

# ACCT 2302-101: Principles of Accounting II LAB

Spring 2020

## Instructor Information

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**Embedded Tutor:**  
Suye Wang

**Office Number:**  
COB 404

**Email Address:**  
[suye.wang@mavs.uta.edu](mailto:suye.wang@mavs.uta.edu)

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

**Instructor:**  
Dr. Stephanie Rasmussen

**Office Number:**  
COB 414

**Office Telephone Number:**  
817-272-7029 (department phone number)

**Email Address:**  
[srasmuss@uta.edu](mailto:srasmuss@uta.edu)

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

**Office Hours:**  
By appointment

## Course Information

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**Section Information:**  
ACCT 2302-101

**Time and Place of Class Meetings:**  
COBA 253 Mondays 12:00pm-12:50pm

**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 learnings objectives of the ACCT 2302 course which are:

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

### **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.
- **Canvas:** We will use Canvas for online management of this course, and you can access MyAccountingLab directly from our class Canvas page.
- **Calculator:** You will need to bring a calculator to each lab session in order to complete the lab assignments. You are not allowed to use a cell phone, computer, tablet, or similar device as a calculator.

### **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 has not 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. Refrain from using cell phones or laptops for non-class related reasons.
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:** Students will complete two assignments in each lab: a group assignment and an individual assignment. A total of 6 points are available in each lab session, and points are awarded based on student effort and accuracy on the two assignments. The lab will meet 11 times over the course of 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 once all labs for that lesson are complete. Please see the course schedule for dates when these solutions will be posted.

## **Grading Information**

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### **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.

### **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

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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](http://www.uta.edu/provost/administrative-forms/course-syllabus/index.php) page (<http://www.uta.edu/provost/administrative-forms/course-syllabus/index.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

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### **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, I evaluate your attendance through in-class assignments.

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.

### **Emergency Exit Procedures:**

Should we experience an emergency event that requires evacuation of the building, students should exit the room and move toward the nearest exit. When you exit the room, turn left and then take the stairway on the right side of the hallway to access the building exit. When exiting the building during an emergency, do not take an elevator but use the stairwells instead. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

### **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](mailto:resources@uta.edu), or view the [Maverick Resources](#) website.

The [IDEAS Center](https://www.uta.edu/ideas/) (<https://www.uta.edu/ideas/>) (2<sup>nd</sup> 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](http://www.uta.edu/IDEAS), or call (817) 272-6593.

**University Tutorial & Supplemental Instruction** (2<sup>nd</sup> Floor of Central Library) offers a variety of academic support services for undergraduate students, including: 60 minute one-on-one [tutoring](#) sessions, [Start Strong](#) Freshman tutoring program, and [Supplemental Instruction](#). Office hours are Monday-Friday 8:00am-5:00pm. For more information visit [www.uta.edu/utsi](http://www.uta.edu/utsi) or call 817-272-2617

## Emergency Phone Numbers

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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

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*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*

Date	Day	Lab Topic	Group Activity Solutions Available
1/27	Mon	Introduction to Accounting Lab, Student Success	
2/3	Mon	Chapter 2	2/4 at 4pm
2/10	Mon	Chapter 3	2/11 at 4pm
2/17	Mon	Chapter 4	2/18 at 4pm
<b>2/24</b>	<b>Mon</b>	<b>No Lab</b>	
3/2	Mon	Chapter 6	3/3 at 4pm
<b>3/9</b>	<b>Mon</b>	<b>No Lab – Spring Break</b>	
<b>3/16</b>	<b>Mon</b>	<b>No Lab – Extended Spring Break</b>	
3/23	Mon	Chapter 7	3/24 at 7pm
3/30	Mon	Chapter 8	3/31 at 7pm
<b>4/6</b>	<b>Mon</b>	<b>No Lab</b>	
4/13	Mon	Chapter 9	4/17 at 5pm
4/20	Mon	Chapter 10	4/24 at 5pm
4/27	Mon	Chapter 11	5/1 at 5pm
5/4	Mon	Final Exam Review	5/8 at 5pm