

ACCOUNTING 2020

PRINCIPLES OF ACCOUNTING II (Managerial Accounting)
Summer 3wk, 2013 COURSE SYLLABUS AND SCHEDULE

INSTRUCTOR:	Gene Elrod
OFFICE:	399B BLB
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EMAIL:	Gene.Elrod@unt.edu
CLASS TIME:	Monday thru Thursday 8:00AM – 11:50AM (Sec. 001)
OFFICE HOURS:	Monday thru Thursday 12:00PM – 1:00PM All other times (by Appointment)

TEXT: Braun & Tietz, Managerial Accounting 3e

COURSE PREREQUISITE: ACCT 2010 with a grade of C or better.

COURSE DESCRIPTION: This course is a study of the use of managerial accounting concepts and techniques used for business decision making.

NOTE: This course may not be taken more than twice at UNT.

COURSE OBJECTIVES: This is the first course in the fundamentals of management accounting. Accounting is the process of accumulating, measuring, recording, and communicating economic information. The focus of this course is Managerial Accounting, which involves the preparation and communication of accounting information for use by persons inside a firm 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.
- Relevant costs for management decision making.

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

Daily Exams*	300
Comprehensive Final	<u>50</u>
Total Points	<u>350</u>

*There will be 10 daily exams worth 30 points each.

As a general rule the percentage of points to achieve a certain letter grade will be as follows:

90% or more	= A	70% - 79.5% = C	less than 60% = F
80% - 89.5%	= B	60% - 69.5% = D	

GRADING NOTES:

- No other work can be substituted for the required work.
- There are no opportunities for extra credit. Your grade will be determined exclusively on the criteria noted above. Please do not ask me to make any variation in this policy.
- Poor student attendance may affect the student's grade due to missed class discussion.
- During the class meeting following each examination, your exam will be returned to you. The exam is yours to keep as review material for the Final Exam. We will discuss in class some of the more frequently missed questions on the exam. If you wish to discuss your exam further, please see me during my office hours or send me your question via email. I suggest that you rework each question you missed on the exam immediately upon receiving the graded exam back from me. If you are not in attendance at a class when material is returned, it is your responsibility to get your Exam from me.

- e. Please do not call or email me to discuss your exams grades or to be told your exam scores prior to the exam being returned to you. 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 particular question to my attention within two class days of the time the exam is returned to you. After that time I will not alter your recorded exam score.

EXAMS: Eleven exams will be administered during the 3 weeks of class as per the attached course schedule. Exams I thru X will cover material from specific chapters as noted on the schedule. The eleventh exam will be a comprehensive Final. The best preparation for all of the exams will be: 1) careful reading of the text material, 2) use of the text website resource material (videos, quizzes, additional problems, etc.), 3) extensive practice time working all assigned problems, and 5) practice with any supplemental problems and materials provided by me. Additionally, review of the glossary and review problem provided at the end of each chapter of the textbook will be 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 and have either an excused or unexcused absence, 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. This substitution can only occur for one missed exam. Any other missed 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.
- f. Should you have to miss an exam, it is your responsibility to notify me BEFORE the exam takes place 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, or work (in some cases)) and must be supported by documentation. A flat tire, car trouble, no baby sitter, tired, 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. Phones and Beepers: On exam days, please have cellular phones and/or beepers turned off and removed from the 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 take up your exam and you 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 and/or beepers turned off. If you believe you need an exception to this policy, please discuss it with me.
- b. Calculators: You may use your own calculator in this class. 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.
- g. On exam days, please bring a picture ID to class. When you turn in your exam, I may ask to see your picture ID.

CLASS PREPARATION: I expect, at a minimum, that you will read the assigned text material before the first class meeting during which a chapter is scheduled to be discussed. Reading the text material each class meeting 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 be comprehensive.

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 all of the concepts from each chapter, my expectation will be that you have carefully read the text material so that class time can be spent solving exercises and problems....applying the concepts about which you have read in the text. The exercises and problems listed in the Class Discussion column on the Class Schedule are those which we will discuss and work in class. I expect your participation as we discuss the solutions to these exercises in class. Therefore, you should attempt to work the Class Discussion exercises prior to class. 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 the exams. You will not be successful in this class by working none or only a minimum number of the problems assigned.

CLASS DISCUSSION PROBLEMS: The Exercises, Problems, Cases, etc. listed on the right side of the Class Schedule should be worked as preparation for each class meeting but will not be turned in for a grade. Rather, you are expected to attempt to work these exercises prior to the class in which they are to be discussed. 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 you attempt to work prior to class but you should be familiar enough with the problems to be able to discuss them. If it is your intention to do well in this course, it is essential that you work not only the Class Discussion Problems but as many other related problems as you can. The concepts we are to study can be learned and understood only by working problems. (Simply reading the textbook material will not be sufficient to assure success in this course.) Further, I will provide you with supplemental problems in selected chapters for additional practice. Practice by working problems is the only way in which you will be successful in this course.

Please be advised that I may ask students, on a random basis, to assist me in solving the problems as we work them in class. Or if the problem calls for a verbal explanation and discussion of a result, I will ask individuals to respond. I do not expect you to come to class and simply copy my work having done no advance preparation on the exercises. It is not likely that you will always be able to give me a correct answer....after all this is called a "learning process". BUT I do expect you to respond. Better to respond with an incorrect answer demonstrating that you attempted the work than to have no answer, which assures me that you have done nothing at all.

CLASS ATTENDANCE: Regular attendance and quality class preparation are essential elements for your success in this course. The subject matter in this course is not extremely difficult but may be new to most students. Therefore, to fully understand this material you should avail yourself of all of the text resources, as well as discussions. My lectures will be limited to the material from the text that I believe needs additional clarification. We will spend a great deal of class time working problems and analyzing supplemental materials. 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.

Because it is important to your success, I will record attendance. There will be a class sign-in sheet for you to record your attendance at each class. As you will have noted above, there is no point component for class attendance in the course point distribution. Past experience, however, suggests that your course grade will be highly correlated with the level of your 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 business person. Failure to perform within the bounds of accepted ethical standards is sufficient grounds for your dismissal from 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.

WITHDRAWALS: University policy relative to withdrawals will be followed. It is your responsibility to know the University drop date. You should consult with your academic advisor prior to that date if you are considering dropping this course.

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: When I interact with you, I want to be responsive. If you will adopt the following suggestions, I will have a better chance of helping you in an effective and timely manner.

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

Note: The best way to contact me will be email.

SEATING: Beginning with our second class meeting, I will expect you to sit in the seat in which you will remain for the duration of the course. Please be on time to each class meeting. See CLASS ATTENDANCE above. On exam days, I reserve the right to re-assign seats. Re-assigned seating will apply to that exam day only. On the next class day, you will return to your permanently assigned seat.

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.

WEBSITES OF INTEREST:

www.tsbpa.state.tx.us/
www.rutgers.edu/Accounting/raw/fasb/
www.sec.gov/
www.imanet.org (Institute of Management Accountants)
www.prenhall.com/bamber
www.aicpa.org
www.fasb.org
www.mhhe.com/brewer4e
www.youtube.com search: Susan Crosson

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Class Schedule

Summer 2013, 3wk.