

**SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE
PRINCIPLES OF MANAGERIAL ACCOUNTING
ACCT 2302**

INSTRUCTOR: ANN GREGORY

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Or my direct line: 806-716-2250

email: agregory@southplainscollege.edu (**please use the Blackboard system on the left menu for class related e-mail communication**)

PRE-REQUISITES: A grade of C or better in ACCT 2301 Principles of Financial Accounting is the prerequisite for this course. This course is designed for transfer to colleges and universities offering a Bachelor of Business Administration degree.

COURSE MATERIALS REQUIRED:



Your Course Materials:

This course will **use CNOWV2** from Cengage. Rather than purchase your course materials like you do for most classes, I highly recommend you purchase a [Cengage Unlimited](#) subscription. With a Cengage Unlimited subscription, you will have access to ALL Cengage eBooks and digital learning products – over 22,000 total – for only \$119.99 (extended subscriptions also available). One Cengage Unlimited subscription can be used across ALL yours courses this semester where Cengage products are assigned (even with other colleges and universities). So, if you are taking another course this semester that is using Cengage products, you will be able to access those course materials for no additional cost. You can purchase your Cengage Unlimited subscription in the [SouthPlainsCollege](#) Bookstore or directly from the publisher after logging in to our course in Blackboard and clicking on “Access CNOW here” on the left menu in our Bb class (if your left menu is collapsed, just hover over the left bar until a light gray right arrow appears—click the arrow and the menu opens).

Print: You'll be eligible to upgrade to a print rental for the cost of \$7.99 when you activate **CNOWV2** and subscribe to Cengage Unlimited. Shipping will be free for your print rental which includes the cost of shipping back to us. For print you can keep, purchase a loose-leaf version of the textbook at a discount through Cengage Unlimited. Loose-leaf shipping is free when purchased with Cengage Unlimited.

Pricing: Cengage Unlimited is \$119.99 for a 4-month subscription, \$179.99 for a 12-month subscription or \$239.99 for a 24-month subscription. Students on Financial Aid can purchase a Cengage Unlimited subscription from the [SouthPlainsCollege](#) bookstore.

Bonus: When your Cengage Unlimited subscription ends, you can keep up to six eBooks in a digital locker and access them for one year. (Introductory offer).

Extra Help: cengage.com/start-strong

As a reminder, you should NOT purchase BOTH individual course materials AND a Cengage Unlimited subscription. For this course, a Cengage Unlimited subscription is your best value!

Our Blackboard course and CengageNow are linked, so your first log in to CengageNow must be accomplished by logging in to Blackboard, clicking on our class, and then selecting “Access CNOW here” from the left menu.

You will be asked to log in if you already have a Cengage account, or create an account if you do not have one. If you have not purchased your access yet, you can use the free trial and any work you have done in the trial will transfer when you buy and enter your access code. If you have purchased your book bundle

from the SPC bookstore, you will be prompted to enter your access code (printed in the small cardboard folder with your textbook bundle) and you will be ready to go.

TECHNICAL SUPPORT FOR CENGAGENOW:

If you have technical issues with CengageNow,

- please contact their technical support by clicking on “Access CNOW here” from the left menu in our course in Blackboard
- Scroll down the list to “Cengage Technical Support”. If it is a new issue they are not aware of, you have done a huge public service. If it is just an issue for you, then the support tech will give you access to an online chat, toll-free phone number, or email (the email responses may be slower, so I would only use email contact as a last resort).

COURSE GRADE WILL BE ALLOCATED BASED ON THE FOLLOWING POINT SCALE:

Comprehensive Final Exam (in CengageNow)	405 points	405
Exams--(T/F, M/C & Problems in CengageNow)	80 points each x 4	320
Pre-test (in CengageNow)	10 points	10
Introduction <u>Assignment</u> link in Blackboard	10 points	10
Introduction <u>Discussion</u> link in Blackboard	10 points	10
Syllabus Summary <u>Assignment</u> link in Blackboard	10 points	10
Review Problem Quizzes (in CengageNow)	5 points each x 12	60
Homework (in CengageNow)	15 points each x 12	180
Animated Assignments (in CengageNow)	10 points each x 12	120
Powerpoints and Homework solutions are available on the “ Chapter Resources ” link on the left menu in our Blackboard class. The e-text & Study Tools are accessible from the “ Access CNOW here ” left menu in our Blackboard class. Just scroll down to the “MindTap Reader for WarrenReeve Duchac Financial Managerial Accounting link.		No grade
	Total Possible Points:	1,125

Your Point Total:

Course Grade:

895 or more points	A
795-894	B
695-794	C
595-694	D
0-594	F

No makeup exams or quizzes will be given and no late assignments, homework, or discussions will be accepted for any reason.

All exams will be given online. You will have at least a 72 hour window of opportunity to log in and take the exams at your convenience online. Please plan ahead and do not wait until the last minute to take your exam.

If have other programs running or if you attempt to navigate to other websites (even the e-book) while you are taking an exam, your exam may close, stop responding, or automatically submit your work.

Please focus solely on the exam while you are completing the work. If you lose your internet connection for any reason, you must have a backup plan available at all times. If your internet provider is

unreliable, you may want to take your exams in an SPC lab (please check lab schedule in advance). Any error that is not server-documentable as a Blackboard or CengageNow anomaly will not be considered for additional review. You must notify your instructor of any Blackboard or CengageNow issues immediately after the event thru Blackboard email.

Please remember that you can easily track your points to date using the “My Grades” link on the left menu in Blackboard. The grades “sweep” from CNOW to Blackboard on a schedule, so if you do not see your points posted immediately after submitted in CNOW, you should see it updated in Blackboard within 24 hours.

CengageNow: EXAMS (4 exams 80 points each):

Exams are accessible in CNOW. Each exam will consist of True/False, Multiple Choice, and short problems. Each exam will be released at 4:00 pm Central Daylight time on the date scheduled on our class calendar (click on the *Calendar* link on our class left menu in Blackboard) and will close on the scheduled evening at 11:55 pm Central Daylight time. The window of availability for taking the exam will be at least 72 hours so you will be able to log in and take it at your convenience. You will be able to select the exam as soon as it is made available (based on our calendar). In order to avoid accidentally opening an exam before you are ready, all exams and the final have the same password: Iamready (as in “I am ready to take the exam”) When you open the exam, you will have one and one/half hours (90 minutes to complete and submit the exam). **Once you log in to take the exam, the clock begins and you will not be allowed to stop and resume the exam (if you lose your internet connection, just log back in..the clock will still be running but the system should allow you to resume).** **Be sure to submit your homework and review quizzes by the due dates on CengageNow before you take the exam.**

Blackboard: PERSONAL INTRODUCTION ASSIGNMENT (10 points):

Introduction must be submitted no later than the due date noted on the Calendar on our class left menu in Blackboard. This introduction will be made to your instructor only and can be accessed from the Assignments link on the left menu of our class left menu in Blackboard. Click the “Write Submission” box to open a textbox to enter your response. Please include contact information so I will be able to reach you personally. I seldom have to utilize this information and I will guard your privacy by using this information only when and if absolutely necessary. Please submit the following information by entering it directly into the submission box provided in the assignment, or cutting/pasting it from a word processor. Please use the submission box below the instructions provided in the assignment—DO NOT ATTACH A DOCUMENT! If you attach the document rather than using the box provided for data entry, no credit will be given.

Name:

Address:

Home/cell phone:

Hometown:

Major:

Work and duties:

Spare time activities (or if you had spare time--what would you do?)

Favorite class so far (and why)

Least favorite class so far (and why)

Have you had experience with Blackboard before?

Have you had any accounting course(s) before and where?

Blackboard: PERSONAL INTRODUCTION DISCUSSION POST (10 points):

This class will be a community--and we need to know about the other members of our class. **Introduction must be submitted no later than the due date noted on the Calendar on our class left menu in Blackboard.** Please submit a detailed personal introduction which includes information you are comfortable sharing with our class (to find it, click on the Discussions link on the left-hand column here in Blackboard). Please use your first name (or nickname) and last name as the “Subject” Please do not attach your introduction-

--simply type it in the “Message” box provided beneath the instruction box or use your word processor and then “cut and paste” your information into the submission box. Attached documents will not receive credit ***Any other information/ comments/questions you would like to add can be directed to the discussion board***

Blackboard: SYLLABUS SUMMARY (10 points):

Please submit a **200 to 300 word** summary of this syllabus using the Assignments link on Blackboard. **This summary should identify all that is required of you to be successful in this course. Please use the “Submission” box to key in your summary and the “Add Comment” box for your questions or comments.** Please do not attach it as a word document or no credit will be given. ****If you copy and paste material from the syllabus, your submission will earn no credit.**** I want to know that you recognize what will be required of you in your own words. **The Syllabus Summary must be submitted no later than the due date noted on the Calendar on our class left menu in Blackboard.**

CengageNow: Pre-Test (10 points):

The Pre-test is designed to give you a practice exam in the online environment. The quiz will be found in CNOW. Select the quiz by clicking on it and you will begin seeing the multiple choice questions on this exam. In order to avoid accidentally opening any exam before you are ready, all exams and the final have the same password: Iamready (as in “I am ready to take the exam”). A clock feature (usually appearing in the top right corner of your screen) will assist you in keeping track of your time limit on the exams. Be sure to click on **SUBMIT** after completing each question and when you finish the exam. Taking this quiz will allow you to check that your browser settings are correct. Due date is noted on our class calendar as well as on the quiz list in the Assessments link.

CengageNow: EXAM REVIEW QUIZZES (60 points available if all exam review quizzes are correctly completed):

Exam Review Quizzes will be available in CNOW. The quizzes are designed to help you review required calculations for the 4 regular exams and the comprehensive final. You will have 5 takes on each exam before the due date. CNOW will keep your best score as of the due date, so practice helps you review. The review quizzes are algorithmic (meaning you get different numbers each time you take it), so I recommend that you take the quiz when you are prepared for the first take and then print it out. My recommendation: After I printed, I would take my printout and re-work each problem completely with lots of notes. Use this first quiz take to assist you in perfecting the remaining 4 takes. After the due date, you will still be able to review the quizzes, but your score will be finalized on the due date of the quiz. Due dates will be noted on the quizzes in CengageNow. **Please note: If you do not attempt a Review Quiz at least once before the due date, you will not be able to print or review later, but during the last week of classes, I will post copies with solutions to help you prepare for any you missed as you get ready to take your final.**

CengageNow: HOMEWORK ASSIGNMENTS (180 points available if all assignments are correctly completed):

Homework is assigned to facilitate your understanding of the material. Read the chapter at least once, then attempt the exercises and problems. **Assignments must be submitted for credit BEFORE the due date (noted in CNOW. NO LATE HOMEWORK WILL BE ACCEPTED--No exceptions! As with the exams, please do not wait until the last minute to work on your homework assignments and have a backup plan in place in the event of a disruption in your internet access/personal computer problems.** All homework must be submitted through CNOW (which is utilized with the access code included with your new book or purchased separately if you bought a used book). **CengageNow** is designed to give you feedback as you work (use the “Check My Work” and “Hint” buttons), and when you are satisfied with your response, use the “submit for grading” button to transmit your homework. The homework assignment list is available in CengageNow. The grading of homework is based on points. Points earned on homework will be based on assigned points in CengageNow.

CengageNow: ANIMATED ASSIGNMENTS (120 points available if all assignments are correctly completed): pre-class exercises, sample questions, clips, to guide you through core topics and relationships.

One attempt is allowed, but there is no time limit up until the due date. Keep working through the material (like you do homework), and submit when due. Reading the chapter in advance will be helpful preparation. You will find them useful in mastering topics and procedures—they are provided in an easy link under assignments. **Assignments must be submitted for credit BEFORE the due date (noted in CNOW and on the class calendar). NO LATE ASSIGNMENTS WILL BE ACCEPTED--No exceptions! Please schedule time to begin these assignments right away and have a backup plan in place in the event of a disruption in your internet access/personal computer problems.** All animated assignments must be submitted through CNOW (which is utilized with the access code included with your new book or purchased separately if you bought a used book). **CNOW** is designed to give you feedback as you work.

ATTENDANCE:

Successful completion of Principles of Accounting is affected by your class participation. Each student will be expected to log in a **minimum of three (3) times per week in our Blackboard class as well as Cengage Now CNOW (6 total)**. Whenever lack of participation becomes excessive and, in the instructor's opinion, minimum course objectives cannot be met due to failure to meet minimum participation requirements, the student should be withdrawn from the course. In addition, an instructor is required to notify the Office of Student Services when the student has failed to log in 8 times during any 14 consecutive calendar-day period, excluding holidays. (see college catalog)

LEARNING RESOURCES:

Homework solutions to all discussion questions, exercises, and problems and chapter powerpoints are available on our class left menu in Blackboard under the *Chapter Resources* link. Please use the homework solutions to help when you are having difficulty in solving the homework on MyAccountingLab. Practice and application of the concepts we are learning are very important steps in developing your analytical skills. Don't circumvent that step by relying on the answers rather than attempting to solve the homework first on your own. Please note that the solutions solve the problem using the variables presented in the Exercise or Problem as they appear in the textbook. Your homework assignment is often algorithmic, but you will execute the same processes, just with your numbers in CNOW.

Diversity Statement:

In this class, we will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disabilities Statement:

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Non-Discrimination Statement:

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement:

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email cstrafase@southplainscollege.edu for assistance.

Campus Concealed Carry Statement:

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at:
<http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

Electronic Assignments:

This class will involve the use of the Internet and some access to discussion groups, forums, bulletin boards, e-mail programs and/or chat rooms in order to complete the objectives of this class. Topics assigned by the instructor will be relevant to the objectives of this course.

DISCLAIMER: "This is to notify you that the materials you may be accessing in chat rooms, bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.

Classroom Discipline:

Effective instruction is dependent on a classroom environment that promotes an equal opportunity for every student to learn. In doing this, the course instructor must insure that student conduct in the classroom does not hinder that learning experience.

To insure that students understand what type of conduct is expected, descriptions of misconduct and the consequences of misconduct are detailed in the South Plains Student Guide. Students should become familiar with the *South Plains College Student Guide*. It is an excellent resource for determining what constitutes misconduct and the process for dealing with it.

Accounting 2302 – Required text and access code information:

PLEASE DO NOT try to purchase the access code through Amazon, Chegg or other resources! THIS IS A VERY specific ACCESS CODE TO THIS COURSE AND ANY RESOURCES OUTSIDE OF THESE OPTIONS MAY NOT WORK and NO Refunds will be able to issued.

Purchase options:

1.) BOOKSTORES: Your **REQUIRED** course materials are available for immediate purchase at the South Plains College bookstores on the Levelland <http://www.sp-levbookstore.com/home.aspx> and Reese <http://www.sp-reesebookstore.com/home.aspx> campuses– price \$281.25 (physical book, 1 semester access code which includes eText package) or Cengage Unlimited digital access, \$119.99 (one semester access to all course materials using a CengageNow book) with an option to rent the book for \$7.99 per semester with return postage paid.

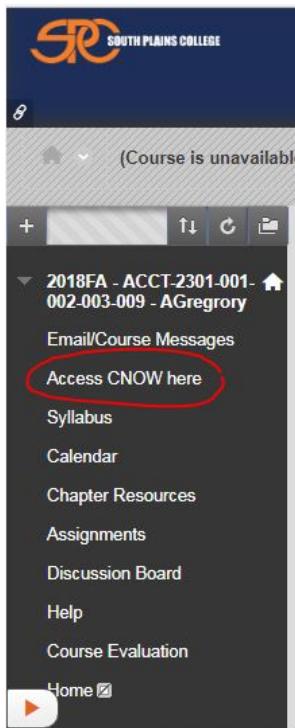
2.) BUY DIRECT (through BLACKBOARD): You will have immediate access into the CengageNow with an **all-digital product**. (NO physical textbook included, but textbook can be rented from Cengage with return postage prepaid).

3.) ACCESS free 14-day trial: Temporary access that will save your work in CengageNow until you purchase. Be sure to purchase before the 14 day trial expires so all saved work will transfer over to your CNOW account.

Course Access on Day 1:

Please note: Access to course materials will open on the first day of class, Monday, August 26, at 8:00 am. After you have logged in to Blackboard at <http://southplainscollege.blackboard.com>, you will see all your courses at SPC listed as blue links. Click on ACCT 2302 and our course will open.

1. Whether you bought the book bundle at the SPC bookstore, plan to buy the access code online, or need to use the free trial (temporary access that will save your work until you purchase before the 14 day trial expires), please click on CengageNow on the left menu first:



The screenshot shows the Blackboard course interface for the fall 2018 semester. The course title is 2018FA - ACCT-2301-001- 002-003-009 - AGregory. The left sidebar lists various course resources: Email/Course Messages, Access CNOW here (circled in red), Syllabus, Calendar, Chapter Resources, Assignments, Discussion Board, Help, Course Evaluation, and Home. A red arrow points from the text in the callout box to the 'Access CNOW here' link in the sidebar.

When you click on “Access CNOW” here on the left menu in Blackboard, the “Login/Register” window will open. If your left menu is not visible, it may be “collapsed”. Just hover over the left bar and a gray arrow will appear. Click it and the left menu opens

Before you register, please note:

- If you have a CengageNow account, just log in as usual when prompted—if you already have Cengage Unlimited, you have access to our course.
- If you need to buy access, you will have an opportunity to choose from several Cengage options to buy now online, or can use the free trial if you want to buy at the bookstore in a few days
- If you bought your access code at the bookstore, you will be prompted to enter it.