

ACCT 2302-004
Principles of Accounting II
Fall 2018

INSTRUCTOR: William H. Wilson, CPA, CFA

EMAIL: bwilson@uta.edu

OFFICE NUMBER: COB 240A

OFFICE PHONE: 817-272-7029

FACULTY PROFILE: <https://www.uta.edu/profiles/william-wilson>

OFFICE HOURS: Wednesday, 5:00- 6:00 PM or by appointment

SECTION INFORMATION: Acct 2302-004

TIME AND PLACE OF CLASS MEETINGS: Mon/Wed 7:00- 8:20 PM; COBA 239

DESCRIPTION OF COURSE CONTENT: 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.

STUDENT LEARNING OUTCOMES: The primary objective of this course is to help students understand how managerial accounting information helps managers in decision-making. This course introduces students to basic managerial accounting concepts, cost, volume, profit analysis; budgeting and decision making. Specific learning outcomes for students in this course include:

- Being able to identify and compare the users and uses of financial statements and managerial statements.
- Being able to define cost concepts and classification including product cost, period costs, and cost behaviors.
- Being able to compare and contrast the job order and process costing systems.
- Being able to understand the concepts and application of activity based costing.
- Being able to prepare operating and cash budgets.
- Being able to identify the relevant costs to use a decision-making model including capital budgeting.

REQUIRED TEXTBOOKS AND OTHER COURSE MATERIALS:

- **Textbook and MyAccountingLab:** Horngren's Financial and Managerial Accounting (Miller-Nobles, Mattison & Matsumura 5th Ed. Pearson 2016).

Students should pick only one of the following:

1. Online version only (eText) -accessible with Pearson MyAccountingLab Access Code – ISBN 9780133877601
2. Binder version of the textbook + Pearson MyAccountingLab Access Code –ISBN 9780134078908
3. Hardcover version of the textbook + Pearson MyAccountingLab Access Code – ISBN 9780134077345

All quizzes, homework assignments, and dynamic study modules will be completed through MyAccountingLab. ***Please follow MyAccountingLab access instructions at end of syllabus.***

- **Scantrons:** One form 882-E is needed for each exam.
- **Blackboard:** We will use Blackboard for online management of this course.

DESCRIPTIONS OF MAJOR ASSIGNMENTS AND EXAMINATIONS

Pre-Quiz: MyAccountingLab contains a quiz for each chapter called Pre-Quiz. The purpose of the Pre-Quiz is to assess your understanding of basic concepts after completing the chapter reading assignment. The Pre-Quiz is due BEFORE the chapter is discussed in class to encourage you to prepare for the class discussion.

You are allowed one submission attempt per Pre-Quiz. After beginning a Pre-Quiz, you can save it for later. However, you cannot access previously answered questions once you return to the Pre-Quiz. The Pre-Quiz for each chapter must be completed by **7:00 PM Central Time by the date listed on the Course Schedule.**

You will not be able to complete the Pre-Quiz after the due date has passed, and there will be no opportunities to makeup missed Pre-Quiz assignments. There are 11 Pre-Quizzes worth 5 points each. Your

lowest Pre-Quiz grade will be dropped from the Course Point Distribution when calculating your grade for the course, resulting in 50 possible points available from Pre-Quizzes.

Homework Assignments: MyAccountingLab also contains an assignment for each chapter called Homework. The purpose of homework is to provide an opportunity for you to practice chapter-related problems outside of class and help reinforce those skills necessary to do well on the examinations. You have unlimited submission attempts per homework. The homework assignment for each chapter must be completed by **7:00 PM Central Time by the date listed on the Course Schedule.** You will not be able to complete the homework after the due date has passed, and there will be no opportunities to makeup missed homework assignments. You must follow the problem instructions for inputting your answer or the system will mark it wrong. There are 11 Homeworks worth 10 points each. Your lowest Homework grade will be dropped from the Course Point Distribution when calculating your grade for the course, resulting in 100 possible points available from Homeworks.

Exams: Five exams will be administered during the semester as per the attached Course Schedule. Exams 1 thru 4 will cover material from specific chapters as noted on the schedule and are worth 100 points each. The fifth exam will be a Comprehensive Final Exam and is worth 200 points. See the Class Preparation and Study Tips section of the syllabus for suggestions on how to best prepare for exams.

Please note the following:

- a. When you take an Exam, the grade will be recorded and **CANNOT** be dropped.
- b. If you miss an Exam for any reason, a zero will be recorded. If you miss an Exam for a valid reason (i. e. serious illness with a letter from a physician), your percentage score on the Comprehensive Final Exam will replace the previously recorded zero. This substitution can occur for only one missed exam. Any other missed exam (regardless of the reason for missing the exam) will retain the recorded score of zero. **Make-up exams are not given except as required for University excused absences.**
- c. The Exam dates are listed on the attached Course Schedule. Please be advised that the dates are subject to change. Any change will be announced in class as well as via an Announcement on Blackboard.

Exam Rules:

- a. Exam day seating assignments may be different than your normally assigned seat.
- b. **Bring a blank, unmutilated scantron on exam days. Students are allowed to use their own calculator if they choose, but it must be a basic 4-function calculator that does nothing except add, subtract, multiply and divide. It cannot be a graphing calculator, business/financial calculator, Apple watch, or cellphone. I will provide calculators for those students who prefer to use a departmental calculator. Students should carry nothing with them to their assigned seat on exam day except their calculator, pencil, eraser and scantron. All personal belongings must be placed on the side or front of the classroom during the exam. (Note: all students will be required to use a departmental calculator for the comprehensive final exam).**
- c. Phones and Electronic Devices: On exam days, please turn off your cellular phones and/or other electronic devices and place them in your bag placed on the side or front of the classroom
- d. No books or notes may be used during exams.
- e. I reserve the right to seat and/or re-seat any student before or during an exam.
- f. Please come to class five (5) minutes early on exam days.
- g. You **must be prepared to present some form of personal identification that includes your picture** (your student ID or driver's license) at the regular exams and the final exam.
- h. Once a regular exam or final exam has started, **no student may leave the examination room** until he or she has finished the exam and turned it in to the exam proctor.
- i. **Any exam that is removed from the exam proctor's presence will receive an automatic grade of zero.**
- j. At the end of exams all outstanding exams will be collected and you must leave the room. If you do not relinquish your exam upon my request, points will be deducted for each minute it is late. **YOU WILL**

NOT BE GIVEN ANY EXTRA TIME TO FILL IN YOUR SCANTRON.

GRADING: Course grades will be assigned based on the total number of points earned during the semester. Points are allocated according to the following:

Points Distribution for Grading		Grading Scale		
Pre-Quizzes (10 x 5 pts)	50 points	A	675 – 750 points	≥ 90%
Homeworks (10 x 10 pts)	100 points	B	600 – 674 points	≥ 80%
Exam 1	100 points	C	525 – 599 points	≥ 70%
Exam 2	100 points	D	450 – 524 points	≥ 60%
Exam 3	100 points	F	0 – 449 points	< 60%
Exam 4	100 points			
Comprehensive Common Final Exam	<u>200 points</u>			
Total	750 points			

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels.

All grades will all be maintained in the Blackboard gradebook. No final grade will be released by phone or email. Final letter grades will be posted in MyMav once the semester is complete.

CLASS PREPARATION AND STUDY TIPS:

Unlike many courses, accounting cannot be learned by reading and watching someone else explain, discuss and illustrate concepts and work problems. *You must become actively involved!* Those who do well in this accounting course are usually those students who have mastered the course material and can demonstrate that by working problems similar to those assigned in the class. *Your skill and speed at solving problems is probably the best indication of the extent to which you have reached the goals of the class.*

Beyond the time spent in class, students should expect to spend an additional **9-12 hours per week** in course-related activities (e.g., reading assignments, quizzes, homework, preparing for exams). I recommend that you put all exam dates and assignment due dates listed in the Course Schedule on your personal calendar as soon as possible! I will not remind you about exam dates or due dates.

Before Class:

- Read assigned material and watch any videos indicated in the Course Schedule. Reading the assigned chapters is critical as not all information from the chapter will be discussed in class. Also, as you read you should take notes and mark text (key terms, things you find confusing, etc.).
- Complete any assignments listed on the Course Schedule.
- Download and/or print lecture slides and in-class problems from the *Course Materials* section of Blackboard. (Most, but not all, in-class problems come from the textbook. It is important for you to print or download this file to receive problems that do not come from the textbook.)

During Class:

- Attend class regularly! This will significantly increase your likelihood of success in the class.
- Come prepared to ask questions about concepts from the chapter that you do not understand.
- Add your own notes to printed lecture slides and in-class problem sheets.

After Class:

- Prepare a study plan: set aside time each week, and several days before an exam, to study exclusively for Acct 2302. It is very helpful to have larger blocks of time where you can really focus (maybe 2 hours at a time). Then stick to your study schedule!

- Utilize the instructor office hours to answer questions you may have and review your exams.
- Consider making plans to study with a friend for at least a few hours before each exam. Your friend can often help explain things you may not understand, and you can ask each other study questions.
- To study concepts: I highly recommend
 - Reviewing your Power Point slides and in-class notes
 - Reading the “Things You Should Know” at the end of the chapter
 - Making flashcards or study notes of terms and concepts you don’t know and concepts that are confusing to you. Then study the flashcards or notes until you are comfortable with the terms/concepts.
 - Write down answers for the Review questions at the start of the end-of-the chapter problems (your class notes and textbook are good resources to answer these questions).
 - If you are an online learner, use the Study Plan, Multimedia Library and Dynamic Study Module in MyAccountingLab.
- To study problems: I recommend you focus most of your time re-working the in-class problems. Your Power Point slides and class notes will give you access to the formulas/processes needed to work problems. ***Studying problems involves much more than just looking at a solution to a problem!*** I recommend re-working the in-class problems several times leading up to the exam.
 - The first time you rework the problem, have the problem and your class notes in front of you (but not the solution). Only look to the solution as a last resort and to check your answer.
 - The second time you work the problem, put away your class notes and only have the problem out. Try to work the problem without looking at your class notes or solution. If you reach a point where you need help, refer to your class notes or the solution to help you finish the problem. Check your answer against the solutions.
 - Continue this process until you can correctly work the problem without looking at your class notes or the solution. For some problems, you might reach this point quickly. For other problems, it may take many attempts before you can do this. Don’t get discouraged!
 - One of the best things you can do when studying problems is to re-work the same problem over several days in a row to help reinforce your learning!

Suggested Study Tools	Reinforcement of	
	Concepts	Formulas/ Problems
<i>Blackboard Resources</i>		
Power Point slides and class notes	X	X
In-class problems		X
<i>Resources in Yellow pages at end of each chapter</i>		
Things You Should Know	X	
Summary Problems (with solutions)		X
Key Terms	X	
<i>Resource in Blue end-of-chapter problem pages</i>		
Review Questions	X	
<i>Resources in MyAccountingLab</i>		
Online Flashcards (available by chapter in Multimedia Library)	X	
Study Plan	X	X
Dynamic Study Modules	X	X

STUDENT SUPPORT SERVICES:

- **Accounting Tutor Lab:** Beta Alpha Psi (accounting honor society) students provide **free** drop-in tutoring several days each week in COB 436. Tutoring schedule is available at <https://wwwb.uta.edu/accounting/default.aspx?folder=&page=TutorLab.html>
- 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](#), [major-based learning centers](#), developmental education, [advising and mentoring](#), personal counseling, and [federally funded programs](#). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.
 - **University Tutorial & Supplemental Instruction** (Ransom Hall 205): UTSI 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 or call 817-272-2617.
 - **The IDEAS Center** (2nd Floor of Central Library) offers **FREE** tutoring 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.
 - **eTutoring:** UTA offers free tutoring for free, unlimited eTutoring to all incoming freshmen and transfer students. Students, who are not part of those cohorts, can request an account by completing a request form. For more information visit <http://www.uta.edu/universitycollege/current/academic-support/learning-center/tutoring/e-tutoring.php>
 - **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 <https://uta.mywconline.com>. Classroom visits, workshops, and specialized services for graduate students and faculty are

also available. Please see <https://www.uta.edu/owl> detailed information on all our programs and services.

- The Library's 2nd floor 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.
<http://library.uta.edu/academic-plaza>

ATTENDANCE: At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in 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. I do not take regular attendance in this course, but I can tell you from past experience that the students who perform best in this class attend regularly. 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 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 Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

ABSENCES BASED ON RELIGIOUS BELIEFS: A student who misses an examination or other assignment due to the observance of a religious holy day will be given the opportunity to complete the work missed. To be eligible for this opportunity, the student must notify me in writing of exams scheduled on dates he or she will be absent to observe a religious holy day. Notification must be made within the first fifteen (15) calendar days of the semester by written correspondence, delivered to me, and acknowledged as received by me.

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 undergraduate / graduate catalog. For undergraduate courses, see <http://catalog.uta.edu/academicregulations/grades/#undergraduatetext>.

DROP POLICY: The last day to drop this course is November 2, 2018 at 4:00 PM.

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/aao/fao/>).

DISABILITY ACCOMMODATIONS: UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a **letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: **The Office for Students with Disabilities, (OSD)**

<http://www.uta.edu/disability/> or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

NON-DISCRIMINATION POLICY: The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.

TITLE IX POLICY: The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Michelle Willbanks, Title IX Coordinator at (817) 272-4585 or titleix@uta.edu*

ACADEMIC INTEGRITY: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>. Faculty are encouraged to discuss plagiarism and share the following library tutorials <http://libguides.uta.edu/copyright/plagiarism> and <http://library.uta.edu/plagiarism/>

As the instructor of this course, I require all students to sign an academic integrity statement for each exam.

ELECTRONIC COMMUNICATION: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

CAMPUS CARRY: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the

University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

STUDENT FEEDBACK SURVEY: At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

FINAL REVIEW WEEK: for semester-long courses, a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

EMERGENCY EXIT PROCEDURES: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

You are encouraged to subscribe to the MavAlert system that will send information in case of an emergency to your cell phone or email account. Anyone can subscribe at <https://mavalert.uta.edu/> or <https://mavalert.uta.edu/register.php>

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

Date	Day	Topic/Reading	Due by 7:00 PM
8/22	Wed	Ch 16 – Introduction to Managerial Accounting	
8/27	Mon	Ch 16 – Introduction to Managerial Accounting	Ch 16 Pre-Quiz
8/29	Wed	Ch 17 – Job Order Costing	Ch 17 Pre-Quiz
9/3	Mon	Labor Day Holiday- No Class	
9/5	Wed	Ch 17 – Job Order Costing	Ch 16 Homework
9/7	Fri	<i>Census Date</i>	
9/10	Mon	Ch 18 – Process Costing	Ch 18 Pre-Quiz
9/12	Wed	Ch 18 – Process Costing,	Ch 17 Homework
9/17	Mon	Exam 1, Chapters 16, 17, & 18	Ch 18 Homework
9/19	Wed	Ch 19 – Cost Management Systems	Ch 19 Pre-Quiz
9/24	Mon	Ch 19 – Cost Management Systems,	
9/26	Wed	Ch 20 – Cost-Volume-Profit Analysis	Ch 20 Pre-Quiz
10/1	Mon	Ch 20 – Cost-Volume-Profit Analysis	Ch 19 Homework
10/3	Wed	Ch 21 – Variable Costing	Ch 21 Pre-Quiz
10/8	Mon	Ch 21 – Variable Costing	Ch 20 Homework
10/10	Wed	Exam 2, Chapters 19, 20, & 21	Ch 21 Homework
10/15	Mon	Ch 22 – Master Budgets	Ch 22 Pre-Quiz
10/17	Wed	Ch 22 – Master Budgets	
10/22	Mon	Ch 22 – Master Budgets	
10/24	Wed	Ch 23 – Flexible Budgets and Standard Costing	Ch 23 Pre-Quiz
10/29	Mon	Ch 23 – Flexible Budgets and Standard Costing	Ch 22 Homework
10/31	Wed	Ch 24 – Responsibility Accounting & Performance Evaluation	Ch 24 Pre-Quiz
11/2	Fri	<i>Last Day to Drop Classes</i>	
11/5	Mon	Ch 24 – Responsibility Accounting & Performance Evaluation	Ch 23 Homework
11/7	Wed	Exam 3, Chapters 22, 23, & 24	Ch 24 Homework
11/12	Mon	Ch 25 – Short-term Business Decisions	Ch 25 Pre-Quiz
11/14	Wed	Ch 25 – Short-term Business Decisions	
11/19	Mon	Ch 26 – Capital Investment Decisions	Ch 26 Pre-Quiz
11/21	Wed	<i>Thanksgiving Holiday – No class</i>	
11/26	Mon	Ch 26 – Capital Investment Decisions	Ch 25 Homework
11/28	Wed	Exam 4, Chapters 25 & 26	Ch 26 Homework
12/3	Mon	Final Exam Review	
12/7	Fri	Departmental Final Exam, 5:30pm-8:00pm, Location to be announced	

Student Registration Instructions

To register for **ACCT 2302** :

1. Go to www.pearson.com/mylab .
2. Under Register, select **Student** .
3. Confirm you have the information needed, then select **OK! Register now** .
4. Enter your instructor's course ID: **wilson07373** , and **Continue** .
5. Enter your existing Pearson account **username** and **password** to **Sign In** .
You have an account if you have ever used a MyLab or Mastering product.
 - » If you don't have an account, select **Create** and complete the required fields.
6. Select an access option.
 - » Enter the access code that came with your textbook or that you purchased separately from the bookstore.
 - » If available for your course,
 - Buy access using a credit card or PayPal.
 - Get temporary access.
7. From the You're Done! page, select **Go To My Courses** .
8. On the My Courses page, select the course name **ACCT 2302** to start your work.

To sign in later:

1. Go to www.pearson.com/mylab .
2. Select **Sign In** .
3. Enter your Pearson account **username** and **password**, and **Sign In** .
4. Select the course name **ACCT 2302** to start your work.

To upgrade temporary access to full access:

1. Go to www.pearson.com/mylab .
2. Select **Sign In** .
3. Enter your Pearson account **username** and **password**, and **Sign In** .
4. Select **Upgrade access** for **ACCT 2302** .
5. Enter an access code or buy access with a credit card or PayPal.