ACCT 303 Accounting for Decision Making  
Master Syllabus Summer 2018

| Instructor:          | Email: jfaughna@gmu.edu  
| Janet A. Faughnan MBA, CPA | Tel: 703-993-9874 |
| Class Time:          | Class Location: |
| ACC 303 001 MTWR 8:15 -10:20 AM | AB2003 |

Office: Enterprise Hall, Room 102  
Office Hours: MW 10:30-11:30am  
And by appointment

Prerequisite: BUS 100, BUS 103, BUS 200, BUS 210, ACCT 203, and MATH 108 or 113 or 114 or HNRT 125 or 225, or equivalent with a grade of “C” or higher

Restrictions: ACCT 303 may not be taken for credit if credit for ACCT 330 or ACCT 301 has been earned

COURSE MATERIALS
Required: Custom Text book available thru Wiley Plus

Course Description
Students will examine accounting functions and the value they bring to a business and the economy overall. Students will develop an understanding of basic accounting functions internal and external to the business including financial, cost, and tax accounting as well as internal and external audit. Students will learn how information generated by those functions can be used to support decision making in the business. Specifically, students will study accounting from the viewpoint of managers and users of accounting information including using financial statement information to make financing, operating, and investing decisions, recognizing how the structure of the tax system and body of tax law impacts business decision making, using managerial accounting information to make operating and compensation decisions, and understanding the importance of internal and external audits to the business and the capital markets.
**Course Learning Objectives**

- Understand the regulatory environment in which a business operates and the roles of internal and external auditors and tax, managerial, and financial accountants in meeting the business’s obligations.
- Explain different types of taxes and taxing jurisdictions, the tax formula, and common business decisions affected by tax considerations.
- Use managerial accounting data to make operating and compensation structure decisions for the business.
- Compare the roles of internal and external auditors and compare and contrast the value each brings to the business and the economy.
- Apply an understanding of the components of the financial statements and basic ratio analysis to make investing, financing, and operating decisions for the business.
- Recognize the importance of ethics for accountants and the need for compliance with regulatory standards.

**LEARNING GOALS (those in bold are addressed in this course)**

Our students will be competent in their discipline.
Our students will be aware of the uses of technology in business.
**Our students will be effective communicators.**
Our students will have an interdisciplinary perspective.
Our students will be knowledgeable about global business and trade.
Our students will recognize the importance of ethical decisions.
Our students will be knowledgeable about the legal environment of business.
Our students will be knowledgeable about team dynamics and the characteristics of effective teams.
Our students will understand the value of diversity and the importance of managing diversity in the context of business.
**Our students will be critical thinkers.**

**Approach to Learning**
The course utilizes a mixture of lecture, class discussions, and projects. Students are expected to read the assigned chapters in advance of class. Student participation in class discussions is strongly encouraged and expected.

**Teaching Philosophy:**
The college experience is great. You have the opportunity to develop skills that will benefit you for the rest of your life. Learning principles and concepts are far superior to memorizing material for a test. Class lectures and assignments will help you learn the concepts, but you are ultimately responsible for your educational career. Work hard to master the concepts in this course so you can enjoy the benefits throughout life.

**Prior Accounting Knowledge:**
This course builds upon ACCT 203. Thus, students are expected to apply the concepts in ACCT 203 to the material in this course.

**Course Repeat Limits:**
Students must achieve a “C” grade to satisfy School of Business degree requirements. Students are not allowed to make more than **three attempts** to achieve these requirements. Please visit ENT 008 for any questions regarding this policy.

**Student Responsibilities**
You are expected to **attend all classes and to participate fully**. Reading and homework assignments are expected to be completed **before** coming to class. You are responsible for any material covered during an absence, even if it
was supplementary material and not in the textbook. When a class is canceled due to inclement weather, scheduled assignments will be made available online and exams are re-scheduled for the next time the class meets. Course materials used in class will be posted in Blackboard. Students are required to regularly check the course website for updates. Please note that I will not provide hard copies of course documents in class.

Student Expectations:
1. Read the assigned chapters before we discuss the material in class. Take the pre-class quiz prior to class Attempt practice problems before coming to class.
2. Come to class and take an active part in the class discussions.
3. Ask questions.
4. Use available resources to help you learn the material, including class notes, PowerPoint presentations, homework problems, study materials present in the electronic resource from WileyPlus.
5. Be ready to answer questions in class and demonstrate the application of class material to other contexts.
6. Be professional and respectful always.
7. Ensure you are receiving email to your GMU address. I am not responsible if you miss an email!

Attendance
This course covers a lot of material, and the material builds upon itself. Attending class is essential to succeed in this course. Missing more than one class will resort in a class participation grade of 0 points.

Professionalism
The classroom should be an environment of mutual respect. Different points-of-view or differences of opinion should be addressed in a respectful manner. Additionally, students should contribute to—rather than detract from—the learning environment. Students are expected to always communicate with the professor and university personnel in a respectful and professional manner (e.g., no “text message” emails). Professionalism also includes taking responsibility for one’s actions. Students should ensure their cell phones are off, and students are not allowed to access the internet or text message during class time. Sending rude, nasty or unwarranted emails is also considered lacking in professionalism. Students who act unprofessionally will receive up to a 4% final grade deduction at the sole discretion of the professor.

Grading
Letter grades will be assigned based on total points earned by students completing all course requirements as follows:

Course Evaluation: Final grades will be assigned according to these approximate weights: Letter grades will be assigned based on total points earned by students completing all course requirements as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>in class</td>
</tr>
<tr>
<td>Exam 2</td>
<td>in class</td>
</tr>
<tr>
<td>Exam 3</td>
<td>in class</td>
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</tbody>
</table>
The final grade will be based on the following scale.

<table>
<thead>
<tr>
<th>Grade</th>
<th>% Earned</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94 -100</td>
<td>940-1000</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
<td>900-939</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>870-899</td>
</tr>
<tr>
<td>B</td>
<td>84 – 86</td>
<td>840-869</td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
<td>800-839</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>770-799</td>
</tr>
<tr>
<td>C</td>
<td>70 – 76</td>
<td>700-769</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
<td>600-699</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>0 -599</td>
</tr>
</tbody>
</table>

**Exams**

All exams will be given in class. You must take the exams in the room assigned to your section. You will be allowed a one hour and 15 minute time period to take the exam.

Failure to take any exam in the room assigned to your section will result in a grade of “zero” being awarded for that exam.

**You must present your student identification card at each examination.** Students without identification cards are not allowed to take the examination. You must have a #2 pencil. You must bring a Scantron Form 882-E (green) answer sheet to each exam. You may use a basic, non-programmable calculator if you wish. Students found using a programmable/text entry calculator (this includes graphics calculators) will be in violation of the honor code,
and will receive a “Zero.”

**Exam Material**
Failure to return the complete exam to the instructor, both after it is completed and after its distribution in class, or **taking pictures** of the exam at any time either through manual or electronic means is considered an act of academic dishonesty and a violation of the Honor Code. Failure to return the complete exam will result in a grade of F being awarded for the course and the student being reported to the Honor Committee for additional sanctions.

**Missed Exams**
You are expected to be present for all examinations. Students who miss an exam will receive 0% on that test. However, students who experience a rare emergency outside their control may receive an accommodation if they provide substantial written documentation of the emergency. If such an emergency arises, students must contact me by email **before** the start of the exam and provide written evidence as soon as possible after the exam. I have the final judgment whether an absence is extraordinary and whether I will excuse an absence.

Please note: For students who miss an exam for an extraordinary reason as described above, I reserve the right to administer the student a different exam from their classmates’ exam.

**Honor Code Statement**

ACCT 303 has a “zero tolerance” for Honor Code violations. You are expected to understand and follow the Honor Code of the GMU University Catalogue. The hallmarks of the accounting profession are integrity, objectivity, and independence. Cheating in this class will result in a failing grade, being reported to the Honor Code Committee, and being prevented from graduating or possible expulsion from the school.

**Academic Dishonesty**
The accounting profession is based on the foundation of sound honest and ethical principles. Cheating of any sort will not be tolerated. Even small acts of dishonesty will be fully punished. Students caught cheating will be referred to the GMU Honor Code Office. **Students caught cheating will receive a failing grade in the course.** Students who are aware of cheating but fail to report it are in violation of academic honesty policies in this course. These students can expect to receive the same sanctions listed above as the students who cheat.

**Use of Cell Phones**
The use of cell phone during an exam for any purpose is considered a violation of the Honor Code. **Students who use the cell phone in any form during the exam will receive a grade of F for the course and be subject to additional Honor Code sanctions.**

**Students with Disabilities**
The Office of Disability Services (located in Room 2500 Student Union Building I) provides a wide variety of academic support services to all currently enrolled GMU students who have any type of mental or physical disability or either a temporary or permanent nature. These services include assistance with course accommodations, adaptive equipment, individualized exam administration, taped textbooks, wheelchair repair, library needs, registration, handicapped parking, accessible housing and transportation, as well as many other needs. If you feel that you may need assistance of this nature, call the Center at (703) 993-2474. In addition, you should notify me about any special needs as soon as possible.
**Emergency Information**
The Mason Alert system at GMU works to alert you in the event of an emergency. Please visit the website [https://alert.gmu.edu](https://alert.gmu.edu) to sign up for this service.

**Time Commitment:**
GMU expects students to spend 9 hours outside of class studying for a class of “average” difficulty each week during a normal semester. The university recommends 12 hours of weekly study for a challenging course during a normal semester. Most students who pass this course invest a significant amount of time studying outside of class.

**Professor Contact**
Email communication is usually an ineffective learning environment. Students should ask questions about class concepts in class or during office hours.

Before contacting the instructor regarding WileyPlus issues, you must do the following:
1. If experiencing difficulty in WileyPlus, please 'troubleshoot' with your Browser.
2. If you are still having issues (either with accessing an assignment or an error within a question) you MUST contact Technical Support: [https://www.wileyplus.com/support](https://www.wileyplus.com/support)

**Other Important Dates**

**The last day to drop June 4**

**Selective withdrawal period June 5-12**
Appendix 1: ACCT 303 – Frequently Asked Questions (FAQ)

What do students need to do to pass this course?
Success in the business world is based on outcomes, and this class is designed to help students succeed in the “real world.” This class is hard, and there are no shortcuts to earning a passing grade. Studying many hours for this course outside of the classroom is a necessary (but not sufficient) condition to earn a “C” grade or higher. Students should spend 9-12 hours outside of the classroom preparing for this course. However, please note that final grades are assigned based on competency and performance on exams and not effort.

What information will be on the exams?
Exams will cover material from class lectures, the textbook, homework assignments, and in-class activities. Please be aware that many exam questions will be conceptual in nature. Students must apply concepts discussed in class to test questions of various types. Questions test concepts, and students who master concepts do very well on the exams. Students who try to memorize multiple-choice questions usually struggle with the exams.

What is the penalty for cheating in this course?
Cheating penalties range from failing the course (minimum) up to permanent expulsion from GMU.

How do students and the professor communicate in this course?
Please email the professor with administrative questions, but do not email through Blackboard. Remember that all communication should be professional. Students who have questions about course material should ask those questions in class or during office hours.

What happens if a student has an emergency during the semester?
Please contact the professor immediately. Students must always provide written documentation of emergencies outside their control for any accommodation considerations.

What should a student do if they miss class?
Ask a classmate what was discussed that day in class.

Is there a study guide for this course?
Study materials for this class include your textbook, the PowerPoint slides on the publisher’s website, the notes you take in class, the feedback you receive from the Connect activities, etc. There is no additional study guide.

Is there extra credit?
No. Students are expected to master the course concepts, and extra credit will not be offered to compensate low test performance.

Appendix 2: Test Policies

Students must take exams at regularly-scheduled times.
Students must bring their GMU ID on test day. The professor reserves the right to take a picture of a student on test day if he or she questions a student’s identification.
Students cannot wear a hat on test day.

Students must bring a #2 pencil and Scantron form on test days.
Students whose Scantron forms are not readable by the Scantron machine will receive an 8% score reduction on their exam.

Students should not bring bags to class on test day. Students who bring bags or backpacks on test days must leave these items at the front of the classroom or along the sides of the room. The professor and university are not responsible for lost or stolen items.

Only non-programmable calculators are allowed on exams. Students who do not bring their own calculator on exam day will have to complete the exam manually and will not be given any additional time or allowed to share calculators from classmates.

No food or drink is allowed on test days. *Exception:* Students may bring a clear water bottle to class.

If a student leaves the classroom or TA’s office with an exam, the student will automatically fail the class and be referred to the Office of Academic Integrity.

Taking pictures of the exam, writing down exact test questions or answers, communicating with students in other sections regarding exam content, or otherwise compromising the integrity of the exam will result in a failing grade in the course and referral to the Office of Academic Integrity. Students who do not adhere to these policies will receive an “F” grade in the course and referral to the Office of Academic Integrity.