

# UMSL

## Syllabus: Acctng 2410, Spring 2022 Managerial Accounting

### Contact information:

Professor Johnna Murray, MAcc, CPA, CISA  
Phone/Text Contact 636-375-1450



Weekly Meetings each Tuesday at 6pm CST  
Via Zoom  
See Link in Canvas/Zoom

Email - [murrayjo@umsl.edu](mailto:murrayjo@umsl.edu)

Please note that Canvas Messenger can result in delayed contact. Email is the best way to contact me.

Office hours are an important part in supporting you throughout this course. Even if you don't have specific questions, needs, and concerns, I would love to meet up with you at least once during this semester.

Virtual Office Hours Via Zoom  
Thursday 7:00 – 8:00pm

### Welcome

Welcome to Acctng2410, Managerial Accounting! This is the second course in accounting here at UMSL. This course will reinforce some of the ideas you learned in your first accounting course. It will also teach you how to make better business decisions and to develop an appreciation for the usefulness of information that is used by managers and others within a company.

I hope you will enjoy the ideas and topics in this course! Some may be new. Some ideas may familiar but we will look at them from a different perspective.

You will see information about subscribing to a student version of the Wall Street Journal a bit farther down the page. It is wonderful to read about business and identify topics related to this course. I highly suggest reading as much about business as possible. The UMSL Library has a subscription to the WSJ that you can read.



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### Managerial Accounting

#### Teaching Philosophy

There is more to accounting than debits and credits and producing financial statements. Since much of our lives depend on what happens with business it is important that we all need to understand business and how we define and allocate our resources. My goal this semester is to help you further your understanding of accounting so that the you will have fluency in accounting and business. There are several different ways to learn. Some ideas can be learned by reading a book. Some ideas need practice with problem solving. I think accounting is a mixture of both of those things. You have to read and have an idea of what is going on, but sometimes the ideas don't really stick until you do the problems. That is how this class is set up. You will read and then do problems and when you are finished with this class you will have a solid foundation in the basics of accounting. Another great way to learn is to talk about concepts with others. This class is set up so that while you are reading and working on problems you are also going to be exchanging ideas with your classmates. You will be assigned to a group and you will be able to contribute ideas and discuss them with your group.

#### About this course:

**Course Description:** This is an advanced course that goes beyond the scope of a second-semester course in fundamentals of accounting. The development, interpretation, and use of relevant cost behavior, control, and traceability concepts for management planning, controlling and decision making are emphasized. Topics include: an introduction to product costing, the contribution concept, direct costing, performance standards and variance analysis, responsibility accounting, segment profitability, alternative choice decisions, and capital budgeting.

**Goals of the Course:** This is an advanced course that goes beyond the scope of a second-semester course in fundamentals of accounting. The development, interpretation, and use of relevant cost behavior, control, and traceability concepts for management planning, controlling and decision making are emphasized. Topics include: an introduction to product costing, the contribution concept, direct costing, performance standards and variance analysis, responsibility accounting, segment profitability, alternative choice decisions, and capital budgeting.

**General Education:** This course meets the UMSL General Education requirement for the Social Sciences area by helping students to understand: (1) the importance of business as the primary means by which goods and services are provided in human societies, and (2) how accounting terms and methods are used to evaluate and communicate the financial health and performance of businesses.

#### Required texts and other course materials:

- *Managerial Accounting 4<sup>th</sup> edition with WileyPlus, Davis & Davis*
- *Tableau Reader – This is a free download for PCs and Macs. Information on how to download Tableau Reader is in Canvas*

#### Other Material:

- Since this class is online, you need access to a computer almost every day to keep up to date on homework and announcements.
- You will need find that a calculator is needed to complete most of the problems in this class. You may use any calculator

**Optional materials:** Wall Street Journal or other business news journal. Any WSJ articles should be available through the UMSL Library.



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### Time Requirements:

If this course were offered on campus on a weekly basis in a normal semester, you'd be in class 2.5 hours/week plus travel time. This class is no different in terms of expectations for your involvement. This is an active online/hybrid course that requires 3 hours of your time each week **in addition to** the time it takes you to read the required materials, watch the videos, and complete the assignments. That means that you need to plan to spend a minimum of **6 hours every week** (up to 9-10 hours a week) on activities related to this course. If you would like to explore how the online Canvas activities work, please consult the [Online Canvas Overview course in Canvas](#) where you can practice posting to a discussion board, take a practice quiz and more. If you are worried about your preparedness, consider taking the [Online Readiness Survey](#) to help decide if an online course is right for you.

### Technology Requirements:

As a student in an online course, you are expected to have reliable internet access almost every day. Please reach out to your academic advisor or student success network if you need hardware or access to the Internet. If you have computing problems, it is your responsibility to address these through the ITS Helpdesk ([helpdesk@umsl.edu](mailto:helpdesk@umsl.edu)) or to use campus computing labs. Problems with your computer or other technology issues are not an excuse for delays in meeting expectations and missed deadlines for the course. If you have a problem, [get help in solving it immediately](#). At a minimum, you will need the following software/hardware to participate in this course:

1. Computer with an updated operating system (e.g. Windows, Mac, Linux)
2. Updated Internet browsers ([Apple Safari](#), [Internet Explorer](#), [Google Chrome](#), [Mozilla Firefox](#))
3. Ability to navigate Canvas (Learning Management System)
4. Minimum Processor Speed of 1 GHz or higher recommended.
5. Reliable and stable internet connection.
6. [Adobe Reader or alternative PDF reader \(free\)](#)
7. A webcam and/or microphone is **highly recommended**.

### How to Succeed in this Course

Success in this course depends on your commitment, but there are some learning tools that may help strengthen that commitment. Below is a list of some techniques used in this course that you may find interesting.

- ✓ Wiley Plus Resources – see Canvas for the wide array of resources including videos, problem videos, study guides and much more.
- ✓ Panopto recordings to guide you through the topics and assignments.
- ✓ Discussion Boards to discuss course topics in a small group.
- ✓ Tableau Reader to see the impact of data analysis for business
- ✓ Unlimited attempts on homework.
- ✓ End of Practice questions that will allow you to test yourself with no impact to your grade.
- ✓ Mini-Exams to help review and prepare for Exams
- ✓ Exams that are timed and open book. These exams are designed to test your knowledge of the topics covered in each section.



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**Instructional Technology:** The following tools will support the instructional strategies for this course: web searches, PowerPoint, Tableau and other web and computer-aided instruction.

**If this is your first online course, it is recommended that you log into Canvas and complete the [Online Course Overview](#) listed in your Canvas course list.** If you've already completed the orientation, you do not have to retake it but you can refer to it for helpful videos and tutorials about the technologies used in this course.

### Course Plan for the Unexpected

Please stay informed about university policies, instructions and resources as they relate to the COVID-19 pandemic: <https://www.umsl.edu/hcdas/coronaupdates.html> It is important to me that you stay on track toward your degree completion. This section presents our course continuity plans for how we will handle situations to avoid disruption to your learning.

### Assessment/Grading

#### Grade Composition:

#### Chapter Assignments

Starter Questions.....	70 pts
Chapter Homework at 20 pts .....	140 pts
Data Visualizations 2 at 30 pts.....	60 pts
Total Chapter Assignments.....	270
Module Discussions 7 at 10 pt.....	70
Mini-Exams 3 at 30 pts .....	90
Exams 3 at 150 pts .....	450
<b>Total Points</b>	<b>880</b>

Points earned will be weighted using the following schema:

#### Grading Schema

Chapter Assignments .....	40%
Discussions .....	5%
Mini-Exams.....	10%
<u>Exams.....</u>	<u>45%</u>
Total.....	100%



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Letter Grades for this Acctng 2410

Final Grades for this course will be assigned using the following grading scale:

Letter: Range:

A	100 % to 94.0%
A-	< 94.0 % to 90.0%
B+	< 90.0 % to 87.0%
B	< 87.0 % to 84.0%
B-	< 84.0 % to 80.0%
C+	< 80.0 % to 77.0%
C	< 77.0 % to 74.0%
C-	< 74.0 % to 70.0%
D+	< 70.0 % to 67.0%
D	< 67.0 % to 64.0%
D-	< 64.0 % to 61.0%
F	< 61.0 % to 0.0%

**Grading Scale:** The UMSL Grading System is based on a four-point scale. The grade value for each letter grade is as follows:

A = 4.0	B- = 2.7	D+ = 1.3	EX = Excused
A- = 3.7	C+ = 2.3	D = 1.0	DL = Delayed
B+ = 3.3	C = 2.0	D- = 0.7	FN = Failure/Non
B = 3.0	C- = 1.7	F = 0	Participation

### **Feedback and Grading Timeline:**

Starter Questions, Homeworks, Data Visualizations, Mini-Exams and Exams will be auto-graded. You should see your results in the gradebook almost immediately.

Discussion board grades will be returned, with rubric feedback, within 48 hours of the discussion due date. Other assignments may take longer to grade. For instance, if you complete a Mini-Exam or Homework, you may not see your grade until the due date. You can find final assignments grades in the Grades button on Canvas. If there is a rubric attached to the assignment, you can click your score to see my personal feedback on the rubric.



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Discussion Rubric

Criteria	Good	Fair	Need Improvement
Initial Post – * 5-8 Sentences * Contains relevant information * Includes details personal experience or observations * May include a question	6	4-5	0-3
Reply Post – * Includes 3-5 sentences that go beyond an agreement or compliment. * Expands discussion by adding new information or asks a question	4	3-4	0-2



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### Course Assignments

The materials and assignments for this course are divided into one-week modules. Since this is an 8 week course, there are 8 modules. You can see the modules by clicking on the Modules tab to the left of this page.

Assignments are always due on Thursday and Sunday at midnight. I suggest that you review the syllabus and plan to work so that you can start working on assignments several days early.

Here is a list of assignments and activities you will usually find in the modules.

**Discussions** – Two posts are required to receive full credit in the discussions. Your initial post should be a reply to ONE of the topics. Your initial post should be between 4-7 sentences long and should include enough information to express your understanding of the topic. Your reply to a classmate should be 3-4 sentences long and should aim to add to the discussion by asking a question or additional information. Telling your class that you agree or they did a good job is nice but not something that counts as adding to the discussion.

**Starter Questions** – These are questions to help make sure you understand the questions after reading the chapter. They are multiple choice. You will have 3 attempts to get your best score. Your highest score will be the score in the gradebook. They are due each Thursday by 11:59pm.

**Homework Problems** – These are problems from Wiley that are automatically graded by WileyPlus.

**Data Visualizations** – These are an introduction to data visualizations and how to view them. These are a review the chapter content in visual form. Tableau Reader is the recommended software to view the visualizations.

**Mini-Exams** – These exams are small simulations of the exams. They serve to refresh your memory of the problems and give you an idea of how you do under timed tested. You will have 60 min. You will have one attempt. The scores for these mini-exams will not show up until after the due date.

**Exams** – These are multiple-choice and problems that are graded in WileyPlus. They should be a review of what you have seen for the chapter starter questions and homework. They are timed (90 Min.) and proctored using Smarter Proctoring. You will have one attempt. The scores will not show up until after the due date.

**Adaptive Practice** – These are optional and can be done for extra credit. They are not due until the end of the semester but you can complete them at any time in the semester for review. You can go back and review them or re-do them at any time.



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**Extra Credit** – There are several opportunities for extra credit.

- 1) You may attend up to 2 professional meetings in the College of Business for up to 5 points extra credit. Go to the Extra Credit Module and you will see an assignment “Extra Credit Meeting Attendance” Enter the name of the meeting, when it occurred and what you learned. You only need about 5 sentences.
- 2) Complete the course evaluation for up to 5 points extra credit. I can’t see the evaluations until the end of the semester but I can see the percentage of students who completed the evaluations. If over 90% of the class completes the evaluation, everybody gets 5 points. If between 80% and 89% complete the survey then everybody gets 4%.
- 3) Complete the Adaptive Practice for each chapter. You can earn up to 1.5 points for each chapter’s Adaptive Practice. It is due at the end of the semester.
- 4) Take the End of Course Quiz for up to 9 points. This is a multiple choice quiz that contains 18 questions and is comprehensive.

Additional information about the discussions/group work:

It is essential to post early. Posts done at the last minute (i.e., two posts done at midnight on the due date) may lose points. Best practices are to post with 4-7 sentences each Sunday.

- **Benefits of Working In Groups (Discussions)**
- Group activities enable you to take an active role in what you are learning, resulting in improved comprehension.
- • You are able to gain new perspectives from group work that wouldn't be possible through lecture or individual assignments. You will find that your classmates have good ideas and helpful experiences.
- Group activities in which you are discussing your ideas with other students help you think more critically about the topic and connect the information to knowledge you may already have.
- • The social skills that are developed by collaborating and cooperating in group activities help build professional skills, such as the ability to work well in groups, that most employers expect. This helps to demonstrate your professionalism
- • Working in online groups also builds technical skills that are now necessary in the professional world, which is becoming increasingly digital and global.
- • Group activities help build a community with your cohort and other students, providing support for your and their learning.





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#### Online Class Netiquette/Behavior

- **Be self-reflective** before you post an emotional response and reread what you have written to be sure it is positive. Think of your comments as printed in the newspaper. Your online comments will be seen, heard and remembered by others in the class.
- **Use effective communication.**
  - Avoid the use of all caps or multiple punctuation elements (!!!, ??? etc).
  - Be polite, understate rather than overstate your point, and use positive language.
  - If you are using acronyms, jargon or uncommon terms, be sure to explain them so everyone can understand and participate in the discussion.
- **Ask for clarification** to a point if you feel emotional from a classmate's post. It is likely that you misunderstood his/her point. This strategy will also help you step away from the intensity of the moment to allow for more reflection.
- **Sign your name.** It is easier to build a classroom community when you know to whom you are responding.
- **Foster community.** Share your great ideas and contribute to ongoing discussions. Consider each comment you make as one that is adding to, or detracting from, a positive learning environment for you and your classmates.
- **Be constructive.** You can challenge ideas and the course content, but avoid becoming negative online. When you disagree politely, you stimulate and encourage great discussion. You also maintain positive relationships with others with whom you may disagree on a certain point.
- **Keep the conversation on topic** by responding to questions, adding thoughtful comments about the topics at hand. Online dialogue is like conversation. If there is a certain dialogue going on, please add to it, but if you have something new to say, please post it in another thread.
- **Define your terms.** When using acronyms or terms that are particular to your field (or new to our course), please define them for others.



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#### Course Schedule (subject to modification)

Include due dates for point-based assignments. Use this table or insert one of your own if you prefer a different format.

Module Date	Lectures	Topics/Readings	Assignments Due	Discussion Board	Projects, Quizzes and Exams
March 14 – March 20 Week 1 Module One	Zoom Meeting Tuesday, at 6pm  And/or  Panopto Video Lecture in Canvas <i>Course Orientation and Reviewing Ch. 1</i>	<ul style="list-style-type: none"> <li>Orientation to Course and WileyPlus</li> <li>Chapter 1: Accounting as a Tool for Management (Units 1, 2 &amp; 3, Learning Objectives 1,2,3,4 &amp; 5)</li> </ul>	<ul style="list-style-type: none"> <li>Ch. 1 Starter Questions – 10 pts <i>Due Thursday, March 17 at 11:59 PM</i></li> <li>Chapter 1 Homework Problems – 20 pts <i>Due Sunday, March 20, 11:59PM</i></li> </ul>	<ul style="list-style-type: none"> <li>Online self-introduction – 10 pts <i>First post should be done by Thursday, March 17 at 11:59PM and reply to classmate by Sunday, March 20 11:50PM</i></li> </ul>	
March 21 – March 27 Week 2  Module Two	Zoom Meeting Tuesday, at 6pm  And/or  Panopto Video Lecture in Canvas  <i>Reviewing Ch 2</i>	<ul style="list-style-type: none"> <li>Chapter 2: Cost Behavior and Cost Estimation (Units 1, 2 &amp; 3, Learning Objectives 1,2 &amp; 3)</li> </ul>	<ul style="list-style-type: none"> <li>Ch. 2 Starter Questions – 10 pts <i>Due Thursday, March 24, 11:59PM,</i></li> <li>Ch. 2 Homework Problems – 20 pts <i>Due Sunday, March 27 11:59PM;</i></li> </ul>	<ul style="list-style-type: none"> <li>Module 2 Discussion – 10 pts <i>Choose 1 topic for your initial post. Your reply post can be on any topic. First post should be done by Thursday, March 24 at 11:59PM and reply to classmate by Sunday, March 27 at 11:59PM</i></li> </ul>	<ul style="list-style-type: none"> <li>Mini-Exam Ch 1 &amp; Ch 2 30 pts <i>Due Sunday, March 27 at 11:59PM (1 attempt and 60 min time limit)</i></li> </ul>

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<p>March 28- April 3 Week 3</p>	<p>Spring Break – if you choose – remember this is a good time to work ahead</p>				
<p>April 4 – April 10 Week 4</p> <p>Module Three</p>	<p>Zoom Meeting Tuesday, at 6pm</p> <p>And/or</p> <p>Panopto Video Lecture in Canvas</p> <p>Reviewing Ch. 3</p>	<p>)</p> <ul style="list-style-type: none"> <li>Chapter 3: Cost Volume-Profit and Pricing Decisions (Units 1 &amp; 2, Learning Objectives 1,2,3 &amp; 4)</li> </ul>	<ul style="list-style-type: none"> <li>Ch. 3 Starter Questions – 10 pts <i>Due Thursday, April 7</i></li> <li>, 11:59PM,</li> <li>Ch. 3 Homework Problems -20 pts <i>Due Sunday, April 3 at 11:50pm</i></li> </ul>	<ul style="list-style-type: none"> <li>Module 3 Discussion – 10 pts <i>Choose 1 topic for your initial post. Your reply post can to on any topic. First post should be done by Thursday, April 7 at 11:59PM and reply to classmate by Sunday, April 3 at 11:59PM</i></li> </ul>	<p>Chapter 2 &amp; 3 Data Visualizations -30 points <i>Due Sunday, April 10 at 11:59pm</i></p>
<p>April 11 – April 17</p> <p>Module Four</p>	<p>Zoom Meeting Tuesday, at 6pm</p> <p>And/or</p> <p>Panopto Video Lecture in Canvas</p> <p>Reviewing Ch. 4</p>	<ul style="list-style-type: none"> <li>Chapter 4: Product and Period Costs (Units 1 &amp; 2, Learning Objectives 1, 2 &amp; 3 )</li> </ul>	<ul style="list-style-type: none"> <li>Ch. 4 Starter Questions – 10 pts <i>Due Thursday, April 14, 11:59PM, Discussion Bd</i></li> <li>Ch. 4 Homework Problems – 20 pts <i>Due Sunday, April 17, 11:59PM, Discussion Bd</i></li> </ul>	<ul style="list-style-type: none"> <li>Module 4 Discussion – 10 pts <i>Choose 1 topic for your initial post. Your reply post can to on any topic. First post should be done by Thursday, April 14 at 11:50PM and reply to classmate by Sunday, April 17 at 11:59PM</i></li> </ul>	<p>Exam 1 – Chapters 1,2 &amp; 3 <i>Due Thursday, April 14 at 11:59PM</i></p>



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<p>April 18 – April 24</p> <p>Module Five</p>	<p>Zoom Meeting Tuesday, at 6pm</p> <p>And/or</p> <p>Panopto Video Lecture in Canvas</p> <p>Reviewing Ch. 5</p>	<ul style="list-style-type: none"> <li>Chapter 5: Planning and Forecasting in a Manufacturing Setting (Unit 1, 2 &amp; 3, Learning Objectives 1, 2 &amp; 3)</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 5 Starter Questions 10 pts <i>Due Thursday, April 21, 11:59PM,</i></li> <li>Chapter 5 Homework Problems – 20 pts <i>Due Sunday, April 24 at 11:59pm</i></li> </ul>	<ul style="list-style-type: none"> <li>Module 5 Discussion – 10 pts <i>Choose 1 topic for your initial post. Your reply post can be on any topic. First post should be done by Thursday, April 21 at 11:50PM and reply to classmate by Sunday, April 24 at 11:59PM</i></li> </ul>	<ul style="list-style-type: none"> <li>Mini-Exm Ch 4 &amp; 5 -30 pts <i>Due, Sunday, April 24 at 11:59PM</i></li> </ul>
<p>April 25 – May 1</p> <p>Module Six</p>	<p>Zoom Meeting Tuesday, at 6pm</p> <p>And/or</p> <p>Panopto Video Lecture in Canvas</p> <p>Reviewing Ch. 8</p>	<ul style="list-style-type: none"> <li>Chapter 8: Using Accounting Information to Make Managerial Decisions (Units 1,2 &amp; 3, Learning Objectives 1, 2 &amp; 3 )</li> </ul>	<ul style="list-style-type: none"> <li>Ch 8 Starter Questions 10 pts <i>Due – Thursday, April 28 by 11:59pm</i></li> <li>Ch 8 Homework Problems – 20 pts <i>Sunday, May 1, 11:59PM,</i></li> </ul>	<ul style="list-style-type: none"> <li>Module 6 Discussion – 10 pts <i>Choose 1 topic for your initial post. Your reply post can be on any topic. First post should be done by Thursday, April 28 at 11:50PM and reply to classmate by Sunday, May 1 at 11:59PM</i></li> </ul>	<ul style="list-style-type: none"> <li>Exam 2- Chapters 4 &amp; 5 -150 pts <i>Due Thursday, April 28 at 11:59PM</i></li> </ul>



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<p><b>May 2 – May 8</b></p> <p><b>Module Seven</b></p>	<p><b>Zoom Meeting Tuesday, at 6pm</b></p> <p>And/or</p> <p><b>Panopto Video Lecture in Canvas</b></p> <p>Reviewing Ch. 9</p>	<ul style="list-style-type: none"> <li><b>Chapter 9: Capital Budgeting</b> (Units 1 &amp; 2, Learning Objectives 1 &amp; 2)</li> </ul>	<ul style="list-style-type: none"> <li><b>Chapter 9 Starter Questions – 10 pts</b> <i>Due Thursday, May 5 at 11:59PM</i></li> <li><b>Chapter 9 Homework Problems – 20 pts</b> <i>Sunday, May 8 at 11:59PM</i></li> </ul>	<ul style="list-style-type: none"> <li><b>Module 7 Discussion – 10 pts</b> <i>Choose 1 topic for your initial post. Your reply post can be on any topic. First post should be done by Thursday, May 5 at 11:59PM and reply to classmate by Sunday, May 8 at 11:59PM</i></li> </ul>	<p><b>Chapter 8 Data Visualizations</b> <i>Due May 8 at 11:59pm</i></p>
<p><b>May 9 – May 14</b></p> <p>Finals Week</p> <p><b>Module Eight</b></p>	<p><b>Zoom Meeting Tuesday, at 6pm</b></p> <p>And/or</p> <p><b>Panopto Video Lecture in Canvas</b></p> <p>Review for Exam 3</p>	<p>Review for Ch 8 &amp; 9 – Exam 3</p>		<p>No Discussion in this module.</p>	<p><b>Mini-Exam Ch. 8 &amp; 9 30 pts</b> <i>Thursday, May 12 at 11:59PM</i></p> <p><b>Exam 3 (Ch 8 &amp; 9) -150 pts</b> <i>Due No Later than SATURDAY May 14 at 11:59PM</i></p>

### Course Policies

#### Participation

If you are unable to participate in the scheduled class activity or discussions or homework, you must notify the instructor within the week of that class module or discussion. The instructor reserves the right to make judgment to accept and/or make-up assignments missed because of failed participation in the course activities.

- It is vitally important that our classroom environment promote the respectful exchange of ideas. This entails being sensitive to the views and beliefs expressed during discussions whether in class or online. Please speak with me before recording any class activity. It is a violation of University of Missouri policy to distribute such recordings without my authorization and the permission of others who are recorded.



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- I will not respond to each post but will be monitoring each discussion. I review posts during the module and read each post at the end of the module.
- Your success in this course will heavily depend on your ability to communicate, engage and participate in all course activities. Successful completion of this course requires that a student keep up with all assignments, coursework and discussions. Timely participation in online discussions is a very important part of this course and participation in these discussions, and other activities as assigned, is not optional. You are expected to prepare and post to discussions in a timely manner consistent with the requirements contained within the course syllabus and discussion rubric\*.
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- Suggested pattern of work and participation

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
*Read Chapter *Review Panopto Video Lecture *Review Discussion Question and think about post	*Attend weekly Zoom meeting  *Review chapter and practice Starter Questions	*Review homework that is due on Sunday.	*Complete Starter Questions *Post to Discussion (initial post)	*Work on homework that is due on Sunday	*Work no homework that is due on Sunday	*Complete Homework *Complete Discussion Question (reply to a classmate's post) *Start reading for next week.

#### Online Discussion Protocol

- Participation in the course should maintain a [positive work and learning environment](#), as outlined in the UM Collected Rules & Regulations, 330.080
- Post early. Do not wait until the due date to post both required posts. Post once in the first week of the module and post again in the second week of the module.
- Postings should be a minimum of three to five sentences for your initial post. Reply posts should be three to five sentences.
- Responses should be well written with proper punctuation, spelling and grammar.
- Avoid short one-word postings, for instance, "I agree," unless accompanied by supporting statements from the readings or prior knowledge (work and life experience).



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- Stay focused on the topic.
- Ask questions; challenge other postings that lack supporting evidence or present incorrect information.
- Encourage further discussion by building on current threads.
- Check your postings for responses from others and respond in kind.
- Use proper "[netiquette](#)".

#### Attendance Policies

- *Present* in class for online courses is determined by participation in an "academically related activity," i.e. submission of an assignment, assessment or discussion forum posting. The last day of attendance is the last day a student is academically participating in the online course.
- Documentation that a student has logged into an online class is not sufficient by itself to demonstrate academic attendance.
- Lack of attendance in class activities or submission of work in Canvas could result in an automatic course drop.

#### Academic Integrity/Plagiarism

We want our learning environment to be honest and fair. The assessments in our course provide you with an opportunity to showcase what you know and learn from what you may not yet have mastered. When you submit work with your name on it, this is a written statement that credit for the work belongs to you alone. If the work was a product of collaboration (such as a group project), each student is expected to clearly acknowledge in writing all persons who contributed to its completion.

Each assignment and exam in our course will include clear guidelines about the rules around each assessment including what materials are appropriate to use. It is always required that the work you submit is your own, uses proper citation, avoids collusion or falsification.

If you have a question about an assignment, do not hesitate to contact me for clarification. You are responsible for being attentive to and observant of University policies about academic honesty as stated in the [University's Campus Policies](#) and [Code of Student Conduct](#) found in the UMSL Bulletin.

- **Plagiarism, collusion, cheating, and falsification are not acceptable** and will result in failure of an assignment and possible administrative sanctions such as dismissal from the university.
  - **Plagiarism:** representing the ideas or work of another as your own, intentionally or unwittingly, without proper, clear, explicit acknowledgement.
  - **Facilitation/Collusion:** supporting malpractice by another student, for example, allowing your work to be copied.
  - **Duplication of Work:** presenting the same work for a different assessment.
  - **Cheating:** using any unauthorized sources of information (such as previous or existing exams for this course) and providing or receiving unauthorized assistance on any form of academic work or engaging in any behavior specifically prohibited by the faculty member (e.g., uploading or using test questions or online homework questions on study sites such as



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Chegg.com, copying someone else's answers on tests and quizzes, copying/pasting exam or online homework questions from this semester for your peers or publicly in online forums).

- **Falsification:** any untruth, either verbal or written, in one's academic work including presenting fabricated/made up data or presenting someone else's work as your own. Unless the instructor explicitly states otherwise, it is dishonest to collaborate with others when completing any assignment or test, performing laboratory experiments, writing and/or documenting computer programs, writing papers or reports and completing problem sets.
- Academic dishonesty is a serious offense that may lead to [probation, suspension, or dismissal from the University](#). Academic dishonesty can take a number of forms described above: plagiarism, cheating, unauthorized possession or distribution of academic materials including the unauthorized use, selling or purchasing of examinations or other academic work, using or stealing another student's work, unauthorized entry or use of material in a computer file, and using information from or possessing exams that an instructor did not authorize for release to students.
- All instances of academic dishonesty will be reported to the Office of Academic Affairs who will determine whether you will appear before the Student Conduct Committee for possible administrative sanctions such as dismissal from the university. The instructor will make an academic judgment about the student's grade on that work in this course. The campus process regarding academic dishonesty is [described in the "Policies" section of the Academic Affairs website](#)

#### Title IX Policies

In adherence to the policies of Title IX and to promote a safe and secure educational environment, it is strongly recommended statements similar to those below be added to your course syllabus:

- **Mandatory Reporting:** Under Title IX, all UMSL faculty, staff, and administrators (with limited exception) are obligated to report any incidents of sexual harassment, sexual misconduct, sexual assault, or gender discrimination to the Student Affairs office and/or other University officials. This ensures that all parties are protected from further abuses and that victim(s) are supported by trained counselors and professionals. Note: There are several offices at UMSL (e.g., Counseling Services, Health Services, Community Psychological Service, Center for Trauma Recovery, and Student Social Services) whose staff are exempt from Title IX mandated reporting, when the information is learned in the course of a confidential communication.

#### Student Resources

##### Access, Disability and Communication

Your academic success is important to me. We all learn differently and bring different strengths and needs to the class. If there are aspects of the course that prevent you from learning or make you feel excluded, please let me know as soon as possible. Together we'll develop strategies to meet both your needs and the requirements of the course.

If you have a documented disability that may have an impact upon your work in this class, please contact Disability Access Services (DAS) immediately. Students must provide documentation of their disability to the office of Disability Access Services in order to receive official University services and accommodations. The staff is available to answer questions regarding accommodations or assist you in your pursuit of





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accommodations. Information about your disability is confidential. Once DAS reviews your medical documentation, they will provide you with the information and steps to inform me about the accommodations to which you are entitled. Your accommodations will begin as soon as we discuss your approved accommodations.

- 144 Millennium Student Center (MSC)
- Phone: (314) 516-6554
- Email: Tara Cramer, [cramert@umsl.edu](mailto:cramert@umsl.edu)
- [Website: http://www.umsl.edu/services/disability/](http://www.umsl.edu/services/disability/)

### Office of International Students and Scholar Services

If you have difficulty communicating in English with the instructor of this course, contact ISS.

- 362 Social Sciences & Business Building (SSB)
- Phone: (314) 516-5229
- [Email: iss@umsl.edu](mailto:iss@umsl.edu)
- [Website: http://www.umsl.edu/~intelstu/contact.html](http://www.umsl.edu/~intelstu/contact.html)

### Student Enrichment and Achievement

SEA provides comprehensive support and intervention strategies that support your road to graduation!

- 107 Lucas Hall
- Phone: (314) 516-5300
- [Email: umslsea@umsl.edu](mailto:umslsea@umsl.edu)
- [Website: https://www.umsl.edu/services/sea/](https://www.umsl.edu/services/sea/)

### Office of Multicultural Student Services (MSS) and the University Tutoring Center (UTC)

MSS provides comprehensive student retention services to diverse student populations; through their tutoring center, the MSS offers comprehensive tutoring services free to students at UMSL.

- 225 Millennium Student Center (MSC)
- Phone: (314) 516-6807
- [Email: multicultural@umsl.edu](mailto:multicultural@umsl.edu)
- [Website: https://www.umsl.edu/~mcraa/index.html](https://www.umsl.edu/~mcraa/index.html)

### Technical Support

UM-System provides students with a variety of technology support on campus and virtually. The information listed below connects you with the most commonly sought supports.

✓ Academic technologies (Canvas, VoiceThread, SmarterProctoring, Zoom, etc.)

✉ [Email: teachingtools@umsystem.edu](mailto:teachingtools@umsystem.edu)

Phone: (855) 675-0755

Location: Express Scripts Hall (ESH) 105

Hours: currently only working remotely, email to arrange a Zoom meeting time

Website: <https://keeplearning.umsystem.edu/students>

✓ Login and network issues (SSOID, email, campus wifi, password changes, etc.)

✉ [Email: helpdesk@umsl.edu](mailto:helpdesk@umsl.edu)



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Phone: (314) 516-6034

Location: Millennium Student Center (MSC) 109

Hours: M-Th: 7:30 a.m. – 7 p.m. CST; F: 7:30 a.m. – 5 p.m. CST

Website: <http://www.umsl.edu/technology/tsc>

✓ Electronic textbooks (AutoAccess, Cengage, McGrawHill Connect, etc.)

✉ Email: [autoaccess@umssystem.edu](mailto:autoaccess@umssystem.edu)

Phone: (314) 516-5763

Location: Millennium Student Center (MSC) Bookstore 2nd floor

Hours: varies, check website for current hours

Website: [https://missouri.qualtrics.com/jfe/form/SV\\_0eXnXJy1QpRUC7j](https://missouri.qualtrics.com/jfe/form/SV_0eXnXJy1QpRUC7j)

### Academic Support

#### The Writing Center

The Online Writing Center (OWC)

At the OWC Canvas site, students can send their papers to our tutors, who will read them and send them back with suggestions. Students can also access Turnitin, which identifies quoted material in their essays.

- 222 Social Sciences and Business Building (SSB)
- Website: <https://www.umsl.edu/~umslenglish/Writing Center/>
- Visit the OWC course site on Canvas to submit drafts online. To find the OWC course, click on Courses All Courses. Then click to join this course
- The OWC usually responds within 48 hours. Please allow ample time.

#### Math Academic Center (Math Lab)

The Math Academic Center offers free individual assistance on a walk-in basis to students needing help with any mathematics from basic math through calculus or any course involving mathematical skills.

- 222 Social Sciences and Business Building (SSB)
- Website: <http://www.umsl.edu/mathcs/math-academic-center/>

**A final note: this syllabus will be subject to change at the instructor's discretion.**

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Revised August 2021