

ACCOUNTING 2020 sections 001 and 002
PRINCIPLES OF ACCOUNTING II (Managerial Accounting)
Fall, 2012 COURSE SYLLABUS AND SCHEDULE

INSTRUCTOR: Jose Lineros
OFFICE: TBD
PHONE: (214) 291-4560
EMAIL: please text me, I'm text friendly. If you need to send me a long message, email me through blackboard and then text me to check email.

CLASS TIME: Monday and Tuesday 11:00AM to 12 20PM, also
Monday and Tuesday 12:30PM to 1 50PM

OFFICE HOURS: **TBD, at any time text for a face to face or Google+ or Facebook Video chat**

TEXT: Braun, Tietz, and Harrison, Managerial Accounting, 3rd edition, Prentice Hall and Prentice Hall, also a code for Pearson My Accounting Lab (hereafter MAL)

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 in 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 use of accounting information 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 and performance evaluation.
- 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:

| | |
|---------------------|------------|
| MAL Homework | 100 |
| MAL Chapter Quizzes | 80 |
| Attendance Points | 30 |
| EXAM I | 100 |
| EXAM II | 100 |
| EXAM III | 100 |
| Exam IV | 100 |
| Comprehensive Final | <u>100</u> |
| Total Points | <u>710</u> |

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:

- 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. 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 email. 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 Blackboard Vista at the earliest possible time. I will not post any quiz scores or homework scores until the end of the semester. Please do not call or email me to talk about your exams 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 question to my attention within one week of our in-class review. After that time I will not alter your recorded exam score. 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 I thru IV will cover material from specific chapters as noted on the class schedule. The fifth exam will be a departmental 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 for sample quizzes and additional problems, 3) working all assigned problems, 4) extensive practice time with My Accounting Lab (MAL) problems as well as the comprehensive MAL customized learning materials, and 5) 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.

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. 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 Vista.
- 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, 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. **Phones and Beepers:** On exam days, please have cellular phones and/or beepers 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 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 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 call “Time” 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: 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. Prior to our first class meeting on a particular chapter, I will expect you to have attempted to work the Short Exercises and have carefully reviewed the vocabulary listing at the end of the chapter. Reading the text material and doing the suggested work prior to the first class meeting in 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 be comprehensive with respect to the material covered in the text chapter.

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 Schedule as Class Discussion Problems are those which we will work and discuss in class. As noted above, I expect you to have attempted to solve those problems prior to class. The problems listed on the Class Schedule will not be graded but I expect your participation as we discuss the solutions to these exercises in class. Although the Class Discussion problems will not be graded, you must complete at least 75% of those problems before My Accounting Lab (MAL) will allow you to access and work the Homework assignment (See My Accounting Lab below). 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 will not be successful in this class by working none or only a minimum number of the problems assigned.

Prentice Hall My Accounting Lab: Along with your course textbook you will need to purchase access to Prentice Hall’s online package called My Accounting Lab (MAL). All end of chapter exercises and problems in the textbook are found on MAL. You will find three different assignments in MAL for each chapter we cover in the course. The Class Discussion problems (most of which will be discussed in class), the Homework assignment for the chapter, and a Practice and Review assignment which includes the majority of all problems not included in the Class Discussion and Homework assignments. You **MUST** work the Class Discussion problems (at least 75%) before the system will allow you to access and work the Homework assignment (for which you will earn points).

We will be referring to the textbook often during class therefore, I will expect that you come to class with your textbook (you cannot bring an e-book to class without your laptop.....I prefer that you not have your laptop operating during class.

MAL provides you with a large set of problems with which to practice the concepts we will discuss in this course. Practice is the key to success in accounting. Persistent use of the features of MAL provides you with a superior tool with which to work for success in this course. I urge you to make use of the system to the fullest extent possible!

MAL QUIZZES: During the semester there will be 10 chapter quizzes for you take on MAL. The quizzes will concern the definitions of terms we have discussed in the chapter or your ability to apply the concepts presented in the chapter. Quizzes will not contain problems requiring calculation. I will

drop your two lowest quiz scores leaving you with 8 quizzes that will count. Each quiz will be worth 10 points for a total of 80 points available to you from In-Class Quizzes. Quizzes will be timed. From the time you begin a quiz, you will have thirty (30) minutes in which to complete it. You may take the quiz for a chapter at any time so long as you have completed each chapter quiz by the time the Homework assignment for that chapter is due. You will be unable to take the quiz after the window for the chapter's Homework has closed. Quizzes WILL NOT be made up...no exceptions.

CLASS DISCUSSION PROBLEMS: The Exercises and Problems listed on the right side of the Class Schedule should be worked as preparation for each class meeting but will not be graded. Rather, you are expected to attempt to work these exercises prior to the class in which they are to be discussed. You will find the class discussion problems 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. 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. You must READ the text material! However, simply reading the textbook material will not be sufficient to assure success in this course. **I do expect that, at a minimum, each student will work the Class Discussion problems and the Homework assignments found in MAL for each chapter we cover. The system will not allow a student access to a Homework assignment until at least 75% of the Class Discussion assignment for that chapter is completed correctly.**

HOMEWORK PROBLEMS: MAL also contains an assignment for each chapter called Homework Problems. You will be required to complete the Homework Problems and you will receive a grade. There is a Homework assignment for Chapters 2 thru 12 (minus Chapter 5 which we will not cover) (10 assignments) each of which is worth 10 points. There is no graded Homework assignment for Chapter 1. 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 11:55PM (Central Standard Time) on the dates indicated on the Homework Manager site. Generally the Homework due date is one week after the completion of class discussion about the chapter. However, that may not be the case for all chapters. (Example: complete discussion of chapter material on Tuesday. Homework is due by 11:55PM the following Tuesday night.)

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 ATTENDANCE: Regular attendance and quality class preparation are essential elements for your success in this or any other 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 text resources, the MAL resources, as well as class discussions. My lectures will be limited to the material from the text that I believe needs additional clarification and material that you have asked to have clarified. 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. Therefore, your regular class attendance will contribute significantly understanding of course material and to your success on course examinations. Past experience suggests that your course grade is highly correlated with your class attendance. Because your attendance is important to your success, I will record attendance. Each day, I will circulate a sign-in sheet on which you can record your attendance. Thirty points of your course grade will be determined by your attendance. You begin this semester with 30 points in your "attendance bank". If you do not miss a class, you will end this course with 30 attendance points added to your total points. The 30 Attendance Points are not extra credit. These points are a part of the Total Course Points (see above). For each day of class that you miss, I will subtract 2 points from your original 30 points. Your total course points will be determined, in part, by including the Attendance Points that remain in your "attendance bank" at the end of the semester. Past experience 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 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: University policy relative to withdrawals will be followed. **Tuesday, October 9, 2012**, is the last date for students to drop with an automatic grade of W. After this date and through **Thursday, November 7, 2012**, any student wishing to drop a class must have earned a passing grade to that point in the course in order to receive a grade of W. Otherwise the student will receive a grade of WF. Students may not drop a course after **Thursday, November 29, 2012**, unless he/she is withdrawing from the University. You should consult with your academic advisor prior to the above dates 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 slowly 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.

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: I will do my best to get to know each of my students during the semester. It is helpful to my efforts in this regard if you are in the same seat each class meeting. 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. 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 customary seat.

Please be on time for each class. Your late arrival is a distraction to me as well as to your classmates. Please show everyone the courtesy of arriving timely. Likewise, your departure from class should be

at the same time as your classmates. I am very offended when a student, in the middle of class, simply gathers his or her things and departs. That is rude and is a distraction to your classmates. If you must leave class early for a meeting or appointment, etc., please do me the courtesy of informing me at the beginning of class.

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 VISTA: We will use Blackboard in this class. You can reach the Blackboard site at www.ecampus.unt.edu. Once on the site please log in with your UNT Username and Password. That will take you to your personal page that lists all of the classes for which you are registered that are using Blackboard. On Blackboard for ACCT 2020 you will find an icon for the following items:

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

I will post your individual scores on exams to Blackboard. We will be using this 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/

www.rutgers.edu/Accounting/raw/fasb/

www.sec.gov/

www.imanet.org (Institute of Management Accountants)

www.aicpa.org

www.fasb.org

www.austincc.edu/accting/toolbox/ (Accounting Toolbox)

www.youtube.com (Search: Susan Crosson)

www.principlesofaccounting.com