



ACCT 615-855: Management Accounting
Financial and Managerial Accounting for Managers

2024 Fall – 3 Credit Hours
Asynchronous Online

Syllabus

Class meetings: This is an online course, which will be conducted fully online, asynchronously via Canvas.

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| COURSE MATERIALS | All materials and announcements can be accessed from the course webpage on Canvas (njit.canvas.edu) |
| INSTRUCTOR | Dr. Ming F. Taylor |
| OFFICE (VITUAL) | https://njit-edu.zoom.us/j/9281378637?pwd=S2hvWnFYa1ViRno4R0V1ME1TSDMrUT09 |
| OFFICE HOURS | M 11am-1pm or by appointment |
| EMAIL | Use Canvas Inbox; Or email at ming.f.taylor@njit.edu (please include ACCT615855 in the subject) |
| * I will respond to all emails/Inbox messages within 48 - 72 hours. Quizzes, homework, and discussions will be graded weekly. | |

Course Description

This course represents a combination of both Financial and Managerial accounting. The course is designed to help you, as managers in business, to understand and use accounting information for effective decision making. The first part of this course is designed to provide students with an insight into key financial accounting concepts needed for effective decision making. This includes a brief description of recording transactions using T accounts; preparing adjusted trial balances; preparing Income

statements; Balance Sheets and Statements of Cash flows. Techniques for analyzing financial statements to examine a company's financial status with respect to profitability, liquidity and solvency are also discussed. This course subsequently builds on traditional concepts of managerial accounting (break even analysis; strategic decisions involving discontinuing product lines, downsizing, outsourcing; profit planning and how to set and examine budgets. We will also explore strategic cost reduction and waste/inefficiency reducing techniques such as Value Chain Management and Activity Based Management. The orientation will be to emphasize and focus on using managerial accounting data in executive planning and control.

The course is organized by weekly modules. Course materials can be accessed through Canvas with specific weekly tasks under each module. The course is designed with asynchronous pre-recorded lectures for students to view at their convenience within that week. Lectures will focus on important/ difficult topics and will take a large weekly commitment from students.

Additionally, students will submit weekly classwork in response to lecture questions and prompts. Other student coursework will include student-lead hands-on learning including but not limited to homework exercises, projects and cases. Students are responsible for all topics covered in the lecture notes and assignments. Extra materials in the textbook are not required but may be helpful for studying required materials.

Course Learning Outcomes

By the end of this course students will be able to:

- Identify basic financial and managerial accounting concepts
- Prepare journal entries and T – Accounts to record accounting transactions
- Compare and contrast the four financial statements
- Present Financial Statement Analysis highlights of a real company, including ratio, common-sized statement, and trend analysis.
- Illustrate basic data analytics in Microsoft Excel
- Classify costs as fixed or variable and allocate to appropriate business units / profit centers
- Compute Job Order and Per Unit Costings as well as Cost Volume Profit Analysis

Required Materials

Financial & Managerial Accounting: The Basis for Business Decisions. *Williams, Haka, Bettner and Carcello, 19th edition.* ISBN: 978-1260247930

Earlier editions (or the 20th edition @ 2024) are acceptable, but it is your responsibility to check the differences between the book and our lecture notes.

Prerequisites/Co-requisites: None

Grading and Evaluation

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| Quizzes | 15% |
| Project | 15% |
| Class Participation incl. Discussion Forums | 15% |
| Homework | 15% |
| Exams (Mid-Term = 20%; Final = 20%) | 40% |

Quizzes: (20% of grade) There will be several multiple-choice quizzes throughout the course. They are meant to help you practice course concepts and prepare for the exams.

Project: (15% of grade) There will be one group project during the course focused on financial statement analysis. Students will be required to perform several analytical procedures over the financial statements of a given company. Students will be expected to provide analyses in Microsoft Excel or other Data Analytic tool. Students will participate in groups (3 – 4 individuals) and will be evaluated on their ability to reflect on their analyses utilizing core concepts learned in class. Groups will then present their findings using Powerpoint slides, which can be recorded together using Webex (found at: <https://njit.webex.com/>).

Class participation: (15% of grade) Students are expected to participate in weekly discussion forums in Canvas based on questions/prompts from recorded lecture materials. When all students participate in a discussion, it creates an active learning environment that will help you better understand the materials and be more successful in the class. Students will post their initial response to the prompt by Fridays at 11:59pm and respond to two classmates by Sunday at 11:59pm of the week they are listed.

Homework: (10% of grade) Homework assignments will be given either weekly or bi-weekly to give students an opportunity to apply course concepts. Similar to quizzes, the homework is designed to help students practice and prepare for the exams. Grading will be based on effort rather than correctness. But the work has to be your own, or the assignment will receive 0.

Exams: (40% of grade) Each exam will be summative to that point in the semester. Exams will include multiple-choice questions and open-ended problems for students to solve on their own and show their work. Exams will be proctored as per the policy listed in the section below.

Feedback

Instructor will provide meaningful feedback to students for their project, case study, and exams and will deliver this feedback using the comments feature in Canvas. Other individualized feedback can be provided under the “Ask the Professor” discussion forum in Canvas.

Grading Scale

| A | B+ | B | C+ | C | D | F |
|-----|-----|-----|-----|-----|-----|------|
| 90% | 85% | 80% | 75% | 70% | 60% | <60% |

Incompletes (I) are only given under special circumstances such as severe illness ... not for being unprepared for class or exams.

Exam Information and Policies

Mid-Term Exam and Final Exam will be delivered on Canvas and Proctored by Respondus LockDown Browser and Monitor. You will need a computer with a camera to take the exam. You will have a sample exam to test for any technical issues before the exam. For the actual exam, you will have one week's time to complete it. But once you start the exam, you have to finish it in one setting, meaning you will not be able to leave the exam and come back to complete at a later time.

Policy for Make-Up Exams: If the student has a conflict with the listed exam date, an alternative exam date can be scheduled to take place **BEFORE** the designated exam date. No make-up exams will be given after the designated exam date unless there is an emergency with proof (such as a doctor's note).

Proctoring Policy:

NJIT policy requires that all midterm and final exams must be proctored, regardless of delivery mode, in order to increase academic integrity. Note that this does not apply to essay or authentic based assessments. Effective beginning Fall semester 2019, students registered for a fully online course section (e.g., online or Hyflex mode) must be given the option to take their exam in a completely online format, with appropriate proctoring.

In this course you will be required to use the following proctoring method to ensure academic integrity for exams. Please see NJIT's response to questions about online proctoring [here](#). See below for more information about how exams will be proctored in this course.

Respondus LockDown Browser and Monitor

Respondus LockDown Browser is a locked browser for taking assessments or quizzes in Canvas. It prevents students from printing, copying, going to another URL, or accessing other applications during a quiz. If a Canvas quiz requires that LockDown Browser be used, students will not be able to take the assessment or quiz with a standard web browser. Students may be required to use LockDown Browser with a webcam (Respondus Monitor), which will record students during an online exam.

The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this [short video](#) to get a basic understanding of LockDown Browser and the webcam feature. A student [Quick Start Guide \(PDF\)](#) is also available.

Respondus Lockdown Browser and Monitor does not work with Linux and Chromebooks at this time. Please visit the [Respondus Knowledge Base article on computer requirements](#) for additional information.

There are two quizzing engines currently available in Canvas, “classic” quizzes and “new” quizzes. Respondus works with both.

For “Classic” Quizzes in Canvas:

The LockDown Browser integration with Classic Quizzes still requires students to (1) manually start LockDown Browser, (2) log into Canvas, and (3) navigate to the quiz that requires LockDown Browser.

1. Download and install either the [Windows version of LockDown Browser](#) or the [Mac version of LockDown Browser](#)
2. Once your download and installation has finished, locate the “LockDown Browser” shortcut on your desktop and double-click it. (For Mac users, launch “LockDown Browser” from the Applications folder.)
3. You will be brought to the Webauth Authentication Service page, where you can log in with your NJIT UCID and password.
4. From your Dashboard or under “Courses”, click on the course in which you have to take the exam that requires LockDown Browser.
5. After you enter the course, find the exam and click on it.
6. Click the “Take the Quiz” button. Once a quiz has been started with LockDown Browser, you cannot exit until the “Submit Quiz” button is clicked.
7. If you are required to use a webcam (Respondus Monitor), you will be prompted to complete a Webcam Check and other Startup Sequence steps.

Questions or problems can be submitted via web form by going to: servicedesk.njit.edu and clicking on the "Report your issue online" link. You may also call the IST Service Desk with any questions at 973-596-2900.

[More information and Tips for Ensuring a Smooth Experience](#)

Policy for Late Work

All past due assignments will receive 50% of the score. No exceptions. Exams and Quizzes will be accessible for multiple hours on the exam/quiz date and will not be accepted after this deadline.

Academic Integrity

“Academic Integrity is the cornerstone of higher education and is central to the ideals of this course and the university. Cheating is strictly prohibited and devalues the degree that you are working on. As a member of the NJIT community, it is your responsibility to protect your educational investment by knowing and following the [NJIT academic code of integrity policy](#).”

Please note that it is my professional obligation and responsibility to report any academic misconduct to the Dean of Students Office. Any student found in violation of the code by cheating, plagiarizing or using any online software inappropriately will result in disciplinary action. This may include a failing grade of F, and/or suspension or dismissal from the university. If you have any questions about the code of Academic Integrity, please contact the Dean of Students Office at dos@njit.edu”

Netiquette

Throughout this course, students are expected to be courteous of classmates by being a polite, active participant. Students should respond to discussion forum assignments in a timely manner so classmates have adequate time to respond to your post. Respect opinions, even those that differ from your own and avoid using profanity or offensive language.

Educational Access

Educational access is the provision of classroom accommodations, auxiliary aids and services to ensure equal educational opportunities for all students regardless of their disability. If you are in need of accommodations due to a disability please contact Scott Janz (oars@njit.edu), Associate Director of the Office of Accessibility Resources & Services (OARS), Kupfrian Hall 201, to discuss your specific needs. A Letter of Accommodation Eligibility from the OARS authorizing your accommodations will be required. Accommodations need to be requested in advance and will not be granted retroactively.

Weekly Expectations

This course is organized by weekly modules. The first thing students should do each week is read the assigned textbook chapters, and then watch the weekly lecture videos. Embedded in the lecture videos will be questions and/or prompts for students to complete while reviewing the recording. After completing these tasks, students should complete the textbook exercises as described below and participate in the weekly discussion forum, by Friday at 11:59pm. Students are required to comment on two other students' discussion forum posts by Sunday at 11:59pm. All times associated with this course are in EST / EDT.

Course Schedule

| Week | | Assignments | Due Date |
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| Week 1 | Course Overview & Introduction | | |
| Week 1&2 | Introduction to Financial Accounting Concepts | Textbook Readings: Williams Ch1&2 Textbook Exercises: E1.1, E1.3-1.4, E1.7 E2.1-2.2, E2.5-E2.6 E2.11-E2.12, E2.17 Week 1 Discussion Forum Posts | Friday Sep. 13 11:59pm Discussion Reply Posts: Sunday Sep. 15 11:59pm |
| Week 3 | Recording Transactions using T-Accounts | Textbook Reading: Chapter 3 Textbook Exercises: E3.1, E3.5, E3.7-E3.10, E3.13 Week 2 Discussion Forum Posts | Friday Sep. 20 11:59PM Discussion Posts: Sunday Sep. 22 11:59 PM |
| Week 4 | Adjusting Entries | Textbook Reading: Chapter 4 Textbook Exercises: E4.1, E4.2, E4.7, E4.9-E4.10 Week 3 Discussion Forum Posts | Friday Sep. 27 11:59PM Discussion Posts: Sunday Sep. 29 11:59 PM |
| Week 5 | Statement of Cash Flows | Textbook Reading: Chapter 13 Textbook Exercises: E13.1, E13.7-E13.9, E13.11, E13.13-E13.14 Week 5 Discussion Forum Posts | Friday Oct. 4 11:59PM Discussion Posts: Sunday Oct. 6 11:59 PM |
| Week 6 | Financial Statement Analysis | Textbook Reading: Chapter 14 | Friday Oct. 11 11:59PM |

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| | | Textbook Exercises: E14.1-E14.2, E14.4, E14.8, E14.11-E14.12, E14.14 Week 6 Discussion Forum Posts | Discussion Posts: Sunday Oct. 13 11:59 PM |
| Week 7 | Midterm Exam | Project Assignments Posted to Canvas by 11:59 PM Sunday 03/12 | Midterm Exam Due by 11:59PM Friday Oct 18 |
| Week 8 | Key Concepts in Managerial Accounting | Textbook Reading: Chapter 16 Textbook Exercises: E16.1-E16.2; E16.5-E16.6, E16.9, E16-10; E16.12; P16.1A Week 8 Discussion Forum Posts | Friday Oct. 25 11:59PM Discussion Posts: Sunday Oct. 27 11:59 PM |
| Week 9 | Traditional and Activity Based Costing | Textbook: Chapter 17 Textbook Exercises: E17.1-E.17.2 P17-8B, Case 17-3 Week 9 Discussion Forum Posts | Friday Nov. 1 11:59PM Discussion Posts: Sunday Nov. 3 11:59 PM |
| Week 10 | Cost Volume Profit Analysis | Textbook Reading: Chapter 20 Textbook Exercises: E20.1, E.20.3-E20.5, E20.8-E20.9, E20.14, P20- 1A Week 11 Discussion Forum Posts | Friday Nov. 8 11:59PM Discussion Posts: Sunday Nov. 10 11:59 PM |
| Week 11 | Responsibility Accounting | Textbook Reading: Chapter 22 Textbook Exercises: E22.7-E22.9 Week 12 Discussion Forum Posts | Friday Nov 15 11:59PM Discussion Posts: Sunday Nov 17 11:59 PM |

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| Week 12 | No Professor Recorded Lectures | Students Meet with Project Team to Finalize and Record Presentations | Virtual Project Presentations Due by 11:59 PM Friday 11/29 |
| Week 13 | Guest Lecture & Project Presentations (Virtually Recorded) | Watch Guest Lecture Recording Watch Peer Project Presentations Week 14 Discussion Forum Posts | Friday Dec. 6 11:59PM Discussion Posts: Sunday Dec. 8 11:59 PM Project Excel File Due by 11:59 PM Friday 12/6 |
| Week 14 | Review | | |
| | Final Exam | Final Exam Posted to Canvas by 11:59 PM 12/14 | Final Exam Due by 11:59PM 12/21 |

Tentative schedule ... subject to change. Students will be notified in class of any changes to the Course Schedule.