ACCT 2302-103: Principles of Accounting II LAB
Fall 2020

Instructor Information

Lab Leader: Huyen Nguyen

Instructor: Dr. Stephanie Rasmussen

Office Number: COB 414

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Faculty Profile: https://www.uta.edu/profiles/stephanie-rasmussen

Office Hours: Please see link below for IDEAS tutoring hours
https://www.uta.edu/ideas/services/mentor-schedule/index.php

Course Information

Section Information:
ACCT 2302-103

Time and Place of Class Meetings:
Mondays 6:00pm-6:50pm, online via Microsoft TEAMS (attendance in live sessions on TEAMS is expected)

Description of Course Content:
The official course description of ACCT 2302 is “A study of managerial accounting concepts and techniques. Topics include cost behavior, budgeting, responsibility accounting, and product costing. Prerequisite: ACCT 2301 with a grade of C or higher.” The lab is intended to provide more opportunities to practice the concepts and problems discussed in class and receive help in doing this work.

Student Learning Outcomes:
The lab is intended to help you successfully achieve the learning objectives of the ACCT 2302 course which are:

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
<th>Means to Achieve</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLO 1: Demonstrate a foundational knowledge of managerial accounting</td>
<td>Read about, discuss, and practice basic concepts and techniques of managerial accounting</td>
</tr>
<tr>
<td>SLO 2: Demonstrate critical thinking skills</td>
<td>Apply product costing techniques, classify costs by behavior, conduct cost-volume-profit analysis, prepare budgets, conduct cost-benefit analysis, and evaluate performance</td>
</tr>
<tr>
<td>SLO 3: Develop a professional identity</td>
<td>Attend class, use appropriate email etiquette, develop Excel skills, adhere to ethical standards</td>
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</tbody>
</table>
Required Textbooks and Other Course Materials:

- **Textbook and MyAccountingLab:** *Managerial Accounting* Fifth Edition (Braun and Tietz, Pearson 2018). Please see your ACCT 2302 lecture course syllabus for a description of the alternative forms of the textbook that are available to you.
- **Calculator:** You will need a calculator for each lab session in order to complete the lab assignments.

Technology Requirements

- **Canvas:** We will use Canvas for online management of this course.
- **Microsoft TEAMS:** We will use Microsoft TEAMS to hold the live lab sessions. Access Microsoft TEAMS through the web by clicking [HERE](#), logging in using your UTA email address and password, and then clicking on the purple icon labeled “Teams”.
- **Webcam:** Students are strongly encouraged to use a webcam when interacting in breakout groups during lab sessions.

Student Responsibilities:
The labs cover material concurrently with the ACCT 2302 course sections. Because of the variety of ACCT 2302 and lab sections available, students must be prepared to discuss material and complete exercises and quiz questions related to material that may not yet have been discussed in lecture. The following expectations are designed to help students succeed and to ensure that the labs are helpful:

1. Prepare for each lab session by reading the relevant chapter in your textbook and beginning to work through the chapter homework assignments before your lab section meets.
2. Arrive to the lab on time.
3. Be respectful of the lab leader and your classmates.
4. Actively participate in group activities, communicate in a professional manner with your classmates, and complete and turn in the lab assignments.

Descriptions of major assignments and examinations:

**Lab Assignments:** Within the Modules area of our Canvas lab course, there is a separate module for each lab session which includes lab session instructions and materials. You will receive an Outlook Calendar invitation for each lab session’s online TEAMS meeting.

Students will complete two assignments in each lab: a group assignment and an individual assignment. A total of 7.5 points are available in each lab session, and points are awarded based on student attendance/participation in the online lab session as well as effort and accuracy on the two assignments. The 7.5 points are broken out as follows:

- 2.5 points are awarded for attendance and participation in the online lab meeting
- 3 points are awarded for effort on the group activity (effort is exhibited by your submission showing a substantial amount of written work in an attempt to solve the group activity; accuracy is not required to earn the full points available for the group activity).
- 2 points are awarded for accurate completion of online individual quiz questions

The individual assignment is an online quiz administered through Canvas. This quiz will become available at 6:35pm on each lab day and must be completed by 11:59pm on the lab day. Once you begin the quiz, you will only have 20 minutes to complete it. The first two questions on the quiz are file upload questions where you will upload photos or electronic copies of your completed group activity. The next set of quiz questions are multiple choice questions that require you to individually do similar computations to what was done in the group activity. The final quiz question is a placeholder where your participation points for the online lab session will be recorded by the grader.

The lab will meet 9 times during the semester, and your lowest lab score will be dropped from your point total. This results in total possible lab points for the semester of 60. All points earned in the lab will be incorporated into the calculation of your course grade for the three-credit ACCT 2302 lecture course.

The solutions for the group activity will be posted to a module of your Canvas lab course called “Group Activity Solutions” once all lab sections have completed that lesson. Please see the course schedule for dates when these solutions will be posted.
Grading Information

Grading:
The lab is tied into the ACCT 2302 lecture course. Points earned in the lab will be included in the calculation of your final course grade for the ACCT 2302 lecture course. The lab comprises approximately 5% of your possible points for ACCT 2302. (See the “Lab Assignments” section of the syllabus for more information on grading.)

Grade Grievances:
Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current University Catalog. [See Undergraduate Grading Policies. For student complaints, see Student Complaints.]

Institution Information

UTA students are encouraged to review the below institutional policies and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the Institutional Information page (https://resources.uta.edu/provost/course-related-info/institutional-policies.php) which includes the following policies among others:

- Drop Policy
- Disability Accommodations
- Title IX Policy
- Academic Integrity
- Student Feedback Survey
- Final Exam Schedule

Additional Information

Mandatory Face Covering Policy
All students and instructional staff are required to wear facial coverings while they are on campus, inside buildings and classrooms. Students that fail to comply with the facial covering requirement will be asked to leave the class session. If students need masks, they may obtain them at the Central Library, the E.H. Hereford University Center’s front desk or in their department. Students who refuse to wear a facial covering in class will be asked to leave the session by the instructor, and, if the student refuses to leave, they may be reported to UTA’s Office of Student Conduct.

Attendance:
At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator of student success. Each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I believe that class attendance is part of your professional responsibility, similar to your attendance at a job. As a result, 2.5 points of the 7.5 points for each lab session can be earned through your attendance and participation in the online lab session.

However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report must the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Canvas. This date is reported to the Department of Education for federal financial aid recipients.

Student Success Programs
UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their
courses. Resources include tutoring by appointment, drop-in tutoring, etutoring, supplemental instruction, mentoring (time management, study skills, etc.), success coaching, TRIO Student Support Services, and student success workshops. For additional information, please email resources@uta.edu, or view the Maverick Resources website.

The IDEAS Center (https://www.uta.edu/ideas/) (2nd Floor of Central Library) offers FREE tutoring and mentoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in or check the schedule of available peer tutors at www.uta.edu/IDEAS, or call (817) 272-6593.

The English Writing Center (411LIBR)
The Writing Center offers FREE tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at the Writing Center (https://uta.mywconline.com). Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see Writing Center: OWL for detailed information on all our programs and services.

The Library’s 2nd floor Academic Plaza (http://library.uta.edu/academic-plaza) offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation.

Emergency Phone Numbers

In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. Non-emergency number 817-272-3381

Course Schedule

*As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. Schedule adjustments will be communicated either by verbal or written statement –Stephanie Rasmussen*

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Lab Topic</th>
<th>Group Activity Solutions Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/31</td>
<td>Mon</td>
<td>Introduction</td>
<td></td>
</tr>
<tr>
<td>9/7</td>
<td>Mon</td>
<td>No Lab – Labor Day</td>
<td></td>
</tr>
<tr>
<td>9/14</td>
<td>Mon</td>
<td>Chapter 3</td>
<td>9/15 at 12:01am</td>
</tr>
<tr>
<td>9/21</td>
<td>Mon</td>
<td>Chapter 4</td>
<td>9/22 at 12:01am</td>
</tr>
<tr>
<td>9/28</td>
<td>Mon</td>
<td>No Lab</td>
<td></td>
</tr>
<tr>
<td>10/5</td>
<td>Mon</td>
<td>Chapter 6</td>
<td>10/6 at 12:01am</td>
</tr>
<tr>
<td>10/12</td>
<td>Mon</td>
<td>Chapter 7</td>
<td>10/13 at 12:01am</td>
</tr>
<tr>
<td>10/19</td>
<td>Mon</td>
<td>Chapter 8</td>
<td>10/20 at 12:01am</td>
</tr>
<tr>
<td>10/26</td>
<td>Mon</td>
<td>No Lab</td>
<td></td>
</tr>
<tr>
<td>11/2</td>
<td>Mon</td>
<td>Chapter 9</td>
<td>11/4 at 12:01am</td>
</tr>
<tr>
<td>11/9</td>
<td>Mon</td>
<td>Chapter 10</td>
<td>11/12 at 12:01am</td>
</tr>
<tr>
<td>11/16</td>
<td>Mon</td>
<td>Chapter 11</td>
<td>11/19 at 12:01am</td>
</tr>
<tr>
<td>11/23</td>
<td>Mon</td>
<td>No Lab</td>
<td></td>
</tr>
<tr>
<td>11/30</td>
<td>Mon</td>
<td>No Lab</td>
<td></td>
</tr>
<tr>
<td>12/7</td>
<td>Mon</td>
<td>No Lab</td>
<td></td>
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</tbody>
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*NOTE: Since there is not a lab session devoted to Chapters 1&2, I strongly encourage you to attend the IDEAS Center Exam Study Session for Exam 1. Material from Chapters 1&2 is included in Exam 1.*