

ACCT 2123 – MANAGERIAL ACCOUNTING Spring, 2017

I will keep in touch with you using the remind app available on your smart phone. To access the class:

*Using Text Messaging:
Text "@2123s"
to "81010"*

Instructor: Susan Minton, MS, CPA
Section # and CRN: P05; CRN #20316
Office Location: Agriculture and Business Bldg.; Room 460
Office Phone: 936-261-9251
Email Address: suminton@pvamu.edu
Office Hours: M: 11 am – 12:00pm; 1pm – 2:00pm; 3:30 – 4:50pm
W: 11am – 12:00pm; 1pm – 2:00pm; LAB: 3:30 – 4:50pm
F: 11am – 12:00pm; 1pm – 3:00pm.
Mode of Instruction: Face to Face

Course Location: Agriculture and Business Building.; Room 214
Class Days & Times: MW: 2:00 pm – 3:20 pm
Catalog Description: 3 semester credit hours. Instruction in the managerial decision-making functions using accounting information. Review of internal accounting information systems for planning, monitoring, and decision making with an emphasis on manufacturing cost, budgeting, product pricing, and CVP relationships (page 498 Undergraduate Catalog 2008-2010).

Prerequisites: ACCT 2113; Financial Accounting
Co-requisites: None

Required Texts: Managerial Accounting 15th Edition, 2010, Garrison, Noreen, and Brewer, Publisher: Irwin Publishing (ISBN) available at the Prairie View Bookstore Alternatively, an e-book with connect may be purchased from the online website

Recommended Texts:

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Understand the concepts used in the business environment of today.	BBA 1, 2, 3, 4	EQS, CT, PR, SR, COM
2	Know cost related terms and concepts.	BBA 1, 4	EQS, CT
3	Use job-order costing and process costing.	BBA 1, 4	EQS, CT
4	Understand cost behavior.	BBA 1, 4	EQS, CT, COM, TW
5	Understand cost –volume-profit relationships and how to use these in breakeven analysis.	BBA 1, 4	EQS, CT, COM, ET, PR
6	Know how to use variable costing.	BBA 1, 4	EQS, CT, COM, TW
7	Prepare a master budget.	BBA 1, 4	EQS, CT, COM
8	Record and report liabilities.	BBA 1, 4	EQS, CT, COM
9	Record stockholders' equity transactions	BBA 1, 3, 4	EQS, CT, COM, SR
10	Prepare financial statements.	BBA 1, 2, 3, 4	EQS, CT, TW, PR, SR, COM

Please see the next page for a description of the BBA Program Learning Goals and the Core Learning Goals.

BBA Program Learning Goals

- Goal 1: Mastery of Content - Graduates will demonstrate an ability to integrate and use knowledge from multiple business disciplines, and will demonstrate proficiency in their major area business discipline.
- Goal 2: Ethics - Graduates will have an ethical perspective.
- Goal 3: Global Perspective - Graduates will have a global perspective.
- Goal 4: Communications - Graduates will demonstrate an ability to be effective communicators.

Core Learning Goals

- Communication (COM): Effective development, interpretation and expression of ideas through written, oral and visual communication
- Critical Thinking (CT): Creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- Empirical & Quantitative Skills (EQS): Manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- Personal Responsibility (PR): Ability to connect choices, actions, and consequences to ethical decision-making
- Social Responsibility (SR): Intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
- Teamwork (TW): Behaviors under the control of individual team members (effort they put into team tasks, their manner of interacting with others on team, and the quantity and quality of contributions they make to team discussions)

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
1) Class Participation	3 criteria – 20 pts each	60
2) Homework exercises	10 Assignments – 10 pts each	100
3) Learn-Smart	10 Assignments – 10 pts each	100
4) Quizzes – Online	10 quizzes – 25 pts	250
5) Mid Term Examination	Comprehensive (Chap. 1-5)	100
6) Final Examination	Comprehensive (Chap. 1-11)	200
Total:		810

Grading Criteria and Conversion:

- A = 90%
- B = 80%
- C = 70%
- D = 60%
- F = below 60%

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement	Description
Homework Exercises	Written exercises designed to supplement and reinforce course materials to be completed and submitted online through the <i>MyBusinessCourse</i> software.
Chapter Quizzes	Each chapter has a quiz designed to measure the student’s understanding of the chapter materials. The quizzes are to be completed and submitted online through the <i>MyBusinessCourse</i> software.
Learn.Smart	Learn Smart is a guided reading assignment based on the textbook published by McGraw Hill.
Mid-Term and Final Examinations	Both the Mid-Term and Final Examination will be administered in a paper format and must be completed at the designated time. No exemptions allowed.

Course Procedures or Additional Instructor Policies

CLASSROOM BEHAVIOR: Please refer below to the university and College of Business policies regarding classroom behavior and attendance. In order to succeed in this class it is vital that you attend class regularly and on time. When you are late to class you miss part of the material and disrupt the class environment. Since we have a limited time per class, class will start promptly and the door may be locked after 5 minutes. Please be respectful of your classmates by being polite and courteous in class. Cell Phones may not be used in class for any reason. Turn your phones off or at least put them on Vibrate. If you have an emergency, please step outside. Abuse of this policy may result in being asked to leave the classroom.

Finally, although the College of Business does not enforce a “dress code,” we are all looking to succeed within the business community. To succeed in the business community, you will be expected to dress accordingly. Although business attire is not required, certain minimum standards should be applied. Be proud of what you wear and the impression you make on others. No “Sagging” – it is distracting and is not appropriate for a business environment.

GRADING POLICY: Quizzes will be given on each chapter. ALL CHAPTER EXAMS ARE ONLINE THROUGH MyBusinessCourse SOFTWARE. Each quiz will be completed outside of class during a specified and limited window of time. Once begun, the exam must be completed within 60 minutes. Since the quizzes will be available to all students through an internet link, Make-Up Quizzes will not be given. The lowest chapter quiz will be dropped. In cases of documented emergencies with timely communication with the professor, a missed quiz may be substituted with the score earned on the comprehensive mid-term or final exam covering the relevant course material. See the class assignment schedule for quiz dates.

The Mid-Term Exam will be given during your normal class period. No Make-ups are allowed. The final exam will be given as a Common Final on the scheduled Common Final Date and Time.

All homework assignments must be completed using the online software. In addition to learning and applying accounting concepts by using this software, the computerized assignments will allow the student to further develop computer skills and get immediate feedback on homework. **The software will not allow a student to submit homework “after” the posted due date.** In this course, each student must work homework problems to gain a complete understanding of the subject matter.

Each student will also be expected to review and complete problems that will be discussed “in-class”. It is imperative that each student reads an assigned chapter **before** it is discussed in class. This should allow the student to better understand the material and assist the student in completing in-class problem assignments. Students may be required to research topics related to ethical issues in accounting and business. Students should bring the articles to class for discussion.

Taskstream

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. At least one of your assignments is **REQUIRED** to be submitted as an “artifact,” an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.

COLLEGE OF BUSINESS: 2015 MISSION AND VISION STATEMENT

Vision Statement

The Prairie View A&M University College of Business strives to be among the best regional business schools in the nation by empowering students from diverse backgrounds to reach their full potential.

Mission Statement

The Prairie View A&M University College of Business provides students from diverse academic and socioeconomic backgrounds with education that helps them become business professionals and leaders who are ethical, entrepreneurial, productive, and prepared to succeed in the global economy. The College achieves excellence through quality teaching, research, service, and engagement with the business community.

Semester Calendar

Week One: (January 16)		
Topic and Reading	Chapter 1: Managerial Accounting: An Overview	
Assignment(s)	Mon	No Class; Martin Luther King Day
	Wed	Orientation/Course Overview
Week Two: (January 23)		
Topic and Reading	Chapter 2: Managerial Accounting and Cost Concepts and Classifications	
Assignment(s)	Mon	CH 1
	Wed	CH 2
Week Three: (January 30)		
Topic and Reading	Chapter 2: Managerial Accounting and Cost Concepts and Classifications	
Assignment(s)	Mon	CH 2
	Wed	CH 2 Homework
Week Four: (February 6)		
Topic and Reading	Chapter 3: Job-Order Costing	
Assignment(s)	Mon	CH 3 / Quiz - Chapter 2 should be done
	Wed	CH 3 Homework
Week Five: (February 13)		
Topic and Reading	Chapter 4: Process Costing	
Assignment(s)	Mon	CH 4 / Quiz - Chapter 3 should be done
	Wed	CH 4 Homework
Week Six: (February 20)		
Topic and Reading	Chapter 5: Cost-Volume-Profit Relationships; Analysis and Use	
Assignment(s)	Mon	CH 5 / Quiz - Chapter 4 should be done
	Wed	CH 5 Homework
Week Seven: (February 27)		
Topic and Reading	Chapter 6: Variable Costing and Segment Rpt: Tools for Mgmt Relationships	
Assignment(s)	Mon	CH 6 / Quiz - Chapter 5 should be done
	Wed	CH 6
Week Eight: (March 6)		
Topic and Reading	Chapter 6: Variable Costing and Segment Rpt: Tools for Mgmt Relationships	
Assignment(s)	Mon	CH 6 Quizzes: Chapters 1-3, 4, & 5 close Wed. at 11:45 PM
	Wed	MID-TERM EXAMINATION
SPRING BREAK		
Week Nine: (March 20)		
Topic and Reading	Chapter 7: Activity-Based Costing: A Tool to Aid Decision Making tool for Mgmt	
Assignment(s)	Mon	CH 7 / Quiz - Chapter 6 should be done
	Wed	CH 8
Week Ten: (March 27)		
Topic and Reading	Chapter 8: Master Budgeting	
Assignment(s)	Mon	CH 8
	Wed	CH 8

Week Eleven: (April 3)		
Topic and Reading	Chapter 9: Flexible Budgets and Performance Analysis; the Balanced Scorecard	
Assignment(s)	Mon	CH 9 / Quiz - Chapter 8 should be done.
	Wed	CH 9 Homework
Week Twelve: (April 10)		
Topic and Reading	Chapter 10: Standard Costs and Variances Overhead Analysis	
Assignment(s)	Mon	CH 10 / Quiz - Chapter 9 should be done.
	Wed	CH 10 Homework
		No Class; Good Friday / Easter
Week Thirteen: (April 17)		
Topic and Reading	Chapter 11: Performance Measurement in Decentralized Organizations	
Assignment(s)	Mon	CH 11 / Quiz - Chapter 10 should be done.
	Wed	CH 12; Differential Analysis, the Key to Decision Making
Week Fourteen: (April 24)		
Topic and Reading	Chapter 12: Differential Analysis; the Key to Decision Making	
Assignment(s)	Mon	CH 12: Make or Buy; Joint Cost; Split off Decisions; Chapter 11 should be done.
	Wed	CH 12; Special Orders
Week Fifteen: Review and Begin Final Examinations (May 1)		
	Mon	REVIEW: Acct Jeopardy; Chapter 6, 8, 9, 10, 11 & 12 Quiz close at 11:45 PM
	VAR	Common Final for All Sections TBA

McGraw Hill Connect: COURSE

Student Registration Info

course: ACCT2123-Managerial Accounting
instructor: Susan Minton
section: Spring 2017
NOTE: Registration runs from 01/16/17 through 02/15/17.
how to register:

1. It's easy! Go to your section web address and click register now.
<http://connect.mheducation.com/class/sminton-spring-2017>
2. Web addresses cannot contain spaces. Use lowercase letters, numbers or special characters ('-' and '_') only.
3. Click "Enroll"
4. Create an account or login
5. Enter new book access code or select "Purchase Access"

The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service and to support the University's core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. <https://www.pvamu.edu/library/> Phone: 936-261-1500

The Learning Curve (Center for Academic Support)

The Learning Curve offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Learning Curve is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library Rm. 207F. Phone: 936-261-1561

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS)

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library Rm. 306. Phone: 936-261-1040

Writing Center

The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Students taking on-line courses or courses at the Northwest Houston Center or College of Nursing may consult remotely or by email. Location: Hilliard Hall Rm. 121. Phone: 936-261-3724.

Student Counseling Services

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and provides assistance to students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Owens-Franklin Health Center Rm. 226. Phone: 936-261-3564

Testing

The Department of Testing administers College Board CLEP examinations, the HESI A2 for pre-nursing majors, LSAT for law school applicants and MPRE for second-year law students, the Experiential Learning Portfolio option, the Texas Success Initiative (TSI) Assessment, which determines college readiness in the state, and exam proctoring, among other service such as SAT and ACT for high school students. Location: Delco Rm. 141. Phone: 936-261-4286

Office of Diagnostic Testing and Disability Services

As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include: learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, livescribe, Kurtzweil, and a comprehensive referral network across campus and the broader community. Location: Evans Hall Rm. 317. Phone: 936-261-3585

Veteran Affairs

Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall Rm. 323. Phone: 936-261-3563

Office for Student Engagement

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development and campus governance. Location: Memorial Student Center Rm. 221. Phone: 936-261-1340

Career Services

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Evans Hall Rm. 217. Phone: 936-261-3570

University Rules and Procedures

Disability Statement (Also See Student Handbook):

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, in Evans Hall, Room 317, or call 936-261-3585/3.

Academic Misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of Academic Dishonesty:

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic Misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual Misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Title IX Statement

Prairie View A&M University (PVAMU) is committed to supporting students and complying with the Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination,

and harassment. If you experience an incident of sex- or gender-based discrimination, including sexual harassment, sexual assault or attempted sexual assault, we encourage you to report it. While you may talk to a faculty member about an incident of misconduct, the faculty member must report the basic facts of your experience to Ms. Alexia Taylor, PVAMU's Title IX Coordinator. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Title IX Coordinator is designated to handle inquiries regarding non-discrimination policies and can assist you with understanding your options and connect you with on- and off-campus resources. The Title IX Coordinator can be reached by phone at 936-261-2123 or in Suite 013 in the A.I. Thomas Administration Building.

Class Attendance Policy (See Catalog for Full Attendance Policy)

Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or internet.

Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

TECHNICAL CONSIDERATIONS

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 7; Mac with OS X; Smartphone or iPad/Tablet with Wi-Fi
- High speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, Internet Explorer or Firefox

Note: Be sure to enable Java & pop-ups in the Web browser preferences

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

Netiquette (online etiquette):

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated.

Technical Support:

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283

Communication Expectations and Standards:

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent

emails should be marked as such. Check regularly for responses.

Discussion Requirement:

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it/they should be copied and pasted to the discussion board.

TUTORING AND MENTORING

The college of business offers several avenues for you to receive assistance with your coursework and college career.

Accounting Lab

Tutoring Lab

Location: TBA
Schedule: TBA
Services: Provides individualized help with homework, course material and projects.

Assistant Dean – Mrs. Caroline Davis

Location: Mrs. Carolyn S. Davis
Assistant Dean, Recruitment & Academic Enhancement
Academic Progress Monitoring & Academic Achievement Planning
936-261-9237
csdavis@pvamu.edu

Schedule: Mrs. Davis welcomes you to come by any time or make an appointment.
Services: Including but not limited to; Establishing a Study Schedule, Time Management, Goal Setting, Mentoring etc.

Office Hours – Susan Minton

Location: Agriculture and Business Building, Room 460
Schedule: M: Office: 11:00 – 12:00, 1:00 – 2:00, and 3:30 – 4:50
W: Office: 11:00 – 12:00, 1:00 – 2:00, Lab/Room 214: 3:30 – 4:50
F: Office: 11:00 – 12:00, 1:00 – 3:00,

Services: I would be happy to help you with course, homework or grading issues.
Also the online software provides a number of study aids and review sheets for your use.

If you need assistance, please don't wait till the end of the semester or past the point of no return to seek help. Waiting too long may limit your options

College of Business
Prairie View A&M University

Guidelines and Expectations for Classroom Behavior

(Approved by COB Faculty on August 17, 2004)

“As a student in the Prairie View A & M University College of Business, I pledge to be always truthful, ethical and professional in my behavior.” (COB Student Code of Conduct – May 2005)

The College of business is committed to ensuring an optimal learning environment in each classroom. As a student in a College of Business class, your professors expect that you will adhere to the following guidelines for classroom etiquette.

1. Be punctual. Arrive before you classes begin – do not be tardy.
2. Stay for the duration of the class – do not leave the class unless prior permission has been granted.
3. Turn off your cell phone, personal data assistant (Palm Pilots), pager and other electronic devices that may be distractions to others – no phone calls or text messaging are allowed while the class in in progress.
4. Do not disturb or distract the class – avoid unnecessary discussions unless permitted by the professor.
5. Come to class with a positive attitude for learning – be prepared for the class and stay focused on the class lecture.
6. Do not engage in inappropriate physical gestures or body language; do not use expletives or profanity in the classroom or the hallways.
7. Do not bring food and/or eat or drink in the classrooms or computer labs. The student lounge is located in room 1B121. Food and Beverages are not allowed in this room.
8. Always be ethical in you conduct – do not misrepresent facts, or cheat or help others in cheating during exams, quizzes or homework.
9. Be respectful of the professor and fellow students.
10. Try you best not to miss any class; notify the professor in advance if you must miss a class due to illness, travel, or other unavoidable circumstances; the University catalog requires professor to monitor attendance and penalize poor attendance.
11. Always be civil in your behavior – if there is a difference of opinion with the professor or another student, be polite during the exchange.
12. Always dress in appropriate attire; dress in business attire when making presentations in class, attending a COB program with outside guests, or as required by the faculty.
13. Exhibit good manners – if you behavior is perceived as rude, disrespectful or disruptive, apologize.
14. Understand that violations of the above may result in reduced grade or expulsion from the class or the program

Student Signature

Student Name

Date

Tests are based primarily on the **Text Book**, but materials discussed in the class may also be included

The content and dates listed in this syllabus are subject to change depending on circumstances during the semester.