

**ACCOUNTING 2020**  
**PRINCIPLES OF ACCOUNTING II (MANAGERIAL ACCOUNTING)**  
**SPRING 2013 COURSE SYLLABUS AND SCHEDULE**

**INSTRUCTOR** Dave Scott  
**OFFICE** BLB 387C  
**PHONE** (940) 369-7047  
**E-MAIL** David.Scott@unt.edu

**CLASS TIME:** Tuesday and Thursday BLB 260 3:30 pm – 4:50 pm  
**Course ID: scott85651**

Tuesday BLB 155 6:30 pm – 9:20 pm  
**Course ID: scott33448**

**OFFICE HOURS** Tuesday and Thursday 1:00 pm - 2:00 pm & by appointment

PLEASE NOTE: this course may not be taken more than twice at UNT. Students may not retake this course once they have completed (with a C or better) a course for which this is a prerequisite. **ACCT 2010 IS A PREREQUISITE OF ACCT 2020. YOU CANNOT BE ENROLLED IN BOTH AT THE SAME TIME.**

**TEXT** Braun, Tietz, and Harrison, Managerial Accounting, Prentice Hall (3rd edition) **and** Prentice Hall MyAccountingLab (MAL). You should bring your textbook to class for reference.

**COURSE DESCRIPTION** This is the first course which covers basic managerial accounting concepts. Accounting is the process of accumulating, measuring, recording, and communicating economic information. The focus of this course is managerial accounting, which involves the use of accounting information by persons inside a company who are responsible for decision-making, as well as planning and controlling operations. Upon completion of this course, the student will recognize and be able to analyze and discuss the following topics: product and service costing; cost behaviors and cost-volume-profit relationships; operational budgeting and performance evaluation; and relevant costs used by management in the decision-making process.

**GRADES** Your final letter grade for the course will be assigned based on the total number of points you earned during the semester. Points will be allocated as follows:

MAL Homework	100
Exam 1	100
Exam 2	100
Exam 3	100
Exam 4	100
Comprehensive Final	<u>100</u>
Total Points	<u>600</u>

Each Exam will be “curved” to achieve a class average of 70 points (70%).

As a general rule, final letter grades for the course will be assigned based on the following total minimum number of points earned during the semester:

A	540 points	(90%)
B	480 points	(80%)
C	420 points	(70%)
D	360 points	(60%)
F	Less than 360 points	

## **GRADING NOTES**

- a. No other work can be substituted for the required work.
- b. There are no opportunities for extra credit in this course. Your grade will be determined exclusively on the criteria noted above under Course Point Distribution. Please do not ask me for any extra credit opportunities.
- c. I will return your exams to you. The exams are yours to keep. During the class meeting following an exam, I will discuss 3 or 4 of the most frequently missed questions on the exam. If you wish to discuss other problems on your exam, please see me during my office hours or contact me via e-mail. I suggest that you spend some time working the problems and questions that you miss on each exam. Your exams will be the best place for you to begin preparing for the Final Exam. If you are not in attendance at a class meeting during which an exam is returned, it is your responsibility to see me during office hours in order to pick-up your exam.
- d. For each exam during the semester and for the Final Exam, I will post your exam scores on MAL at the earliest possible time. I will not post homework scores until the end of the semester but you can always see your accumulated homework grades on MAL throughout the semester. When your exam is returned to you, should you find an error in its grading or should you have a question concerning how a particular question was graded, you should bring the question to my attention immediately. If your exam has been graded incorrectly or should you be due to have points added to your exam score, I will do so if you have brought the question to my attention. I cannot discuss your exam scores on the telephone; therefore, you must see me in person to discuss your exams.

**EXAMS** Five exams will be administered during the semester as per the attached course schedule. Exams 1 - 4 will cover material from specific chapters as noted on the class schedule. The fifth exam will be a departmental comprehensive Final Exam.

The best preparation for all of the exams will be: 1) careful reading of the textbook material; 2) working all assigned problems; 3) extensive practice time with MyAccountingLab problems as well as the comprehensive MAL customized learning materials; and 4) practice with any supplemental problems and materials provided by me. Additionally, review of the glossary and the chapter review problem provided at the end of each chapter of the textbook will be very helpful.

Please note the following:

- a. It is required that you take each of the exams in this course.
- b. When you take an exam, the grade will be recorded and **CANNOT** be dropped.
- c. If you miss an exam, a zero will be recorded.
- d. If you miss an exam and have an excused absence, your score on the Comprehensive Final Exam will replace the previously recorded zero for the missed exam. 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.**
- e. The Exam dates are listed on the attached Class Schedule. Although I do not expect to change any of the exam dates shown on the Class 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 MAL.
- f. Should you have to miss an exam, it is your responsibility to notify me BEFORE the exam if possible. For an absence to be considered excused, it must be the result of unavoidable, serious circumstances [generally related to your illness, death in the family, accident, or work (in some cases)] and must be supported by documentation. A flat tire, car trouble, no baby sitter, tired, I went out of town and my car broke down, etc. are not eligible for "excused absence" status. Excused absences due to attendance at sanctioned university activities qualify for the application of this policy PROVIDED you have apprised me in advance of the class meeting to be missed.

## **EXAM RULES**

- a. **Cell Phones**: On exam days, please have cell phones turned off and removed from your desk surface. Please remove all phone ear pieces and/or Blue-Tooth devices. You may not use your wireless phone as a calculator or as a time piece on exam days. **I have a zero tolerance policy regarding cellular phones ringing on exam day....if your phone rings, I will pick up your exam and you will receive the grade you have earned on the work completed to that point.** On lecture days, as a courtesy to me and to your classmates, I will appreciate your having cellular phones turned off. If you believe you need an exception to this policy, please discuss it with me.
- b. **Calculators**: I will provide you with a calculator on exam days. You may not use your cell phone as a calculator.
- c. No books or notes may be used during exams. All material you bring to class with you must be placed on the floor.

- d. I will supply all “scratch” paper.
- e. I reserve the right to seat and/or re-seat any student before or during an exam.
- f. Please come to class ten (10) minutes early on exam days and be ready to begin immediately when class is scheduled to start.
- g. **On exam days, please bring a picture ID to class. When you turn in your exam, I will ask to see your picture ID.**
- h. At the end of exams when I ask you to surrender your exams, I expect you to respond to my request. I will collect all outstanding exams and leave the room. If you do not relinquish your exam upon my request and prior to my departure from the room, a zero (0) will be recorded for your exam grade.

**CLASS PREPARATION** prior to the first class meeting during which a chapter is scheduled to be discussed, you should read the assigned textbook material, carefully review the chapter’s vocabulary terms at the end of the chapter, and attempt to work the Short Exercises at the end of the chapter. Reading the textbook material and doing the suggested work prior to the first class meeting during which a chapter is discussed will aid in your understanding of the material. When we begin the discussion of a new chapter, I will briefly discuss any of the concepts contained therein but by no means will my lectures cover every detail with respect to the material covered in the textbook.

Please come to class prepared to ask questions regarding any concepts from the chapter that you do not understand. Rather than spend class time lecturing about every detail from each chapter, you should have carefully read the textbook material so that class time can be spent solving problems and applying the concepts about which you have read in the textbook. The problems listed in the Class Schedule are those which we will discuss and work in class. You should attempt to solve these problems prior to class. The problems listed on the Class Schedule will **NOT** be graded. The best method of study with which to approach accounting is to first read the material, and secondly work problems associated with what you have read. Repetition through working problems will help prepare you for class and for exams. You may not be successful in this class if you do not work any of, or only a minimum number of, the problems assigned and available to you.

**MYACCOUNTINGLAB** Along with your course textbook you will need to purchase access to Prentice Hall’s online package called MyAccountingLab (MAL). All of the end-of-chapter problems in the textbook are found on MAL. You will find three different assignments in MAL for each chapter we cover in the course:

1. **HOMEWORK PROBLEMS – GRADED FOR POINTS – WORTH 17% OF YOUR FINAL GRADE**
2. Class Discussion Problems – no points
3. Practice and Review Problems – no points

Practice is the key to success in an accounting class. Persistent use of the features of MAL provides you with a superior tool with which to work for success in this course. You should make use of the system to the fullest extent possible.

**HOMEWORK PROBLEMS** MAL contains an assignment for each chapter called Homework Problems.

**You will receive points for each of the Homework Problems you complete correctly which will count in accumulating points towards your final grade in the class.**

There is a Homework assignment for Chapters 2 - 4 and 6 - 12 (we will not be covering Chapter 5 of the textbook) = 10 assignments. Therefore, you can earn a total of 100 grade points for the correctly completed Homework Problems (10 chapter assignments worth 10 points each). The homework assignment for each chapter must be completed by 11:55 pm (Central Standard Time) on the dates indicated on the Homework Manager site.

You will be expected to complete all of the homework problems assigned for each chapter. MAL will allow you to continue to attempt to complete each problem until you are able to get it right or until the window of opportunity for that chapter’s assignment closes, whichever comes first.

**CLASS DISCUSSION PROBLEMS** The class discussion problems in MAL should be worked prior to (as preparation for) each class meeting **but will NOT be graded**. You will find the class discussion problems in the textbook at the end of the chapter being discussed. There is an assignment in MAL that includes these problems. You should work a problem in MAL until you get it completed correctly. We will work and discuss as many of these problems as possible during our class meetings. You should come to class with questions about the problems you attempted and with which you had difficulty. You may not completely understand each problem but you should be familiar enough with the problems to be able to discuss them.

**PRACTICE AND REVIEW PROBLEMS** MAL will also contain a large set of practice and review problems for each chapter intended to provide you another opportunity to learn, understand, and practice each chapter's material. **The practice and review problems will NOT be graded.**

**CLASS ATTENDANCE** Regular attendance and quality class preparation can only increase your opportunity for success in this course. The subject matter in this course is not extremely difficult but will be new to most students. Therefore, to fully understand this material you should avail yourself of all of the textbook resources, the MAL resources, as well as class discussions. My lectures will be limited to the material from the textbook that I believe needs additional clarification and material that you have asked to have clarified. We will also spend class time working the discussion problems. Working problems in class is designed not simply to provide you with solutions to problems but with the logic and thought processes you need to develop in order to correctly solve a problem or answer a question. Therefore, your regular class attendance will contribute significantly to your understanding of course material and to your success on course examinations. Past experience suggests that course grades are highly correlated with class attendance.

**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.

**CHEATING** Honesty and integrity are very important characteristics of an accountant or any person. Failure to perform within the bounds of accepted ethical standards is sufficient grounds for your discontinuance in this course with a grade of F and could lead to expulsion from the University. Failure to abide by the university's rules regarding academic dishonesty will not be tolerated in this course. University policy regarding this matter is a part of the UNT Code of Student Conduct and Discipline and can be found in the UNT Policy Manual, Vol. III, No. 18.1.11, and in the Student Handbook. The university's recently revised academic integrity policy can be found at <http://vpaa.unt.edu/academic-integrity.htm>.

## **WITHDRAWALS**

**Friday, February 22, 2013** – Last date for students to drop with an automatic grade of W.

**Tuesday, March 26, 2013** – Last day to withdrawal from course with the consent of the instructor (unless withdrawing from the University); W or WF may be assigned. Note that you will have taken two (2) Exams by this date, and you should have a good indication of your course performance to this point in time.

University policy relative to withdrawals will be followed. You should consult with your academic advisor prior to the following dates if you are considering dropping this course. A student may not drop a course after Tuesday, March 26, 2013 unless he or she is withdrawing from the University.

**AMERICANS WITH DISABILITIES ACT (ADA)** If you are a student who requires accommodations in compliance with the ADA, please consult with me during the first week of the semester. As a faculty member, I will provide "reasonable accommodation" to any student with a disability, so as not to discriminate on the basis of that disability. It is your responsibility to inform me of the disability at the beginning of the semester and provide me with documentation authorizing the specific accommodation. UNT's Office of Disability Accommodation (ODA), is responsible for verifying and implementing accommodations to ensure equal opportunity in all programs and activities. You must contact ODA who will instruct you how to proceed. I recognize that any disclosure by a student of their need for accommodation is extremely sensitive. I assure you that all conversations and other communications will be kept protected and confidential and disclosed only on a need-to-know basis.

**COMMUNICATING WITH THE INSTRUCTOR** I want to be responsive to you when you reach out to me for my assistance. If you will adopt the following suggestions, I will have a better chance of helping you in an effective and timely manner:

- a. If you e-mail me, do not assume I received your e-mail unless I confirm receipt with a reply.
- b. When you see me in my office, it will be helpful for you to remind me of your name and the class you are in.
- c. When leaving me a phone message, please speak clearly and slowly and make certain to leave me a number and time when I can return the phone call.

**NOTE: THE BEST WAY TO CONTACT ME IS VIA E-MAIL.**

**STUDENT EVALUATION OF TEACHING EFFECTIVENESS (SETE)** The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

**SEATING and CLASSROOM BEHAVIOR** On exam days, I reserve the right to assign or re-assign seats. Please be on time for each class. Your late arrival is a distraction to me as well as to your classmates. Likewise, your departure from class should be at the same time as your classmates. If you must leave class early for a meeting, appointment, etc., please do me the courtesy of informing me at the beginning of class and sit in a seat closest to the door so as to not disturb all of your classmates when you leave.

**CANCELLATION OF CLASSES** In the event that weather or other conditions are such that normal campus operations could be impeded, the administration of the University will determine whether classes will be canceled or delayed. Such information will be provided to the local broadcast media and posted on the UNT homepage. If the campus has not been closed, I will hold class. You must use your own judgment with regard to your personal safety in coming to campus.

**BLACKBOARD** All class information including the following items will be posted to Blackboard:

1. Course Syllabus and Schedule
2. Class Announcements
3. Accounting Lab hours of operation for the semester
4. A link to MyAccountingLab
5. Other Miscellaneous postings
6. Grades

We will be using Blackboard system extensively during the semester. If you have had no previous experience with the system, you should take advantage of the available training resources early in the semester.

**WEBSITES OF INTEREST**

[www.tsbpa.state.tx.us/](http://www.tsbpa.state.tx.us/)

[www.rutgers.edu/Accounting/raw/fasb/](http://www.rutgers.edu/Accounting/raw/fasb/)

[www.sec.gov/](http://www.sec.gov/)

[www.imanet.org](http://www.imanet.org)

[www.fasb.org](http://www.fasb.org)

[www.aicpa.org](http://www.aicpa.org)

[www.austincc.edu/accting/toolbox/](http://www.austincc.edu/accting/toolbox/) (Accounting Toolbox)

[www.youtube.com](http://www.youtube.com) (search: Susan Crosson)

[www.principlesofaccounting.com](http://www.principlesofaccounting.com)

## COURSE SCHEDULE

- T 1/15 Introduction to course, Blackboard and MyAccountingLab  
**Chapter 1: Introduction to Managerial Accounting**  
**Chapter 2: Building Blocks of Managerial Accounting**  
 Review Chapter 2 Class Discussion and Homework Problems
- T 1/22 **Chapter 3: Job Cost Accounting**  
 T 1/29 Review Chapter 3 Class Discussion and Homework Problems
- T 2/5 **Chapter 4: Activity-Based Costing**  
 Review Chapter 4 Class Discussion and Homework Problems  
 Note: We will not be covering the material on page 209 – end of chapter

T	2/12	Exam 1 – Chapters 1, 2, 3 and 4
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**SKIP CHAPTER 5**


- T 2/19 **Chapter 6: Cost behavior**  
 Review Chapter 6 Class Discussion and Homework Problems  
 Note: We will not be covering regression analysis on page 338
- Chapter 7: Cost-Volume-Profit Analysis**  
 Discuss Chapter 7 Class Discussion and Homework Problems
- T 2/26 **Chapter 8: Short-Term Business Decisions**  
 Review Chapter 8 Class discussion and Homework Problems

T	3/5	Exam 2 – Chapters 6, 7 and 8
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- T 3/12 NO CLASS – SPRING BREAK
- T 3/19 **Chapter 9: Operational Budgeting**  
 Review Chapter 9 Class Discussion and Homework Problems  
 Note: We will not be covering the material on pages 527, 532, or 537

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- T 3/26 **Chapter 10: Performance Evaluation**  
 T 4/2 Review Chapter 10 Class Discussion and Homework Problems  
 Review Chapter 10 Special Problem Set

T	4/9	Exam 3 – Chapters 9 and 10
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- T 4/16 **Chapter 11: Standard Costs and Variances**  
Review Chapter 11 Class Discussion and Homework Problems  
Review Chapter 11 Special Problem Set  
**Note: We will not be covering the material on pages 674, 676, or the appendix**
- T 4/23 **Chapter 12: Capital Investment and the Time Value of Money**  
Review Chapter 12 Class Discussion and Homework Problems  
**Note: We will not be covering the material on page 735 (internal rate of return)**

T	4/30	Exam 4 – Chapters 11 and 12
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**WEDNESDAY May 8 4:00 pm – 6:00 pm**  
**FINAL EXAM – Comprehensive Final Exam – Chapters 1 - 4 and 6 - 12**  
**Location To Be Determined and Announced**