ACCT 222 – Management Accounting
College of Business Administration, New Mexico State University
Spring 2014
Section M70, Online Instruction

Instructor: Tammie Hamilton, CPA
Office Phone: Leave message at accounting department office 575-646-4901
Use Canvas Email; use other email ONLY if Canvas is inaccessible: Canvas Address: http://learn.nmsu.edu
E-Mail: tcamp@nmsu.edu

Availability: Since this is an online course, I do not have designated in-person office hours. We will try to resolve issues/questions via email & Canvas. You can expect a response to your Canvas email/inquiries within 24 hours during the week or the next regular school day if you send an inquiry on a weekend or scheduled school holiday.

Email Communications: Your NMSU email account is the official means of communicating with the university. Information critical to your success at NMSU is delivered to you via this account, and you are expected to follow rules and policies provided to you via this communication method. Any email from you to the instructor should be sent either through the CANVAS course management system or through your official NMSU email account. Please be advised that due to privacy and security concerns, we are unable to respond to emails from or about students that do not originate from an official NMSU email address.

Required Materials:

1) Textbook: *Braun and Tietz, Managerial Accounting, Third edition* - See options on next page

2) You must have access to Canvas for communication with the instructor; materials necessary for class, and access to the online tutor. Canvas is accessed through http://learn.nmsu.edu.

3) Course homework will only be available for submission through *MyAccountingLab* which is the homework manager that is provided when you purchase the access code. It is your responsibility to ensure that you have the materials required for class and that all assignments are completed by the due date.

Purchasing the access code through *MyAccountingLab*: registration is processed through http://www.pearsonmylabandmastering.com/northamerica/students/get-registered/index.html. The Course ID for section M70 is hamilton12527

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<th>Textbook Options:</th>
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<tr>
<td><strong>OPTION 1</strong> (Electronic Version) – Cost $100.00</td>
<td>Students can purchase the registration code from the NMSU bookstore or directly from <em>MyAccountingLab</em>. The access code includes an electronic version of the book, access to the homework manager, and access to videos and other material used in the course.</td>
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<tr>
<td><strong>OPTION 2</strong> (Textbook) – Cost $294(NEW) $220+ $100.00 (USED)</td>
<td>Students can purchase a NEW shrink wrapped copy of the book from the bookstore or <em>MyAccountingLab</em>. The NEW book from the NMSU bookstore will include the access code. Books purchased directly from Pearson may not have an access code. USED books will NOT have an access code. You need an access code. <strong>Check diligently before purchasing.</strong> An access code WITHOUT e-book access can be purchased for $55.00</td>
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Course Description:
The primary focus of Accounting 222 is the development and use of accounting information for management decision-making. This course is a core course in the Bachelor of Business Administration (BBA) degree program. The primary program learning goals to which this course contributes are: 1) students can solve problems and 2) students can think critically.

Course Objectives:
Upon successfully completing this course, you will be able to
- understand and appreciate why managers need accounting information
- understand the transaction flow of production information through the accounting system
- understand the problem of cost assignment, the different cost assignment methods, and know when each method is appropriate
- understand how accounting information is used for planning, control, evaluation, and continuous improvement, and
- understand how accounting information is used by managers to make various operational decisions.

LEARNING METHODS:
Upon registering for this course you will enrolled in the Canvas course. You may access it via the Internet at http://learn.nmsu.edu. This site will be used for introduction material, announcements, email & discussions, and to provide links to MyAccountingLab. Periodically you may be asked to turn in homework via Canvas. You are expected to check Canvas on a regular schedule for announcements and updates. It is encouraged that you use the discussion boards to aid in your learning process.

All homework, quizzes, and study material will be available to you through MyAccountingLab. If an assignment is to be turned in via Canvas you will receive specific instructions.

Being an online class, you must do a lot of self-learning. This method of learning accounting can be more difficult than a face-to-face class. It is important that you are self-disciplined and dedicate time to the class. This is a FAST paced class. There is a lot of material to cover during the semester. It is vital that you treat this online course as you would a regular in-class course. Set aside time each week to study, complete homework assignments and take quizzes. To be successful, it is recommended that you set aside 10-15 hours/week (minimum) to study for this course. It is important that you study and plan ahead so that you have sufficient time to ask for assistance if needed. The class moves at a fast pace and it is important that you do not get behind. Make up quizzes and assignments will NOT be given.

Tutoring Lab - There is an accounting tutoring lab on campus. It is located in Guthrie Hall. Online tutoring and tutoring via Skype is also available. You will have a link to the online tutoring in Canvas.

GRADING:
Determination of the final course grade will be based on the cumulative points you earn from the following evaluations: This is subject to change as circumstances dictate.

<table>
<thead>
<tr>
<th>Homework</th>
<th>100</th>
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<tbody>
<tr>
<td>Mini-Exams (2 x 75)</td>
<td>150</td>
</tr>
<tr>
<td>Midterm</td>
<td>150</td>
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<tr>
<td>Comprehensive Final</td>
<td>200</td>
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<tr>
<td><strong>Total Points Available</strong></td>
<td><strong>600</strong></td>
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Grades are determined according to the following scale:
- A: 90% and above
- B: 80% - 89%
- C: 70% - 79%
- D: 60% - 69%
- F: below 60%
+ These are proctored exams. See details on proctored exams below.

There will be NO extra credit or make up projects available to individual students.

**S/U Grading Option:** Students enrolling under the S/U grading option must earn "C" grade to receive an "S". Students must elect the grading option prior to the last day to add a class. Students should check the course catalog for eligibility and availability of the S/U Option generally. The S/U grading option is generally not accepted for undergraduate College of Business course requirements (see page 91 of the 2013-14 Undergraduate Catalog).

**Incomplete ("I" grade):** You should be aware of the Incomplete Grade policy. Under university policy, incompletes may be given only if a student has a passing grade at mid-semester (the last day to withdraw from a class) and is precluded from successful completion of the second half of the course by a documented illness, documented death, family crisis or other similar circumstances beyond the student's control.

**ASSIGNMENTS & EXAMS:**

**Homework:** Chapter homework assignments are given to help you merge the concepts learned with related applications. Knowledge gained by completing the homework will prepare you for the chapter. It is due at 11:00pm of the due date. You may complete the homework after the due date, but there will be a 50% point deduction.

**Mini-Exams:** There will be 2 mini-exams during the semester. The mini-exams will test concepts and tools. They will be administered online as timed quizzes in Canvas.

**Exams:** There will a Midterm AND a comprehensive final exam. The exams will be based upon text material, homework assignments and class discussion and will consist of various types of questions and problems including multiple choice and true/false and will include written and/or essay questions. Midterm will cover the Chapter 1-4, 6 & 7. The final will be comprehensive.

All exams are required to be proctored. See the information in Canvas (Getting Started Module) for specifics and links to required paperwork. If you live within 75 miles of Las Cruces or take other in-person classes on campus, you must take the exam in person on the scheduled date. If you are traveling or will be out of town on the scheduled date, I need to be informed well in advance and we will discuss options. If you live further than 75 from campus you **must find and register your own proctors** no later than one week prior to each exam. Acceptable proctors are universities, community colleges, libraries, Sylvan Learning Centers, etc. There is a free NMSU testing center in Albuquerque. Please contact the instructor in advance if you need assistance finding an acceptable proctor. The proctor must be approved by the instructor BEFORE the exam date.

**The midterm and final exam will be March 21st and May 6th. Exact times and locations will be announced.**

**Per the university schedule, the Final Exam in this course is scheduled for Tuesday, May 6th @ 3:30pm.**

**Please be prepared to be on campus on these days if you live within 75 miles of Las Cruces.**

There will be NO MAKEUP EXAMS granted. **If you miss the exam, you will receive a 0. Talk to the instructor in advance if you have an extreme emergency, class conflict or university business. I will try to work with you if you talk to me in advance, but NO EXCEPTIONS will be made after the testing period has passed.**

**Schedule:** You are given advance notice of due dates for all assignments, quizzes and exams. Homework, quizzes and exams will not be accepted after the posted due date. Make up assignments will NOT be given. See due dates for quizzes and homework in MyAccountingLab and attached schedule. Homework and quizzes will generally be due at 11pm on the due date. Homework is typically due on Tuesdays & Thursdays. **Remember, to check Canvas announcements for any changes to due dates.**
CHANGES:
I reserve the right to change classroom policies or assignments if circumstances dictate. You are responsible to be aware of any changes that will be posted as announcements in Canvas.

ACADEMIC AND NON-ACADEMIC MISCONDUCT:
The Student Code of Conduct defines academic misconduct, non-academic misconduct and the consequences or penalties for each. The Student Code of Conduct is available in the NMSU Student Handbook online: 
http://deanofstudents.nmsu.edu/student-handbook/1-student-code-of-conduct/
Academic misconduct is explained here:
http://deanofstudents.nmsu.edu/student-handbook/1-student-code-of-conduct/3-academic-misconduct.html

Plagiarism. Plagiarism is using another person's work without acknowledgment, making it appear to be one's own. Intentional and unintentional instances of plagiarism are considered instances of academic misconduct and are subject to disciplinary action such as failure on the assignment, failure of the course or dismissal from the university. The NMSU Library has more information and help on how to avoid plagiarism at http://lib.nmsu.edu/plagiarism/

You are expected to take the quizzes and exams individually. Plagiarism will not be tolerated and will, at a minimum, result in a "0" on the assignment. Cheating on examinations, or other serious forms of academic dishonesty, will result in a grade final course grade of "F" (and a required report to university officials).

COURSE SEQUENCING ALERT:
All Business students must sequence required courses to satisfy prerequisites. Failing to follow a degree plan which places courses in the required sequence will result in a delay in your graduation. For this reason, business students are expected to complete all lower division course work in the College BEFORE beginning upper division course work. It is particularly important for Business students to begin their math courses immediately and to continue taking a math course every semester until MATH 142 is completed.

NOTICE CONCERNING DISABILITIES & DISCRIMINATION:
Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) covers issues relating to disability and accommodations. If a student has questions or needs an accommodation in the classroom (all medical information is treated confidentially), contact:
Trudy Lukens, Director, Student Accessibility Services (SAS); Corbett Center, Rm. 244
Phone: (575) 646-6840 -- E-mail:sas@nmsu.edu
Website: www.nmsu.edu/~ssd/
NMSU policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct, sexual violence, sexual harassment and retaliation.

For more information on discrimination issues, Title IX or NMSU's complaint process contact:
Gerard Nevarez, Executive Director or Agustin Diaz, Associate Director
Office of Institutional Equity (OIE); O'Loughlin House
Phone: (575) 646-3635 -- E-mail:equity@nmsu.edu
Website: http://www.nmsu.edu/~eoo/