University of North Texas
ACCT 3270.01 – Cost Accounting
Spring 2022

PROFESSOR INFORMATION
Instructor Name: Madhuri Bandla, MS, CPA
Title: Senior Lecturer, Dept. of Accounting
Office Location: BLB 338C
Open Office Hours: Monday and Wednesday: 12:50 – 1:50 pm
Tuesday and Thursday: 9:50 – 10:50 am
Virtual Office Hours: By appointment via Zoom
Email: madhuri.bandla@unt.edu
Communication Expectations:
I will respond to emails between 24-48 hours.
Please turn on your notifications in Canvas to ensure you receive an email when I make important updates or announcements. Please check the syllabus or announcements in Canvas to see if you have your question answered before sending me an email.
Please mention your course AND section number in your email to me.

COURSE INFORMATION
Face-to-face instruction: Every MonWed from 2:00 pm -3:20 pm at BLB 70

Final Exam: Monday, 5/09/22 from 1:30 am-3:30 pm at BLB 70

COURSE DESCRIPTION AND OBJECTIVES:
As cost accounting systems tend to be unique to each organization, there are limited rules governing these systems resulting in various, constantly evolving principles and procedures. The objective of this course is to be able to apply these principles and procedures, as situationally appropriate, to diverse, and often unstructured, problem scenarios. At the completion of this course, you should be able to:
• Recognize cost (management) accounting as both a forward- and backward-looking accounting tool.
• Apply the theory and concepts underlying cost management systems to real- world business problems.
• Identify relevant accounting issues from a business problem.
• Describe and apply common cost accounting tools and models to business issues.

COURSE STRUCTURE:
This class will be administered face-to-face. The class is divided into 3 modules as follows:
Module 1: Chapters 2,3,4,5
Module 2: Chapters 6,7,8,17
Module 3: Chapters 9,11,16
PREREQUISITES:
A grade of C or better in ACCT 2010 and ACCT 2020; ECON 1100 and ECON 1110; BCIS 2610; MATH 1190 or MATH 1710. You may not have taken any of these courses more than twice at UNT. Students may not retake this course once they have completed (with a grade of C or better) a course for which this was a prerequisite.

LOOK-FORWARD PROVISION:
This course serves as a prerequisite for ACCT 5140, ACCT 5160, ACCT 5250, ACCT 5270, ACCT 5520, ACCT 5630 and ACCT 5710. It may also be a prerequisite for some non-accounting courses. Please discuss your course schedule with your advisor.

REQUIRED MATERIAL:

You will need access to the Pearson MyLab accounting platform. For purposes of this course, this platform will be used for homework assignments, etc. Additionally, MyLab Accounting contains numerous other learning tools to enhance your understanding of the course materials: Study Plan, Pearson eText, Multimedia, Chapter Resources, and Dynamic Study Modules.

To register for MyLab Accounting, review the instructions in CANVAS. For additional registration instructions, visit:
http://www.pearsonmylabandmastering.com/northamerica/students/get-registered/index.html
Pearson 24-hour support: https://support.pearson.com/getsupport/s/
Pearson Support #: (800) 852-4508

ICLICKER STUDENT APP: We will use iClicker in class for attendance and polling. Download the iClicker app to your device or go to https://www.iclicker.com and join the appropriate course based on your section/time.

TEACHING PHILOSOPHY
I believe in having a meaningful partnership with my students. My goal is to help students evolve into better learners who can succeed in higher-level accounting classes as well succeed in the professional accounting and finance world. I seek to bring the real-world to the classroom by connecting accounting concepts to companies and their story. As an instructor, I provide the required tools and resources and as a student, it is important to be active and participatory throughout the course. I care about the success and progress of students and am available as a mentoring resource as well.

COURSE TECHNOLOGY AND SKILLS:
Minimum Technology Requirements
- Computer
- Reliable internet access
• Speakers
• Microphone
• Microsoft Office Suite
• **Canvas**: Class materials, syllabus, and assignment schedule and modules will be posted on Canvas: You can login to Canvas through this link:  [http://unt.instructure.com/](http://unt.instructure.com/)
• Please check [Canvas Technical Requirements](#)

**Technical Assistance**
Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

**UNT Help Desk**: UNT Student Help Desk site: [http://www.unt.edu/helpdesk/index.htm](http://www.unt.edu/helpdesk/index.htm)
Email: helpdesk@unt.edu
Phone: 940-565-2324
For additional support, visit:  [Canvas Technical Help](#)

**COURSE REQUIREMENTS**
It is critical that you approach the course with rigor and organization. The material builds on itself, so it is essential to have a good start, without falling behind.

**Point distribution**

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Attendance and in class Quiz</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Exam 1</td>
<td>250</td>
<td>25%</td>
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<tr>
<td>Exam 2</td>
<td>250</td>
<td>25%</td>
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<tr>
<td>Exam 3</td>
<td>250</td>
<td>25%</td>
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<tr>
<td>Project</td>
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<td>5%</td>
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<td>TOTAL</td>
<td><strong>1000</strong></td>
<td>100%</td>
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**Grading Scale:**
The course grade will be determined using the following grading scale.

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<th>Course Grade</th>
<th>Points Required</th>
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<tbody>
<tr>
<td>A</td>
<td>900-1000</td>
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<tr>
<td>B</td>
<td>800-899</td>
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<tr>
<td>C</td>
<td>700-799</td>
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<tr>
<td>D</td>
<td>600-699</td>
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<tr>
<td>F</td>
<td>Less than 600</td>
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</table>
Assessment Methods and Learning Activities:
Homework Assignments are on MyAccounting Lab platform. This is an interactive user-friendly platform for completing homework. My class lectures are a combination of concepts and problem-solving. Reading, practice and review on your part are essential to be successful in this class.

Project:
Separate instructions will be provided in Canvas regarding the project.

Attendance and Quiz: Attending face-to-face class sessions will ensure you are more engaged with the material, keeping pace with the class, and will positively impact your performance. Participation is measured based on attendance in class and by answering polling questions during the live classes. Missing more than 3 classes(unexcused) will impact the attendance grade for this class.

Exams:
Exams will be a combination of multiple-choice questions and problems and could include fill in the blank, matching or short questions. A one-page formula sheet (handwritten) is permitted to be used for your exam.
Exams 1,2 will be held at SAGE Testing Hall and administered via Pearson’s MAL through Canvas. The final exam will be held in class (BLB laptops will be provided for the final exam).

A missed exam will count as a zero (0) unless there is a documented, university accepted excuse for missing the exam. Examinations must be taken at the scheduled date and time. Examinations may be rescheduled only under extraordinary circumstances, which must be approved prior to the examination.

Authorized absences due to participation in university sponsored activities must be approved in advance by department chairs and/or academic deans, based on the nature of the event.

Excused absences due to other causes, such as illness, emergency, death in the family, etc. are termed “excused” or “not excused” at the discretion of the instructor and in accordance with department and university policy. Students should provide proof that the absence was unavoidable, such as a physician’s statement, accident report, obituary, etc. (Note: The Student Health and Wellness Center provides cards that verify the date and time of a student’s visit. Hospitalized patients are given a form showing the inclusive dates of their hospitalization.)

Religious Holidays: In accordance with state law, students who are absent due to the observance of a religious holiday may take examinations for the day missed within a reasonable time after the absence. Travel time required for religious observances shall also be excused. Only holidays or holy days observed by a religion whose place of worship is exempt from property taxation under Section 11.20 of the Tax Code may be included.
**Missed Assignments:** I do not grant extensions on missed assignments unless for extraordinary circumstances and excused absences above such as illness, emergencies, deaths.

**COURSE POLICIES**

**COVID-19 Impact on Attendance**
While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any symptoms of COVID-19 ([https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

**Class Materials for Remote Instruction**
Remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a computer, webcam and reliable internet access to participate in fully remote portions of the class. Information on how to be successful in a remote learning environment can be found at [https://online.unt.edu/learn](https://online.unt.edu/learn)

**Withdrawals:**
University policy relative to withdrawals will be followed. You should consult with your academic advisor prior to withdrawing from or dropping this course. Please be aware of UNT drop dates as no exceptions can be made.

**UNT POLICIES**

**Face Coverings.**
Consistent with CDC guidelines and state policy, individuals are strongly encouraged (but not required) to wear face coverings on UNT’s campuses. The use of face coverings has proven to reduce the spread of diseases, including COVID-19. All students and faculty are encouraged to wear a face covering in class or on campus to protect themselves and others from COVID-19.

**Academic Integrity Policy**
The G. Brint Ryan College of Business takes academic honesty seriously. Ethics and integrity are important business values, essential to building trust and adhering to both professional and legal standards. Academic dishonesty destroys trust, damages the reputation and the value of the degree and is unacceptable.
According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions from admonition (a warning) to expulsion from the University.

Some of the most common examples of academic integrity violations include plagiarism or cheating, such as unauthorized assistance on examinations, homework, research papers or case analyses. Your work must be entirely your own. When working on assignments, you should not discuss your work with others unless approved by the course instructor. Group assignments should only be discussed with members assigned to your group, and all group members may be held accountable in some way for known academic integrity violations in a group assignment.

Another example of academic dishonesty relates to improper attribution. When preparing your assignments, you must cite all outside sources in the manner requested by your instructor. Copying or using material from any source prepared by or previously submitted by others, at UNT or other institutions, or downloaded from the Internet, is plagiarism. Unless directed otherwise in an assignment, large scale “cutting and pasting” from other sources, even if properly footnoted, is not appropriate. You should synthesize this material in your own words and provide a footnote.

Your instructor will specify what materials, if any, may be used on the tests and exams.

Using materials other than those permitted, talking with other individuals during the exam, individuals exchanging information about an exam when one has taken the exam and the other has not, or copying or using material from another individual’s exam is academic dishonesty and will result in a meeting to discuss academic integrity violations and potentially issue sanctions mentioned above, and may result in ineligibility for academic scholarships. The use of online assistance, such as sites commonly used for finding homework solutions, group chat, cell phones, smart watches, and similar tools during exams is not allowed for any reason unless specifically permitted. No portion of an exam may be copied or photographed without permission.

Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. A student is responsible for responding to a request to discuss suspected academic dishonesty when issued by an instructor or other University official. If a student fails to respond after a proper attempt at notification has been made, the University may take appropriate academic actions in the absence of the student’s participation.

Academic dishonesty will not be tolerated. Students caught cheating or plagiarizing will receive a "0" for that assignment or exam. Any grade reduction based on academic dishonesty cannot be made up in any way. Additionally, the incident will be reported to the Dean of Students, who may impose further penalty.

For more information on the UNT academic integrity policy see:
http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf

ADA Policy
UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet
with each faculty member prior to implementation in each class. For additional information see the ODA website (https://disability.unt.edu/).

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)
The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

Emergency Notification & Procedures
UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records
Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior
Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student’s conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT’s Code of Student Conduct (https://deanofstudents.unt.edu/conduct) to learn more.

Access to Information - Eagle Connect
Students’ access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect (https://it.unt.edu/eagleconnect).

Student Evaluations
Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (http://spot.unt.edu/) or email spot@unt.edu.
Sexual Assault Prevention
UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Use of Student Work
A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student’s permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student’s written permission.

Transmission and Recording of Student Images in Electronically-Delivered Courses
If the course employs lecture capture technology, students may occasionally appear on video. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Academic Support & Student Services
Student Support Services
Mental Health
UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
• **Individual Counseling** ([https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling))

**Additional Student Support Services**

• **Registrar** ([https://registrar.unt.edu/registration](https://registrar.unt.edu/registration))
• **Financial Aid** ([https://financialaid.unt.edu/](https://financialaid.unt.edu/))
• **Student Legal Services** ([https://studentaffairs.unt.edu/student-legal-services](https://studentaffairs.unt.edu/student-legal-services))
• **Career Center** ([https://studentaffairs.unt.edu/career-center](https://studentaffairs.unt.edu/career-center))
• **Multicultural Center** ([https://edo.unt.edu/multicultural-center](https://edo.unt.edu/multicultural-center))
• **Counseling and Testing Services** ([https://studentaffairs.unt.edu/counseling-and-testing-services](https://studentaffairs.unt.edu/counseling-and-testing-services))
• **Pride Alliance** ([https://edo.unt.edu/pridealliance](https://edo.unt.edu/pridealliance))
• **UNT Food Pantry** ([https://deanofstudents.unt.edu/resources/food-pantry](https://deanofstudents.unt.edu/resources/food-pantry))

**Academic Support Services**

• **Academic Resource Center** ([https://clear.unt.edu/canvas/student-resources](https://clear.unt.edu/canvas/student-resources))
• **Academic Success Center** ([https://success.unt.edu/asc](https://success.unt.edu/asc))
• **UNT Libraries** ([https://library.unt.edu/](https://library.unt.edu/))
• **Writing Lab** ([http://writingcenter.unt.edu/](http://writingcenter.unt.edu/))

**SUCCEED AT UNT**
UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grow. And, as a faculty member, I am committed to helping you be successful as a student. Here’s how to succeed at UNT: Show up. Find support. Take control. Be prepared. Get involved. Be persistent. To learn more about campus resources and information on how you can achieve success, go to [http://success.unt.edu/](http://success.unt.edu/)

The following are some specific applications of Succeed at UNT for this class.

**Show Up:**
Please show up regularly for all your class sessions. You are responsible for all announcements, syllabus revisions, assignments, and any other material discussed in all class meetings.

**Find Support:**
Tutoring assistance is available and links for tutoring lab will be provided on Canvas.

**Take Control:**
Be aware of your current grade and make corrective actions if it is unsatisfactory.

**Be Prepared:**
Read the e-text and keep up with all class assignments.

**Get Involved:**
Attend student organization meetings to pursue industry contacts, leadership opportunities and network with peers. I have entered the links to student organizations in Canvas.
**Be Persistent:**
This is not a class that you can catch up in the last minute. Keep putting in the required effort consistently from Day 1 to succeed in this class.

**Tentative Class Schedule:** Dates and assignments are tentative and subject to change. You are responsible for keeping up with any changes made and discussed through emails and announcements. Separate attachment of the schedule is also available on Canvas.
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<tr>
<th>Module</th>
<th>Week</th>
<th>Start Date</th>
<th>End Date</th>
<th>Chapter</th>
<th>Topics</th>
<th>MAL HW</th>
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<tbody>
<tr>
<td>Module 1: Chapters 2,3,4,5</td>
<td>1</td>
<td>1/17</td>
<td>1/23</td>
<td>2</td>
<td>Cost Terms and Purpose</td>
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<td></td>
<td>2</td>
<td>1/24</td>
<td>1/30</td>
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<td>Cost Volume Profit Analysis</td>
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<td></td>
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<td>1/31</td>
<td>2/6</td>
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<td>Job Costing</td>
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<td>2/7</td>
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<td><strong>EXAM 1</strong></td>
<td><strong>Wednesday 2/23 Chapters 2,3,4,5 at Sage Testing Hall</strong></td>
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<td>Module 2: Chapters 6,7,8,17</td>
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<td>2/21</td>
<td>2/27</td>
<td>6</td>
<td>Master Budget and Responsibility Accounting</td>
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<td></td>
<td>7</td>
<td>2/28</td>
<td>3/6</td>
<td>7</td>
<td>Flexible Budgets- DIRECT COSTS</td>
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<td>8</td>
<td>3/7</td>
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<td>Flexible Budgets-Overhead Costs</td>
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<td><strong>SPRING BREAK-NO CLASSES</strong></td>
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<td>Module 3: Chapters 9,11,16</td>
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<td>Decision Making</td>
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<td>5/2</td>
<td>5/8</td>
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<td>Project and Exam Review</td>
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<td><strong>Final Exam</strong></td>
<td><strong>Monday 5/9 from 1:30-3:30 pm Chapters 9,11,16 at BLB 70</strong></td>
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