



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

FINANCIAL MANAGEMENT

BMGT 2310_W080

KRISTY TURNER

NOTE: This is a 16-week Online course.

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Course Description:

Examination of accounting information to support managerial decision-making processes. Topics include managerial concepts and systems, various analyses for decision making, and planning and control.

Semester hours 3 (lecture)

Course Notes and Instructor Recommendations:

Check Brightspace for information on this class and assignments.

1. Your course materials are included with your tuition. You should have access to an electronic textbook in Pearson MyLab. There are links to Pearson MyLab under Content in Brightspace.
2. We will not cover every topic in every chapter.
3. Read the textbook.
4. Do the practice versions of the homework assignments in MyLab. The practice versions will say “Practice Only” in the assignment title. You can do the practice versions as many times as you want, and it will not affect your homework grade. Graded assignments are listed first in MyLab and the practice versions are listed at the bottom.
5. Make sure you complete the assignments that are for a grade and don’t wait until the last minute.
6. Contact me if you have questions.
7. Be sure to regularly check your MCC email account.

Instructor Information:

Instructor Name: Kristy Turner

MCC E-mail: kturner@mclennan.edu

Phone Number: 254-299-8261

Office Location: Classroom – BTB 220

Office Hours: Mondays & Wednesdays 2:00 p.m. to 3:00 p.m. (Zoom)

Tuesdays & Thursdays 10:00 a.m. to 11:00 a.m. (BTB 220) and

2:00 p.m. to 3:00 p.m. (BTB 220/Zoom)

Or by appointment for meetings outside of these times.

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Division Information:

Program Director: Kristy Turner
E-Mail: kturner@mclennan.edu
Office Phone Number: 254-99-8261
Office Location: BTB 220

Division Chair: Dr. Christi Esquivel
E-Mail: cesquivel@mclennan.edu
Office Phone Number: 254-299-8228
Office Location: BT 223A

Dean: Dr. Frank Graves
E-Mail: fgraves@mclennan.edu
Office Phone Number: 254-299-8126
Office Location: ADM 301

Communication Policy:

Emails are returned within 24 hours of receipt except when received over the weekend or during holidays. Those will be returned the first business day the College is open.

Required Text & Materials:

Title: MyLab Accounting with Pearson eText Instant Access for Horngren's Financial & Managerial Accounting
Author: Miller-Nobles
Edition: 8th
Publisher: Pearson
ISBN: 9780137858651

Important: These materials are included with the cost of your tuition.

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Prerequisites and/or Corequisites: None.

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Course Objectives and/or Competencies:

1. Analyze and record business transactions
2. Interpret financial statements
3. Identify the major differences and similarities between financial and managerial accounting
4. Identify and analyze different cost behaviors
5. Understand and apply cost-volume-profit analysis
6. Learn the basics of preparing and using budgets (profit planning)
7. Learn basics of capital investment decision-making and analysis

Required Hardware:

This is an online course that requires students to submit video responses to assignments; therefore, a PC or Mac with webcam, speakers, and microphone must be used by the student. While either a PC or Mac can be utilized to successfully complete the course, instructional videos will only address the use of Microsoft Office within the Windows operating system.

Students will also need to scan documents for submission to this course; therefore, access to a scanner or equivalent mobile solution is required.

Minimum Technical Skills: Students should have basic computer skills, knowledge of word processing software, file management and a basic understanding of how to use search engines and common web browsers.

Students should possess the ability to download and install apps on a modern smart device should one be used to complete activities in the course. The use of smart mobile devices is not required for this course, but some students prefer the use of such devices to record and upload videos in the course. PC workstations are available on campus at the Learning Commons.

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

To be counted as attending BEFORE the census date, a student must complete and submit at least ONE assignment. Discussion boards, syllabus quizzes, the first set of homework, etc. are

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considered as meeting the criteria for an assignment. An email to the instructor does NOT count. Logging into Brightspace and accessing content does NOT count. Any student who fails to complete and submit at least one assignment prior to the census date will be dropped from the course.

Past the census date, students who fail to submit two consecutive modules of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be withdrawn from the course. If a student completes any part of a work module, they have “attended” and will not be withdrawn. If a student fails to submit two consecutive modules of work without notification of an excused absence as per MCC policy and the class is past the 60% point of the term, the instructor will NOT withdraw the student. The student will be assigned the grade earned at the end of the term.

Absences are excused in accordance with MCC policy which includes (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in Section IV of this policy. <https://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf>

Students are required to file a written or electronic request with each instructor for an excused absence in a timely manner.

Course Outline or Schedule:

1. Graded versions of the homework are listed first in MyLab (3 attempts; due 11:59 pm).
2. Practice versions of the homework are listed below the graded versions.
3. Practice versions of the homework will not affect your grade and you have unlimited attempts.
4. See the individual chapter folders in Brightspace for chapter checklists.

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Week	Due Date			Assignments Due
1	Mon	Jan	12	Intro in Brightspace (Discussion Board)
2	Tue	Jan	19	Ch. F1 homework Begin working on Ch. F2
3	Mon	Jan	26	Ch. F2 Homework
4	Mon	Feb	2	Quiz - Ch F1 & F2 Begin working on Ch. F3
5	Mon	Feb	9	Continue working on Ch. F3
6	Mon	Feb	16	Ch. F3 homework Quiz - Ch. F3 Begin working on Ch. F4
7	Mon	Feb	23	Continue working on Ch. F4
8	Mon	Mar	2	Ch. F4 homework Quiz - Ch. F4 Begin working on Ch. F5
9	Mon	Mar	9	Spring Break

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Week	Due Date			Assignments Due
10	Mon	Mar	16	Ch. F5 homework Quiz Ch. F5 Begin working on Ch. F9
11	Mon	Mar	23	Ch. F9 homework Quiz - Ch. F9 Begin working on Ch. M1
12	Mon	Mar	30	Ch. M1 homework Begin working on Ch. M5
13	Mon	Apr	6	Continue working on Ch. M5
14	Mon	Apr	13	Ch. M5 homework Quiz - Ch. M1 & M5 Begin working on Ch. M7
15	Mon	Apr	20	Ch. M7 homework Begin working on Ch. M11
16	Mon	Apr	27	Continue working on Ch. M11
17	Mon	May	4	Ch. M11 homework - no practice version; unlimited attempts Final due date for any late homework Final Exam

Financial Chapters

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Ch F1	Accounting and the Business Environment
Ch F2	Recording Business Transactions
Ch F3	The Adjusting Process
Ch F4	Completing the Accounting Cycle
Ch F5	Merchandising Operations
Ch F9	Plant Assets, Natural Resources, Intangibles

Managerial Chapters

Ch M1	Introduction to Managerial Accounting
Ch M5	Cost-Volume-Profit Analysis
Ch M7	Master Budgets
Ch M11	Capital Investment Decisions

You will be notified if any changes are made to the Tentative Schedule. I will use your MCC email account and Brightspace announcements to communicate with you.

Methods of Teaching and Learning:

~Online instructor lecture videos and student participation.

~Reading the textbook

~Online assignments completed through MyLab (Homework/Quizzes/Comprehensive Final Exam)

Computer Problems:

All coursework is required to be submitted via Brightspace and/or Pearson MyLab. If you are unfamiliar with how to submit work in Brightspace, please review the materials provided in the Brightspace Orientation course, available to all MCC students. Due to the vast number of computers, we have available on campus, as well as the availability of computers in community areas, we do not allow late work due to personal computer issues. MCC has created a WIFI hotspot in the parking lot of the Highlander Gym, as well as in all campus buildings, for students to use if their home internet connection fails. Due to the availability of WIFI on campus and at many businesses and community centers, we do not allow late work due to home internet connection issues. It is your responsibility to ensure that work is completed on time and from a reliable source. If technology fails on campus (such as Brightspace going down for ALL users), adjustments will be made at the instructors' discretion. For specific help from the MCC Tech Team, contact the Help Desk at 299-8077 or go to www.mclennan.edu/tech-support for help.

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Brightspace:

The Brightspace online learning environment plays an integral role throughout this course. All coursework will be submitted in Brightspace. As such, you must have basic computer skills to be successful in this course.

Essential business skills will be reinforced throughout this semester. These are skills necessary to achieve success in the workplace and in life. Your instructors' course policies are designed to enforce such skills as timeliness, accountability, responsibility, effective communication, professionalism, and integrity. Each of these policies are defined within the course syllabus. This is an internship course in which you will primarily drive your learning experience and coursework. Do not procrastinate! Putting off coursework until a later time will result in a much more stressful internship experience for you and will drastically affect your grades during the semester!

Course Grading Information:

Homework	40%
Participation	10%
Quizzes	35%
Final Exam	<u>15%</u>
Total	100%

90 – 100 %	=	A
80 - 89 %	=	B
70 - 79 %	=	C
60 - 69 %	=	D
0 - 59 %	=	F

Homework

Homework assignments will be completed in Pearson MyLab. Please do not wait until the last minutes to complete your homework. Things don't always work correctly when using computers and the internet. Expect things to potentially go wrong. I will drop your 4 lowest homework grades.

Quizzes & Final Exam

There will be 6 quizzes and a final exam. Each quiz will cover 1-2 chapters. Quizzes and the final exam will be completed in Pearson MyLab. Please see the detailed schedule for a list of chapters covered on each quiz. This class will have a comprehensive final exam. The final exam may include a short video presentation as well as multiple choice questions.

Late Work and Make Up Work Policies:

Weekly Job Progress Reports are due each week. **No late work will be accepted!**

Student Behavioral Expectations or Conduct Policy:

In general, students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

Students should demonstrate courtesy and respect to all instructors, guests, and fellow learners. While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or hostile behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

The determination of student conduct as unacceptable is in the sole discretion of the instructor and the consequences of unacceptable conduct is in the instructor's sole discretion and can include removal from the classroom on a temporary or permanent basis and withdrawal of the student from the course by the instructor, possibly with a grade of "F".

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

The instructor reserves the right to change course policies, deadlines, assignments, or exams at their discretion with the proper notice.

06/24/2025



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact Accommodations (Disability Services) as soon as possible to begin the steps for requesting accommodations. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by Accommodations (Disability Services). For additional information, please visit www.mclennan.edu/disability

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu (254)299-8122
Room 319, Student Services

Title IX:

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. We care about your safety and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report a Title IX incident are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email titleix@mclennan.edu for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email titleix@mclennan.edu to submit a report.

Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student may report sexual harassment anonymously by visiting <https://www.lighthouse-services.com>

Visit McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/> to learn more about Title IX protections, reporting, and resources.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

Success Coaching Services is here for you.

We know life can be overwhelming sometimes—and that challenges outside the classroom can impact your success inside it. That's why our Success Coaches provide personalized support to help you navigate it all.

Success Coaching is available to every MCC student, no matter where you're starting from. Whether you're looking for direction, need quick advice, or just want someone to talk to, our coaches are here to listen, celebrate your strengths, and help you move forward with confidence. At Success Coaching Services, your voice is heard, your goals matter, and your future is our focus.

To learn more or schedule an appointment, visit www.mclennan.edu/successcoaching, call 254-299-8226, or email success@mclennan.edu.

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing crew@mclennan.edu.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing counseling@mclennan.edu.

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html>

MCC Academic Integrity Statement:

Please view our [Academic Integrity statement](#) for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

For online and blended/hybrid courses, students must have access to a reliable computer and internet. For more information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system go to: <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/requirements.html>

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication

method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.