Connect Registration Instructions link in Blackboard for instructions to access the course section in Connect
 - To enhance your learning experience and provide affordable access to the right course material, this course is part of an inclusive access model called First Day. You can easily access the required materials for this course at a discounted price, and benefit from single sign-on access with no codes required in Blackboard. WKU will bill you at the discounted price as a course charge for this course. It is NOT recommended that you Opt-Out, as these materials are required to complete the course. You can choose to Opt-Out on the first day of class, but you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended. For more information and FAQs go to customer care.bncollege.com
- Any issues you have with the Connect software can usually be resolved through customer service at <https://mhedu.force.com/CXG/s/ContactUsWebForm> or by watching their tutorials listed at <https://mhedu.force.com/CXG/s/articles?product=Connect>

*note: your Connect assignments will be integrated with Blackboard. In other words, the assignment links will be under the content folders in Blackboard for each chapter. Any Connect assignment labeled as 'practice' does not have due dates or points that will affect your grade. Regarding the 'extra practice multiple choice' and 'concept overviews with videos assignments, I must set a due date so you have access to them for studying after we have covered the applicable chapter. You will not be penalized if these are not completed by the due date. **The due dates you should be concerned with for the Connect assignments are the LearnSmarts and the Homework for each chapter.**

2) Simple 4-function calculator

3) **In order to complete the exams for this class, you will be required to use a software called Respondus with webcam for security monitoring. WKU provides the software to you at no additional charge. However, it has specific system requirements that will be your responsibility to acquire:**

Personal Computer Operating System Information:

- Windows: 10, 8, or 7 are compatible with Respondus.
 - ❖ Windows 10S is not a compatible operating system.
- Mac: OS X 10.12 to macOS 10.15 are compatible operating systems.
 - ❖ In general, iPads and the iPad app cannot be used to download Respondus.
- You cannot use a Chromebook or any device using a Linux operating system to download Respondus.

Other requirements...

- A web camera (internal or external) & microphone
- A reliable broadband internet connection

The following link will guide you in downloading Respondus:

<https://td.wku.edu/TDClient/KB/ArticleDet?ID=754>

*If you need assistance at obtaining any of these requirements the WKU IT department can assist you. The link to their website is <https://www.wku.edu/its/service-desk/>. Otherwise, contact me at melloney.simerly@wku.edu. I am happy to assist.

4) Please visit the WKU Technology Requirements page (<https://www.wku.edu/online/srp/tech-req.php>) for the details of what you will need to be successful in any WKU online course.

COURSE OBJECTIVES:

- 1) Describe the basic differences between financial and managerial accounting.
- 2) Explain the aims, functions, uses and influence of accounting in management decision-making
- 3) Identify and use key cost terms, concepts and classifications.
- 4) Apply variable, fixed and mixed cost behavior concepts in preparing contribution margin format income statements.
- 5) Use various performance evaluation methods.
- 6) Analyze financial data for financial statement ratios, cost-volume-profit analysis, cash flow analysis, incremental analysis techniques and budgeting.
- 7) Explain the master budget process and be able to prepare the budgeted income statement with its supporting budgets and the cash budget with its supporting schedules.
- 8) Understand capital budgeting techniques and be able to analyze alternative capital project investments.

*Pre-requisite: Completion of Financial Accounting (ACCT 200) or an equivalent course. Accounting majors must have passed ACCT 200 with a "B" or higher grade to take this course.

GRADING:

Final grades will be based on the following points:

Exam I	150
Exam II.....	150
Exam III	150
Final Exam.....	200
<u>LearnSmarts and Homework.....</u>	<u>350</u>
Total Points.....	1000

COURSE GRADE:

- A: 900 to 1000 points
- B: 800 to 899 points
- C: 700 to 799 points
- D: 600 to 699 points
- F: less than 600 points

*All tests and quizzes can be accessed under the 'Tests and Quizzes' link in Blackboard

EXAMINATION POLICIES AND PROCEDURES

- There will be three online exams given during the semester and a cumulative final examination at the end of the semester. Each interim exam will open on Monday morning the week of the exam and then will be due (and closed) by the next Sunday evening. **The cumulative final exam will be given on December 8th from 1p to 3p. This is NOT negotiable. Please make arrangements NOW to adhere to the accounting department policy for the final exam.**
- The exams will be given using 'Respondus' software that locks down the user's browser and monitors test takers visually using their webcam.
- All exams will be closed book and closed notes. All electronic devices will need to be put away. Cell phones may not be visible during exams. For any student whose cell phone becomes visible during an exam, a grade of ZERO (0) will be automatically assigned.
- Only simple four-function non-programmable calculators (excluding financial calculators) are permitted for exams. Multi-function devices such as electronic notebooks, pads and cell phones that also operate as calculators are NOT permitted.
- You will receive the grade for your exam after everyone has taken it. In order to maintain the security of the exams, you will not have access to the exam after grades have been posted unless you make an appointment with me. After you have received your grade, you are welcome to make an appointment to review your exam and receive feedback. I encourage you to review all of your tests since, it will help you study for the cumulative final exam. You will have until the week of final exams to make an appointment to review any exam you take this semester. However, I encourage you to avoid waiting until the end of the semester since my schedule tends to fill quickly. Also, if you review your exams as we go through the semester the more timely feedback will help you with the forthcoming material.

INSTRUCTOR'S RETENTION OF EXAMINATIONS

I will retain all exams on Blackboard for your review throughout the semester. You have up to the week of final examinations to review any of your exams. You can do this during my office hours or by appointment. It's usually best to make an appointment so I can better prepare for your review session. All examinations will be retained for six weeks into the following semester. The examinations will then be deleted with the course site. Anyone wishing to discuss an examination should contact me prior to the time the course site is deleted.

MAKE UP AND ASSIGNMENT DEADLINE POLICIES

There are NO make-ups for exams. If you cannot take an exam during the designated date/time-frame, you are REQUIRED to notify me via email PRIOR to the due date of the exam. If an exam is missed and you have provided valid documentation for missing the exam, the weight of the missed exam will be added to the final exam. In general, accommodations are not made for homework that is submitted late. In addition, assignments for which students have not followed instructions will not be accepted.

CHEATING:

Cheating is not tolerated and will be dealt with according to University policy. Cheating includes but is not limited to: putting forth another student's work and representing it as your own, looking at another person's quiz/exam/calculator, allowing another person to look at your quiz/exam/calculator and /or obtaining the answers for an assignment/exam from an outside resource. IF A STUDENT IS CAUGHT CHEATING, THEY WILL BE REPORTED TO JUDICIAL AFFAIRS—WHETHER THE CHEATING INCIDENT IS ON A 5 POINT QUIZ OR A 100 POINT EXAM—IT IS UNACCEPTABLE.

COURSE PROCEDURES:

Contributing to online discussions, asking relevant questions, and answering questions; these are all elements of class participation and are important to your learning experience. These activities will be accomplished through discussion boards. Professional behavior in your online comments is important. The instructor has the right to deduct up to 10% of your overall grade for lack of participation in discussions or due to any unacceptable professional behavior.

ATTENDANCE: Online classes are largely self-paced. However, there are clear dates for tasks and assignments to be completed each week. In general, we will start and complete a chapter each week at the beginning of the semester with each week running from Monday to Sunday. I've left some weeks open on the syllabus, so we have some flexibility in the schedule toward the later part of the semester. If you fall behind, it is your responsibility to communicate with me about what is impacting your progress so I can help you come up with a plan for getting back on track.

REQUIRED ACTIONS TO BE SUCCESSFUL IN THIS CLASS:

1. Read each chapter and complete the LearnSmart assignment (due each Wednesday for each course week...see Connect for specifics) before you watch the chapter videos or start working on the homework. Each of the nine LearnSmart assignments will be worth 10 points for a total of 100 points for the semester. The LearnSmart assignments will be due on Wednesday of each course week.

2. An in-depth review for conceptual understanding is required. You are responsible for ensuring your understanding of assigned topics by reviewing the material, watching the videos I post and asking questions. **The videos I post I**

have recorded myself. They are not general textbook videos. In the videos I provide to you, I will present the most relevant information and walk you through the key problems listed in the schedule. You don't need to worry about completing the key problems for credit but walking through them with me in the videos will help you with the homework. You may ask questions by emailing me or by asking a peer on the discussion board. My previous classes have also set up GroupMe working groups to help each other out in the online accounting experience. We can also make a Zoom appointment to go through problems you are having trouble with.

3. There will be **300 points available** (30 points for each of the 10 assignments) for **ALL the Connect homework**. Therefore, there will be **400 points available homework and LearnSmart assignments**. However, the maximum amount of points that can be applied to your grade is **350 points for LearnSmarts and Homework**. Any points earned above this will be beneficial for exams but will not result in extra credit for homework and quiz points.

***Extra practice multiple choice questions (ungraded) will be posted in Connect for each chapter to provide you with additional assistance in making sure you understand the material. These will also serve as a study guide for exams and they provide a way for you to practice understanding the language of accounting that you will encounter with the multiple choice questions on the tests. The extra practice multiple choice assignments will not count for or against your grade and disregard any due date. The system requires me to set a due date on most of the assignments even if they are only for practice. In the Connect software, the only due dates you'll be required to meet are the due dates for the LearnSmart assignments and for the Homework.**

4. Review Blackboard and your email regularly for course information and participate in the discussion board. You are responsible for all communications made through Blackboard and/or email.

TUTORING

*I encourage any student having difficulty to contact me immediately. We have resources to help ensure you are successful in the class.

*Free tutoring is available through the Student Success Center via Zoom. You can sign up for tutoring using tutor trac at <https://tracweb.wku.edu/TracWeb40/>

COLLEGE OF BUSINESS CORE LEARNING OBJECTIVES:

1. Students will demonstrate communication skills in written and oral forms. Students will be evaluated on coherence and organization, delivery, grammar and syntax, and proper use of materials and mechanics in their communication samples.
2. Students will demonstrate an awareness of ethical issues in business and society.
3. Students will demonstrate the ability to solve problems through critical, reflective, and integrative thinking.
4. Students will demonstrate an awareness of the global business environment.
5. Students will demonstrate knowledge in each of the basic business disciplines including Accounting, Business Statistics and Quantitative Methods, Economics, Finance, Information Systems, Management (Organization and Management, Operations, Legal Environments), and Marketing.

UNIVERSITY POLICIES AND SERVICES:

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. 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 [Sex and Gender-Based Discrimination, Harassment, and Retaliation](#) (#0.070) 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, Deborah Wilkins, 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.

Healthy on the Hill

All students are strongly encouraged to [get the COVID-19 vaccine](#). Out of respect for the health and safety of the WKU community and in adherence with CDC guidelines and practices of all public universities and colleges in [Kentucky](#), the University requires that a cloth face covering (reusable or disposable) that covers both the nose and mouth must be worn at all times when in public areas within all buildings. Students must properly wear face coverings while in class regardless of the room size or the nature of the classroom activities. Students who fail to wear a face covering as required will be in violation of the WKU Student Code of Conduct and will be asked to comply or will face disciplinary action, including possible dismissal from the University. Accommodations can be requested in special cases through the Student Accessibility and Resource Center ([SARC](#)): [270-745-5004](#) (voice), [270-745-3030](#) (TTY), or [270-288-0597](#) (video).

All students must immediately report a positive Covid-19 test result or close contact with a person who has tested positive to the Covid-19 Assistance Line at 270-745-2019. The 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 public health agencies or the office of the governor. Please refer to the Healthy on the Hill website for the most current information. www.wku.edu/healthyonthehill

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 270-843-4357.

ACCT 201 Fall 2021 Tentative Schedule		
WEEK 1	Intro and Chpt 1: Managerial Accounting and Cost Concepts	Register for Connect and complete LearnSmart by Wednesday
8/23 -8/29	Key Problems E 1-2, 1-3, 1-4, 1-5, 1-17, P 1-23	Connect homework due Sunday
WEEK 2	Ch. 6: Cost Volume Profit Analysis	Complete LearnSmart by Wednesday
8/30-9/5	Key Problems E 6-1, 6-4,6-5, 6-6, 6-7, 6-8, 6-10, 6-13	Connect homework due Sunday
Last Day to Add/Drop 8/30/21		
WEEK 3	Chapter 11: Differential Analysis	Complete LearnSmart by Wednesday
9/6-9/12	Key Problems E: 11-1, 11-10, 11-17	Connect homework due Sunday
WEEK 4 9/13-9/19	Exam 1: Chapters 1, 6, 11	
WEEK 5	Ch. 2: Job Order Costing: Unit Costs	Complete LearnSmart by Wednesday
9/20-9/26	Key Problems E 2-1, 2-2, 2-3, 2-4, 2-8, 2-10	Connect homework due Sunday
WEEK 6	Ch. 3: Job Order Costing: Cost Flows	Complete LearnSmart by Wednesday
9/27-10/3	Key Problems: Foundational: 3-7, 3-8, 3-9, E 3-5, P:3-12A, 3-13A, 3-18A,	Connect homework due Sunday
WEEK 7	Ch. 5: Process Costing	Complete LearnSmart by Wednesday
10/4-10/10	Key Problems E 5-2, 5-3, 5-4, 5-7, 5-10, P 5-17	Connect homework due Sunday
WEEK 8 10/11-10/13	Exam 2: Chapters 2, 3, 5	

Fall Break 10/14 - 10/15		
WEEK 9	Ch. 8: Master Budgeting	Complete LearnSmart by Wednesday
10/18-10/24	Key Problems E: 8-1, 8-2, 8-3, 8-4	
WEEK 10		
10/25-10/31		Connect homework due Sunday
Last Day to Withdraw 11/01/2021		
WEEK 11	Ch. 9: Flexible Budgets, Standard Costs and Variances	Complete LearnSmart by Wednesday
11/1-11/7	Key Problems E 9-1, 9-13, 9-14, P: 23	
WEEK 12		
11/8-11/14		Connect homework due Sunday
WEEK 13	Exam 3: Chapters 8-9	
11/15-11/21		
WEEK 14	Ch 10: Performance Measurement	Complete LearnSmart by Wednesday
11/22-11/28	Key Problems: 10-1, 10-2, 10-3, 10-5, 10-6, 10-8, 10-11	
WEEK 15		
11/29-12/5		Connect homework due before midnight on 12/08/21
12/08/21	Final Exam 1-3p	