# ACCT 615-857: Management Accounting Syllabus

**Fall 2024 – Asynchronous Online**

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

**Instructor & General Information**

| COURSE MATERIALS | All materials and announcements can be accessed from the course webpage on Canvas (njit.canvas.edu) |
|---|---|
| INSTRUCTOR | Dr. Joseph A. Micale |
| OFFICE (VIRTUAL) | Student Office Hours: Tuesday 10:00 AM – 1:00 PM (or by appointment for extenuating circumstances) <br><br> Zoom Meeting ID: 915 9035 9795 <br> Passcode: 842697 <br><br> https://njit-edu.zoom.us/j/91590359795?pwd=nU8poUlE8EQSRtRfkb0kR8DQfUyOoQ.1 <br><br> *To avoid conflicts with any in-person attendees, please send a notification email if you plan to drop in to the Zoom at a specific time* |
| EMAIL | joseph.micale@njit.edu (Please include ACCT615 in the email) |

*I will respond to all emails/Inbox messages within 24 – 48 business hours. Quizzes, homework, and discussions will be graded bi-weekly.
**Any inquiries related to grade changes must be discussed with the professor during office hours or by appointment. Email communications related to grade changes will not be responded to.

## Course Description

This course builds upon traditional undergraduate level managerial accounting concepts, e.g. break-even analysis, alternate choice decisions, profit planning, and transfer pricing and develops executive skills necessary to conduct strategic cost analyses. Furthermore, it explores strategic decision making pertaining to value chain and activity-based management. Emphasis is placed upon utilizing managerial accounting data in executive planning and control.

## Purpose of the Course

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. In accordance with Service Availability and Readiness Assessment (SARA), students can expect workload for this course to approximate 7.5 hours per week consisting of: Watching Lecture Recordings (1.5 hrs); Discussion Forum Posts (1-2 hrs); Textbook Exercises (2-3 hrs); Textbook Chapter Readings (1.5hrs).

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 Analyses

## Prerequisites/Co-requisites: None

## Required Materials

### Textbook
*Financial and Managerial Accounting by Jan R. Williams, Susan F. Haka, Mark S. Bettner, and Joseph V. Carcello. 19th Edition.* ISBN-13: 978-1260247930

# Grading Policy
NJIT Grading Legend

## Final Grade Calculation
Final grades for all assignments will be based on the following percentages:

| | |
|---|---|
| Quizzes | **10%** |
| Project | **20%** |
| Class Participation incl. Discussion Forums | **15%** |
| Homework | **15%** |
| Exams (Mid-Term = 20%; Final = 20%) | **40%** |

## Course Work

**Quizzes: (10% of grade)** There will be several quizzes throughout the course, consisting of multiple-choice questions, short answer questions, and/or problem sets. They are meant to help you practice course concepts and prepare for the exams.

**Project: (20% of grade)** There will be one group project during the course focused on financial statement analysis and management accounting fundamentals. 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 be assigned by the instructor into groups (3 – 5 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/) or Zoom (found at: njit-edu.zoom.us). This project is designed to mimic everyday business interactions so to receive full credit for the project, students must present visual and audio of each group member as if they were presenting in-person to the Board of Directors of their company (i.e., Not just Powerpoint slides).

**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 Thursdays at 11:59pm and respond to two classmates or the instructor by Sunday at 11:59pm of the week they are listed.

**Homework: (15% 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.

**Exams:** (**40% of grade**) The midterm exam will be summative to that point in the semester. The final exam will be summative following the midterm exam to that point in the semester. Exams will include some multiple-choice questions but will mostly be 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 | 90-100 |
| B+ | 85-89 |
| B | 80-84 |
| C+ | 75-79 |
| C | 70-74 |
| F | 0-69 |

## Exam Information and Policies

Mid-Term Exam: Timed Take Home Exam (~90-130 min) Due Ocotber 20$^{th}$ @ 11:59PM
Final Exam: Timed Take Home Exam (~90-130 min) Due December 16$^{th}$ @ 11:59PM

**Policy for Make-Up Exams:** Students must provide written notice 24 - 48 hours in advance of exam deadline if any conflict exists.

**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 may 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.

**\*\*This ACCT 615 course uses "Classic" quizzes\*\***

## 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.

**For "New" Quizzes in Canvas:**

If a *New Quizzes* assessment requires the use of LockDown Browser, it will automatically launch from the student's regular browser session. At the end of the quiz, LockDown Browser will close, allowing the student to continue with their standard browser. To be clear, the LockDown Browser application must first be installed to the computer or device. But once installed, it will automatically launch (and close) as needed with New Quizzes.

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, log into Canvas using your standard browser.
3. From your Dashboard or under "Courses", click on the course in which you have to take the exam that requires LockDown Browser.
4. After you enter the course, find the exam and click on it.
5. A new tab will open with a message stating "Assessment Loading". You will also see a pop-up window asking you to open Lockdown Browser. Click "Open Lockdown Browser".
6. Lockdown Browser will automatically launch and your quiz will be loaded into Lockdown Browser. Click "Begin" to take the quiz. 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.

**Students:** If information is not posted about whether quizzes will be created using "Classic" or "New" quizzes, contact your instructor.

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. Make-up

exams must be brought to the instructor's attention at least 24 hours before the 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"*

## Generative AI

This course expects students to work without artificial intelligence (AI) assistance in order to better develop their skills in this content area. As such, AI usage is not permitted throughout this course under any circumstance.

## 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 Thursday at 11:59pm. Students are required to comment on the two other students' discussion forum posts (or direct responses to a professor reply) by Sunday at 11:59pm. All times associated with this course are in EST / EDT.

**Course Schedule**

| Module | Week | Topic | Assignments | Due Date |
|--------|------|-------|-------------|----------|
| 0 | Week 1 | Course Overview & Introduction | | |
| 1 | Week 1 | Introduction to Financial Accounting Concepts | Textbook Readings: Chapters 1 & 2<br><br>Textbook Exercises (Required): E1.7, E2.2, E2.5, E2.6, E2.11<br><br>Textbook Exercises (Optional): E1.1, E1.3-E1.4, E2.1, E2.12, E.2.17<br><br>Module 1 Discussion Form Posts | <u>Textbook Exercises</u> Sunday Sept 15 11:59PM<br><br><u>Discussion Forums</u> Main Post: Thursday Sept 12 11:59 PM Reply Posts: Sunday Sept 15 11:59 PM |
| 2 | Week 2 | Recording Transactions using T-Accounts | Textbook Reading: Chapter 3<br><br>Textbook Exercises (Required): E3.1, E3.5, E3.9, E3.10,<br><br>Textbook Exercises (Optional): E3.7, E3.8, E3.13<br><br>Module 2 Discussion Form Posts | <u>Textbook Exercises</u> Sunday Sept 15 11:59PM<br><br><u>Discussion Forums</u> Main Post: Thursday Sept 12 11:59 PM Reply Posts: Sunday Sept 15 11:59 PM |
| 3 | Week 3 | Adjusting Entries | Textbook Reading: Chapter 4<br><br>Textbook Exercises (Required): E4.1, E4.2, E4.7<br><br>Textbook Exercises (Optional): E4.9, E4.10<br><br>Module 3 Discussion Form Posts | <u>Textbook Exercises</u> Sunday Sept 22 11:59PM<br><br><u>Discussion Forums</u> Main Post: Thursday Sept 19 11:59 PM Reply Posts: Sunday Sept 22 11:59PM |

| 4 | Week 4 | **Quiz # 1**<br>**Quiz Readings:**<br>**Chapters 1 – 4**<br><br>Statement of Cash Flows | Timed Take Home Quiz #1 Posted to Canvas by 12:01 AM Friday 09/27<br><br>Textbook Reading: Chapter 13<br><br>Textbook Exercises (Required):<br>E13.1, E13.7, E13.8, E13.11<br><br>Textbook Exercises (Optional):<br>E13.9, E13.13, E13.14<br><br>Module 4 Discussion Form Posts | **Timed Take Home Quiz # 1 Due by 11:59PM Sunday 09/29**<br><br>Textbook Exercises Sunday Oct 6 11:59PM<br><br>Discussion Forums Main Post: Thursday Oct 3 11:59 PM<br>Reply Posts: Sunday Oct 6 11:59 PM |
| 5 | Week 5 | Financial Statement Analysis | Textbook Reading: Chapter 14<br><br>Textbook Exercises (Required):<br>E14.2, E14.4, E14.11, E14.14<br><br>Textbook Exercises (Optional):<br>E14.1, E14.8, E14.12<br><br>Module 5 Discussion Form Posts | Textbook Exercises Sunday Oct 13 11:59PM<br><br>Discussion Forums Main Post: Thursday Oct 10 11:59 PM<br>Reply Posts: Sunday Oct 13 11:59 PM |
| | Week 6 | Midterm Exam | Take Home Midterm Exam Posted to Canvas by 12:01 AM Friday 10/18<br><br>Project Assignments Posted by Professor to Canvas by 11:59 PM Sunday 10/20 | **Take Home Midterm Exam Due by 11:59PM Sunday 10/20** |
| 6 | Week 7 | Key Concepts in Managerial Accounting | Textbook Reading: Chapter 16<br><br>Textbook Exercises (Required):<br>E16.1, E16.2, E16.5, E16.9, E16.12 | Textbook Exercises Sunday Oct 27 11:59PM<br><br>Discussion Forums Main Post: Thursday Oct 24 11:59 PM<br>Reply Posts: Sunday |

| | | | Textbook Exercises (Optional): E16.6, E16-10, P16.1A Module 6 Discussion Form Posts | Oct 27 11:59 PM |
|---|---|---|---|---|
| 7 | Week 8 | Traditional and Activity Based Costing | Textbook: Chapter 17 Textbook Exercises (Required): E17.1, E.17.2, P17-8B Textbook Exercises (Optional): Case 17-3 Module 7 Discussion Form Posts | <u>Textbook Exercises</u> Sunday Nov 3 11:59PM <u>Discussion Forums</u> Main Post: Thursday Oct 31 11:59 PM Reply Posts: Sunday Nov 3 11:59 PM |
| 8 | Week 9 | **Quiz # 2 Quiz Readings: Chapters 16-17** Cost Volume Profit Analysis | Timed Take Home Quiz #2 Posted to Canvas by 12:01 AM Friday 11/07 Textbook Reading: Chapter 20 Textbook Exercises (Required): E20.1, E.20.4, E20.5, E20.9, P20-1A Textbook Exercises (Optional): E.20.3, E20.8, E20.14 Module 8 Discussion Form Posts | **Take Home Quiz # 2 Due by 11:59PM Sunday Nov 10** <u>Textbook Exercises</u> Sunday Nov 17 11:59PM <u>Discussion Forums</u> Main Post: Thursday Nov 14 11:59 PM Reply Posts: Sunday Nov 17 11:59 PM |
| 9 | Week 10 | Responsibility Accounting | Textbook Reading: Chapter 22 Textbook Exercises (Required): E22.7, E22.8, E22.9 Module 9 Discussion Form Posts | <u>Textbook Exercises</u> Sunday Nov 24 11:59PM <u>Discussion Forums</u> Main Post: Thursday Nov 21 11:59 PM Reply Posts: Sunday Nov 24 11:59 PM |

| 11 | Week 11 | Virtual Project Presentations | Watch Peer Virtual Project Presentations

Module 11 Discussion Form Posts | **Virtual Project Presentations Due by 11:59 PM Sunday 12/08**

**Virtual Project Excel File Due by 11:59 PM Sunday 12/08**

Discussion Forums
Main Post: *Wednesday* December 11 11:59 PM |
| | Week 12 | Timed Take Home Final Exam | Timed Take Home Final Exam Posted to Canvas by 12:01 AM Thursday 12/12 | **Take Home Final Exam Due by 11:59PM Monday 12/16** |

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

## Additional Information and Resources

**Canvas Accessibility Statement**

**Requesting Accommodations:**

If you need accommodations due to a disability please contact Scott Janz, Associate Director of the Office of Accessibility Resources and Services, Kupfrian Hall 201 to discuss your specific needs. A Letter of Accommodation Eligibility from the office authorizing student accommodations is required.

**General Resources for NJIT Students (including technical support)**