

**ACCOUNTING 5304 – EXECUTIVE MBA
ACCOUNTING ANALYSIS FOR MBAS
COLLEGE OF BUSINESS ADMINISTRATION
UNIVERSITY OF TEXAS AT EL PASO
FALL 2020**

Instructor Contact Information

Instructor: Dr. David Folsom, Ph.D., Assistant Professor of Accounting
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Telephone: (915) 747-7759
Email (best): dmfolsom@utep.edu (Please note I do not check my email on Sundays.)
Office Hours: Scheduled office hours will be before or after our virtual class meetings and every Thursday from 11:00 am to 1:00 pm on Zoom (meeting information is on Blackboard). I am also available by appointment for online meetings.

Required Course Materials

Textbook: Hanlon, Magee, Pfeiffer & Dyckman. *Financial & Managerial Accounting for Decision Makers*, 4e. Cambridge Business Publishers. 2021.
**Students must have access to *myBusinessCourse* which includes an electronic version of the textbook.

Cases: Harvard Business Cases available on Blackboard for Executive MBA students.

Websites: (1) Blackboard Webpage (please check weekly).
(2) Fundamentals of Financial Accounting Tutorial, Cambridge Business Publishers accessed via [myBusinessCourse](#) – See Blackboard for sign-up instructions.
(3) [myBusinessCourse](#) – See Blackboard for sign-up instructions.

Course Description

A foundation in the fundamentals of financial and managerial accounting designed for the planning, assessment, and control of business entities. Emphasizes the use of accounting information for making informed business decisions.

Course Learning Objectives

After completing this course, students will:

1. Exhibit an increased understanding the importance of accounting in business decision-making.
2. Have a basic understanding of how to record assets, liabilities, and owner's equity (including revenues and expenses) in a double-entry accounting system.
3. Understand how the income statement, balance sheet, and statement of cash flows interrelate.
4. Be able to perform basic financial statement analyses to make business and investment decisions.
5. Understand how to use basic managerial accounting techniques to make operational decisions.
6. Be able to calculate and interpret basic variance analyses.

Course Design

This course is designed around our virtual class meetings every two weeks. Students will have assignments to complete before every class and items to prepare for our online meetings. The course webpage on Blackboard is designed to assist students complete the necessary work to be successful in each two week module.

Grades

Final letter grades will be based on the following items (weighted as follows):

Major Individual Assessments

Fundamentals of Financial Accounting Tutorial	Friday, September 11 th	200 points
LLJ Case	Sunday, October 18 th	200 points

Due Dates**Quizzes (to be completed individually)**

Balance Sheet and Income Statement Quiz	Saturday, September 5 th	75 points
Cash Flow and Revenue Recognition Quiz	Saturday, September 19 th	75 points
CVP and Business Decisions Quiz	Saturday, October 3 rd	75 points

Cases (can be done individually or in groups)

Identify the Industry	Friday, September 11 th	40 points
Bob's Baloney	Friday, September 25 th	100 points
Basketball Variances	Friday, October 9 th	50 points

Assignments (to be completed individually)

Introduction Assignment	Sunday, August 16 th	25 points
Nichols and Whalen Discussion	Friday, August 28 th	30 points
Financial Reporting Discussion	Friday, September 11 th	30 points
CVP and Business Decisions Assignment	Friday, September 25 th	50 points
Budgeting Assignment	Friday, October 9 th	50 points

Total Possible Points **1,000 points**

Grades are assigned using the following scale:

Grade Level	Achievement	Percentage of Points
A	Excellent	90.0 to 100.0%
B	Good	80.0 to 89.9%
C	Average	70.0 to 79.9%
D	Below Average but Passing	60.0 to 60.9%
F	Failure	< 60%

Please note that Pr. Folsom reserves the right to relax (but not increase) these cut-off points depending upon class performance.

Extra Credit: No extra credit will be offered to any student, for any reason.

Academic Standing Rules (from UTEP Graduate Catalog)

Students admitted into graduate programs must remove all admissions conditions within one semester. Failure to meet conditions within one semester can result in dismissal from the Graduate School. Students admitted into a graduate program must maintain a 3.0 or better cumulative grade point average in all coursework including undergraduate courses approved for graduate credit.

A student admitted into a graduate program and whose cumulative grade point average drops below 3.0 will be placed on academic probation. The student must return the cumulative grade point average to a 3.0 by the next nine (9) hours of study. Failure to meet the 3.0 grade point average requirement during the probationary period will result in dismissal from the Graduate School.

Assessment Descriptions, Requirements, and Expectations

Fundamentals of Financial Accounting Tutorial (200 points)

This tutorial is an online review of materials found in the textbook modules one through five. Module six in the online review introduces basic time value of money concepts that will be helpful to you to be successful in the MBA program. Please begin these modules ASAP – the publisher of this review estimates a typical student will require 15 to 25 hours to complete the modules.

To receive full credit, students must complete all homework assignments and all quizzes (including the pre- and post-tests) for modules one through five in the tutorial. Completion of the online homework assignments in the tutorial will be worth 100 points and the quizzes will be worth 100 points. Additional practice problems are not required, but students may complete any additional problems for extra practice.

LLJ Case (200 points)

This case write-up must be done individually and will be given in place of a final exam. Students must submit case write-up as a Microsoft Word file on Blackboard. Please note, the case write-up will be submitted to UTEP's anti-plagiarism tool "Turn-It-In." The write-up will be graded on the quality of the analysis and the professionalism of the written document (including, but not limited to, grammar, organization, spelling, readability, conciseness, etc.). The case write-up should be written in a memo format with associated tables, charts, or other exhibits clearly listed.

Quizzes (225 Points)

Timed, online quizzes will be given via Blackboard. Quizzes should reflect students' individual efforts. Quizzes will be administered using the lockdown browser approved by UTEP. Quizzes will be monitored using a web camera. If a student does not have access to a computer with a web camera, contact Pr. Folsom as soon as possible so alternate arrangements can be made.

Cases (190 points)

Besides the LLJ Case, three additional cases will be assigned during semester. Students can complete the case questions individually or in groups. For two (*Identify the Industry* and *Basketball Variances*), students will be asked to answer simple questions and provide a copy of their analyses before class discussions of the cases.

For the case *Bob's Baloney*, students will be asked to submit a formal case write-up. Please note, the case write-up will be submitted to UTEP's anti-plagiarism tool "Turn-It-In." The write-up will be graded on the quality of analysis and the professionalism of the written document (including, but not limited to, grammar, organization, spelling, readability, conciseness, etc.). The case write-up should be written in a memo format with associated tables, charts, or other exhibits clearly listed.

Assignments (185 points)

Various online assignments will be required throughout the course. Details for these assignments will be given on Blackboard.

Class Meeting Expectations

The course will have five online meetings using Zoom. One of the greatest benefits of an MBA education is the opportunity to interact and network with student peers. These online meetings will help facilitate these connections. Students are expected to attend all class meetings. However, unforeseen commitments or technical problems may cause a student to miss a meeting. If this occurs, the student should communicate these issues with Professor Folsom as quickly as possible (email will be sufficient). If a student has more than one unexplained absence, his or her grade will be marked down at least one letter grade.

Students are expected to interact in class meetings. Questions and comments are expected and welcome. Please be in an area without distractions and with access to paper, pencils, and a computer with word processing and spreadsheet programs ready to use.

All virtual class meetings (including class chats) will be recorded and uploaded to Blackboard. Virtual sessions are recorded in case students wish to review materials or to view in the event a student misses a class meeting due to illness or other extenuating circumstances. The use of such technology is governed by the Federal Educational Rights and Privacy Act (FERPA) and UTEP's acceptable-use policy. A recording of class sessions will be kept and stored by UTEP, in accordance with FERPA and UTEP policies. The instructor will not share the recordings of class activities outside of course participants, which include students, teaching assistants, or graduate assistants, and any guest faculty or community-based learning partners that are engaged during a class session. **Students may not share recordings outside of this course.** Doing so may result in disciplinary action.

Plagiarism and Cheating

Students are encouraged to discuss homework assignments with other classmates. However, copying work from any source, including classmates, homework files, the Internet, etc. is NOT acceptable. Submitting material that has been copied constitutes plagiarism and will be treated as cheating. All students are expected to complete their own work and to abide by the Handbook of Operating Procedures available in the Office of the Dean of Students. Additional information can be found at <https://www.utep.edu/student-affairs/osccr/student-conduct/academic-integrity.html>. **Any suspected cheating will be reported to the Office of Student Conduct and Conflict Resolution.**

Two technologies may be used to ensure the integrity of student submitted work. For uploaded assignments, the coursework will be submitted to SafeAssign, a plagiarism detecting software. SafeAssign is used to review assignment submissions for originality to ensure sources are properly attributed rather than paraphrased. Quizzes will either be administered via myBusinessCourse or using Respondus Lock Down Browser and Respondus Monitor, a UTEP-approved test proctoring software. If the Respondus online tools are used, students will need a reliable internet connection and a web camera to take quizzes.

Technology Requirements

Course content is delivered via the Internet through the Blackboard learning management system and via [myBusinessCourse](#) online content associated with the textbook. Virtual class meetings will be held via Zoom. Students need to ensure their UTEP e-mail accounts are working and that they have access to the Web using a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard and [myBusinessCourse](#); other browsers may cause complications. When having technical difficulties, students should first update their browsers, clear the browser cache, or try switching to another browser.

Students will need to have access to a computer/laptop, scanner, a webcam, and a microphone. Students will need access to various computer software including (but not limited to) Microsoft Word, Microsoft

Excel, Adobe Acrobat Reader, and Windows Media Player (or another audio/video player). Students can download Microsoft Office for free via UTEP's [Microsoft Office Portal](#). Click the following link for more information about Microsoft Office 365 and follow the instructions.

IMPORTANT: For technical difficulties, please contact the [UTEP Help Desk](#) as they are trained specifically in assisting with technological needs of students. In general, the Help Desk is much better equipped than I to assist students!

Online Class Etiquette

Sometimes communication online can be challenging. Sometimes one may miscommunicate what is meant or one may misunderstand what others mean given the lack of body language and immediate feedback. Therefore, please keep these netiquette (network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.

- Always consider audience. This is an Master's-level educational forum and all communication should reflect polite consideration of other's ideas.
- Respect and courtesy must be provided to classmates and to the instructor at all times. No harassment or inappropriate postings will be tolerated.
- When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.
- Blackboard and Zoom meetings are not public internet venues; all postings and communication should be considered private and confidential. Whatever is posted in these online spaces is intended for classmates and the professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

COVID-19 Precautions

You must **STAY AT HOME** and **REPORT** if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at [screening.utep.edu](#). If you know of anyone who should report any of these three criteria, you should encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to COVIDaction@utep.edu.

For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website ([screening.utep.edu](#)) prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, and alternative instruction will be provided. Students are advised to minimize the number of encounters with others to avoid infection.

Wear face coverings when in common areas of campus or when others are present. You must wear a face covering over your nose and mouth at all times in this class. If you choose not to wear a face covering, you may not enter the classroom. If you remove your face covering, you will be asked to put it on or leave the classroom. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines will be dismissed from the class and will be subject to disciplinary action according to Section 1.2.3 *Health and Safety* and Section 1.2.2.5 *Disruptions* in the UTEP Handbook of Operating Procedures.

Campus Carry

Because the Graduate Business Center is leased and not owned by UTEP, the Graduate Business Center is an exclusion zone for UTEP's campus carry policies. Therefore, no weapons are allowed at the Graduate Business Center facility at any time as per the lease agreement.

Accommodations for Students with Disabilities

If you have or suspect a disability and need accommodations, you should contact Center for Accommodations and Support Services (CASS) at 747-5148. You may also email the office at cass@utep.edu or visit the office in the Union Building East, Room 106. For additional information, please visit the CASS website at <http://sa.utep.edu/cass/>.

Course Calendar

A preliminary course calendar with a class-by-class description of activities is below. Be aware that predicting the precise flow of the course is impossible and these dates may have to be adjusted slightly from time to time. Modifications to the schedule and changes in course requirements will be announced during class meetings AND/OR through Blackboard.

Pr. Folsom reserves the right to change any assignment if circumstances dictate. Students will be notified of such changes through an announcement in a class meeting AND/OR via Blackboard. Students have the responsibility to be aware of such changes by checking Blackboard regularly and attending meetings.

Virtual Class Meetings	Textbook Chapters	Goals & Objectives	Discussion Preparation Activities (complete before the class meeting)	Assignments to Be Completed Before the Next Meeting
<p>Saturday, August 15th 10 am to 12 pm via ZOOM</p> <p><u>Virtual Office Hours on Blackboard:</u> Saturday, August 15th 8:30 to 9:30 am and 12:15 to 1:30 pm</p>	1 & 2	<ul style="list-style-type: none"> • Introduce course and expectations. • Understand why financial reporting is important in capital markets (LO 1). • Understand why double entry accounting is important (LO 1 and LO 2). • Introduce double-entry accounting (LO 2). 	<ul style="list-style-type: none"> • Become familiar with Blackboard. • Read textbook chapters 1 & 2. • Read Nichols & Whalen (2004). • Listen to NPR Podcast “<i>A Mathematician, the Last Supper, and the Birth of Accounting.</i>” 	<ul style="list-style-type: none"> • Complete <i>Introduction Video Assignment</i> (due Sunday, August 16th at midnight). • Complete <i>Nichols and Whalen Discussion Board</i> (initial posts due Saturday, August 22nd at midnight; responses due Friday, August 28th at midnight). • Begin <i>Fundamentals of Financial Accounting Online Tutorial</i> (due Friday, September 11th at midnight).
<p>Saturday, August 29th 9:30 am to 12:30 pm via ZOOM</p> <p><u>Virtual Office Hours via ZOOM:</u> Thursday, August 27th 11:00 am to 1:00 pm</p> <p>Saturday, August 29th 8:00 to 9:00 am and 12:30 to 1:30 pm</p>	3 & 4	<ul style="list-style-type: none"> • Record simple transactions in a double-entry system (LO 2). • Understand basic definitions of balance sheet and income statement items (LO 2). • Create simple cash flow statements from associated balance sheets and income statements (LO 3). 	<ul style="list-style-type: none"> • Read textbook chapters 3 & 4. • Read Ch. 4 of FASB Conceptual Statement No. 8 (2020). 	<ul style="list-style-type: none"> • Complete <i>Balance Sheet and Income Statement Quiz</i> (due Saturday, September 5th at midnight). • Complete <i>Elements of Financial Reporting Discussion Board</i> (initial posts due Saturday, September 5th at midnight; responses due Friday, September 11th at midnight). • Complete <i>Fundamentals of Financial Accounting Online Tutorial</i> (due Friday, September 11th at midnight). • Read <i>Identify the Industry</i> case and complete required analysis (due Friday, September 11th at midnight).

Virtual Class Meetings	Textbook Chapters	Goals & Objectives	Discussion Preparation Activities (complete before the class meeting)	Assignments to Be Completed Before the Next Meeting
<p>Saturday, Sept. 12th 9:30 am to 12:30 pm via ZOOM</p> <p><u>Virtual Office Hours via ZOOM:</u> Thurs., Sept. 3rd and Thurs. Sept. 10th 11:00 am to 1:00 pm</p> <p>Saturday, Sept. 12th 8:00 to 9:00 am and 12:30 to 1:30 pm</p>	5 & 6	<ul style="list-style-type: none"> • Perform basic financial statement analyses to make business and investment decisions (LO 1 and LO 4). • Understand basic revenue recognition principles (LO 2). 	<ul style="list-style-type: none"> • Read textbook chapters 5 & 6. • Be prepared to discuss your solution to <i>Identify the Industry</i> case. • Be prepared to discuss how (and more importantly when) revenue is recognized for accounting purposes at your current place of employment (choose at least one type of sales transaction). 	<ul style="list-style-type: none"> • Complete <i>Cash Flow and Revenue Recognition Quiz</i> (due Saturday, September 19th at midnight). • Complete <i>Bob's Baloney</i> case (due Friday, September 25th at midnight). • Complete <i>CVP and Business Decisions Assignment</i> (due Friday, September 25th at midnight).
<p>Saturday, Sept. 26th 1 pm to 4 pm via ZOOM</p> <p><u>Virtual Office Hours via ZOOM:</u> Thurs., Sept. 17th and Thurs. Sept. 24th 11:00 am to 1:00 pm</p> <p>Saturday, Sept. 26th 8:30 to 9:30 am and 4:00 to 5:00 pm</p>	13, 14, 15 & 16	<ul style="list-style-type: none"> • Understand difference between managerial and financial accounting (LO 1). • Understand basic cost behavior and estimation (LO 1 and LO 5). • Complete simple Cost-Volume-Profit (CVP) analyses (LO 1 and LO 5). • Use managerial accounting tools to identify relevant costs and benefits to make operational decisions (LO 1 and LO 5). 	<ul style="list-style-type: none"> • Read textbook chapters 13, 14, 15 & 16. • Be prepared to discuss a previous business decision from your experience that would benefit from an analysis of relevant costs and revenues. 	<ul style="list-style-type: none"> • Complete <i>CVP and Business Decisions Quiz</i> (due Saturday, October 3rd at midnight). • Complete <i>Budgeting Assignment</i> (due Friday, October 9th at midnight). • Read <i>Basketball Variances</i> case and complete required analysis (due Friday, October 9th at midnight).

Virtual Class Meetings	Textbook Chapters	Goals & Objectives	Discussion Preparation Activities (complete before the class meeting)	Assignments to Be Completed Before the Next Meeting
<p>Saturday, October 10th 1 pm to 4 pm via ZOOM</p> <p><u>Virtual Office Hours via ZOOM:</u> Thurs., Oct. 1st and Thurs. Oct. 8th 11:00 am to 1:00 pm</p> <p>Saturday, Oct. 10th 8:30 to 9:30 am and 4:00 to 5:00 pm</p>	21 & 22	<ul style="list-style-type: none"> • Create a simple business budgeting system (LO 1 and LO 5). • Calculate and interpret basic variance analyses (LO 6). 	<ul style="list-style-type: none"> • Read textbook chapters 21 & 22. • Be prepared to discuss your solution to <i>Basketball Variances</i> case. 	<ul style="list-style-type: none"> • Complete <i>LLJ</i> case (due Sunday, October 18th at midnight).