### MISSISSIPPI VALLEY STATE UNIVERSITY

**Department of Business – MBA Program**

**BA 622 – Managerial Accounting Analysis**

**Fall 2022 Online**

**Instructor:** Jessica Barnes

**Office:** Building Education Building - #205

**Office Phone:** (662) 254-8364

**Email**: [Jpbarnes@mvsu.edu](mailto:Jpbarnes@mvsu.edu)

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| **Office Hours:** | Monday:  Tuesday: | 12:00 - 3:30 p.m.  10:45 a.m. – 12:45 p.m. |
|  | Wednesday: | 1:00 – 3:30 p.m. |
|  | Thursday: | 10:45 a.m. – 12:45 p.m. |
|  | Friday: | By appointment\* |

**\*** I will be happy to assist you with any course-related issues during my office hours, and if you are not free during that time, we can arrange an appointment for another time

**Days, Time and Location of Class Meeting:** Online

# Catalog Course Description (3 hrs.)

A study of advanced managerial accounting concepts and practices with emphasis on the uses of accounting data in the decision-making process and software applications.

**Student Learning Outcomes**

Upon successful completion of the course, the student will understand the following:

1. Understand managerial accounting concepts and principles for planning, controlling and decision making.
2. Understand accounting systems for manufacturing and service enterprises.
3. Understand managerial accounting concepts and principles for analyzing business operations.

**Required Course Materials**

* *Fundamental Managerial Accounting Concepts,* 10e., by Edmonds; Publisher McGraw-Hill with Connect Access Code Card (includes eBook): ISBN: 9781264523849; Net Price: $$125.00
* McGraw-Hill Connect will be accessed directly through Canvas. There are three registration options and one you will be granted FREE courtesy access for a limited time period. After that grace period you will be required to purchase the full access. DO NOT WAIT to get started until you can purchase the full access.
* Additional book option (other than an eBook): There is a direct purchase option from within Connect where you can purchase a color loose-leaf option of the text for an additional $40 directly from McGraw-Hill (price includes shipping and handling).

**Other Required Materials**

1. **Access to Power Point, E-mail and Canvas**

You will access Connect (where all homework and exams will be submitted) via Canvas for everything. Do not go straight to the Connect website.

1. **Web Browser other than Microsoft Edge**

Canvas does not work well with Microsoft Edge so plan on using a different web browser (Firefox or Chrome). Only a laptop or desktop computer should be used to

complete this online course. Mobile devices are not to be used and do not work with Canvas or Connect very well.

1. **Reliable Internet Connection**

You are required to have a dependable connection to the internet. The speed and reliability of your connection will directly influence your online learning experience

and ability to successfully complete required chapter readings, assignments and exams.

**Course Requirements**

Graduate Student standing

Students should allow at least 7-9 hours a week to complete the course work. You may find yourself wanting to spend even more time in order to maximize your learning. **Students are expected to read the textbook, watch videos and work practice exercises.**

**Online Communication**

All online communications should be composed with fairness, honesty, and tact. Responses to email and telephone messages will not be instantaneous. You must factor in the response time when completing your work. If you wait until the last day, you may not have time to receive a response from me before your assignment is due. I will respond within 24 hours, except on weekends and holidays. If I have not responded within 24 hours please call or email me again. I am unable to check voice mail when off campus, so it is best to email me in order to receive a timely response. Additionally, it is very important that you check your emails often as that is the primary way by which I will communicate with you outside of announcements in Canvas.

**Technical Problems: Getting Help**

**Instructor**

Your instructor will be the primary person you communicate with during this course. It is important to let your instructor know if you are having trouble, or if you have any questions about your course. Contact your instructor when you have question regarding **course content**, **assignments, quizzes, tests, or your grade**.

**Canvas**

It is important that you access Canvas through the MVSU homepage rather than login in directly to Canvas. If you do not login via MVSU’s website it is likely that you will have difficulty accessing some services in Canvas. If you are having technical difficulties with Canvas you can click on the “help” menu within Canvas on the bottom left hand sidebar to call or email a representative for help for 24/7, 365 assistance. Additionally, you can email the Canvas administrator at hunt@mvsu.edu.

**McGraw-Hill**

It is imperative that you access all assignments that will be worked in **McGraw-Hill Campus FIRST** through Canvas. This is to ensure that all grades properly sync with Canvas. If experience difficulties with Connect please contact McGraw-Hill “help” in the top right hand corner of the page and it will provide you with a “tutorial” or a “live chat” option.

**Grading**

Final grades will be calculated as follows:

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| --- | --- | --- | --- | --- | --- | --- |
| **Assessments** |  | **Points** |  | **Performance Standards/Grading Scale**: | | |
| Videos/Quizzes | **35%** | **140** |  | **Grade** |  | **%** |
| Practice work | **15%** | **60** |  | A | 358 – 400 | 90% or above |
| Mid Term Exams | **25%** | **100** |  | B | 318 – 357 | 80 - 89% |
| Final Exam | **25%** | **100** |  | C | 278 – 317 | 70 - 79% |
|  |  |  |  | D | 238 – 377 | 60 - 69% |
| **Total** | **100%** | **400** |  | F | 0 - 237 | Below 60% |

**NOTE:** There is NO extra credit (assignment), and student will not be given an incomplete for this course!

**Syllabus Quiz**

I have created a syllabus quiz for this course which will be counted as **BONUS**. This means that it can only help you. The main purpose of this quiz is to make sure that you have read the syllabus and understand what is expected of you as the student. The syllabus sets out course requirements and policies regarding grading, academic integrity, student conduct, attendance, assignments, late work and other issues. You are responsible for reading and understanding this material. “I didn’t know it was due” is NOT a valid excuse for missed work. Everything is present in the syllabus. The syllabus quiz will encourage you to read and understand the syllabus. The quiz is an open book quiz and eh due date is listed in the tentative schedule portion of the syllabus.

**SUBMISSION OF WORK**

**Video/Quizzes:** The video lectures and quizzes are housed in Connect and **accessed through Canvas.** Each lecture video and quiz covers one of the module level learning objectives for the course. Each video/quiz assessment consists of a short lecture video and a 5-10 question multiple choice or true/false quiz that assesses your understanding of the video. You can re-watch the lecture video as many times as you like. You can attempt each quiz twice.

These video quizzes are a significant portion of your grade. Please note that completing these videos alone will not prepare you for the MT and Final exams. You will need to read and study the material at length as well. The quizzes are designed to test your knowledge as you go along. **Please take them and the need to read your textbook seriously.**

The video quizzes are due at various dates and all submitted late will be penalized 5% for each day late if it is submitted after the due date (even by 1 minute). Do not wait until the last minute to turn-in assignments and always assume there will be technical problems (i.e. internet, computer, etc.) and they are not valid excuses for late submissions.

**Practice:** There are practice exercise located within each module. These practice exercises are a requirement and are 15% of your final grade. Additionally, these exercises are assigned in order to

make sure you can apply the concepts learned in the videos above and beyond the assessment quizzes. Successful completion of these exercises will help you come examination time.

**Exams:** There will be two exams in this course, and they are equally weighted (each is 25% of your final grade). If you miss one of these exams, it will make it substantially harder be able to pass the course. Please pay close attention to when these exams are due. All exams must be completed in one setting. All exams are closed book/internet and you cannot ask your classmates for help. You will not be able to re-access the exams once you have opened the exam. The exam will be timed at 120 minutes. It is very important that you do not wait until the last minute to take the exams. Keep in mind that you are dealing with computers and difficulties sometimes occur. If you have a technical problem, get distracted, or loose service you will not be able to complete the exam. Therefore, if your computer is prone to technical or speed problems, you should plan to take the exams at an alternate location. All exams will be completed via Canvas/McGraw-Hill Campus and the dates are included on the tentative schedule.

**Academic Calendar and important dates can be found** [**here**](https://www.mvsu.edu/sites/default/files/mvsu_updated_2022_2023_academic_calendar_v2.pdf)**.**

**First day classes:** August 22, 2022

**Last day to drop/add:** Monday, August 12, 2022

**Mid Term Exams:** Monday, October 3 – Friday, October 7, 2022

**Last day to withdraw from a class:** Friday, November 4, 2022

**Last day to withdraw from the University:** Friday, November 11, 2022

**Senior Final Exams:** Monday – Wednesday, November 28 - 30, 2022

**Final Exams:** Monday - Friday, December 5 - 9, 2022

**CLASS POLICIES**

**Attendance and Participation Policy:** You are expected to log in regularly to Canvas (at least a few times per week) to submit assignments, check grades, look for announcements and view course materials. You might find yourself logging in more frequently due to the nature of the subject matter.

**E-mail Communications:** Please send all emails that are NOT COURSE RELATED to [jpbarnes@mvsu.edu](mailto:jpbarnes@mvsu.edu) from your @mvsu.edu email address. Don’t send from @yahoo; @gmail; etc. because I will not receive them. I am prohibited from sending emails to outside email addresses. All other emails pertaining to course materials can be sent via Canvas email.

Please note, that I am unable to check voice mail when off campus so that I use email very often to communicate with students. Additionally, it is very important that you check your emails often as that is the primary way I will communicate with you outside of announcements in Canvas. Please do not ignore my emails but read them in their entirety. I will try to send reminders and additional instructions or changes to the tentative schedule that is listed at the end of this document. Check your **SPAM** if you don’t see email from me and make sure and mark my address “not spam”. Please read comments made at the beginning of this document under “online communication”.

**Make-up Policy:**  There will be a range of times that you can take exams; therefore, I do not give make-up exams. If you miss the exam, you will receive a ZERO grade for that exam. There are ONLY TWO exams in this course. Make sure and highlight their due dates.

**Grade Appeals Policy:** Any student who believes s/he has been graded unfairly during a semester should work actively and positively with me to resolve the matter informally. If the student believes that the grading issue has not been satisfactorily resolved should appeal the grade by following University procedures as outlined in the Student Handbook. When submitting a written complaint regarding grading practices, it is imperative that the student keep copies of supporting documentation (*course syllabus, graded assignments, a portfolio of other graded work from the course, including homework, projects, tests, and other assignments, if available*).

**Special Needs and Accommodations:** Students with special needs/ disabilities of any type who require special accommodation in the classroom and during instruction and/or testing should notify the instructor during their first full week of class. Students should also have written confirmation by qualified experts of the disability on file with the Office of Academic Affairs and the ADA office on MVSU campus. For help with papers, please use your University Writing Center often.

**Academic Integrity:** All acts of academic dishonesty, including, but not limited to, cheating on exams, plagiarism, internet papers, paraphrasing internet papers, presenting someone else’s work as your own, failing to meet academic and professional requirements, will result in an automatic “F”. The University’s academic honesty and plagiarism are enforced in this course.

**Course Schedule**

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| ***Read & watch and then read and watch again*** — your online success depends largely on your ability to read and follow directions. |

**Course Outline NOTE:** This document does not constitute a contract with the University. It contains guidelines. The instructor reserves the right to make changes as necessary in the syllabus.

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| fall 2022 - BA 622 managerial accounting analysis schedule (tentative) | | |
| Weeks | assignments completed via Canvas/connect | Time |
| Week 1  8/22 | Introduction to Canvas/McGraw-Hill Connect & Syllabus Quiz | 30 mins |
| Week 2  8/29 | Module 1 – Ch. 1 | Read – 50 mins  Video & quiz – 90 mins  Practice work – 30 mins |
| Week 3  9/5 | Module 2 – Ch. 1 & 2 | Read – 50 mins  Video & quiz – 90 mins  Practice work – 30 mins |
| Week 4  9/12 | Module 3 – Ch. 2 | Read – 50 mins  Video & quiz – 90 mins  Practice work – 30 mins |
| Week 5  9/19 | Module 4 – Ch. 3 | Read – 50 mins  Video & quiz – 90 mins  Practice work – 30 mins |
| Week 6  9/26 | Module 5 – Ch. 3 & 4 | Read – 50 mins  Video & quiz – 90 mins  Practice work – 30 mins |
| Week 7  10/3 | Module 6 - Ch. 4  **MT: Ch. 1 – 4 DUE 10/6 (THURS)** | Read – 50 mins  Video & quiz – 120 mins  Practice work – 30 mins  **Mid-Term - 120 mins** |
| Week 8  10/10 | Module 7 – Ch. 6 | Read – 50 mins  Video & quiz – 90 mins  Practice work – 30 mins |
| Week 9  10/17 | Module 8 - Ch. 6 | Read – 50 mins  Video & quiz – 120 mins  Practice work – 30 mins |
| Week 10  10/24 | Module 9 - Ch. 7 | Read – 50 mins  Video & quiz – 120 mins  Practice work – 30 mins |
| Week 11  10/31 | Module 10 - Ch. 7 & 8 | Read – 50 mins  Video & quiz – 60 mins  Practice work – 30 mins |
| Week 12  11/7 | Module 11 - Ch. 8 | Read – 50 mins  Video & quiz – 120 mins  Practice work – 30 mins |
| Week 13  11/14 | Module 12 - Ch. 9 | Read – 50 mins  Video & quiz – 90 mins  Practice work –30 mins |
| Week 14  11/21 | **Thanksgiving Break** |  |
| Week 15  11/28 | Module 13 – Ch. 10  **Senior Final Exam: Ch. 6 – 10 DUE 11/29 (TUES)** | Read – 50 mins  Video & quiz – 90 mins  Practice work – 30 mins |
| Week 16  12/5 | **Final Exam: Ch. 6 – 10 DUE 12/7** | **Final - 120 mins** |
|  | Total Time | 2,570 mins |