

**Acct 2302 - Sections 007/009**  
**Principles of Accounting II – Fall 2016**

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**Office Hours:** Monday & Wednesday: 9:00 am – 10:00 am

**Office:** COBA 215

**COURSE OBJECTIVE:** Your engagement in the course should enable you to achieve the following:

Expected Results	What we will do (activities)	How we measure the results
<ul style="list-style-type: none"> <li>• Analyze cost behavior, budget processes and cost variances.</li> <li>• Assess profitability with varying mixes of fixed and variable costs.</li> <li>• Make decisions for special orders, make or buy, drop unprofitable segments, inter-departmental transfers and capital budgeting.</li> </ul>	<ul style="list-style-type: none"> <li>• In-class, group-based tasks, which require students to critically examine and apply concepts such job-order and process costing, opportunity costs, relevant vs. irrelevant costs, product vs. period costs, price vs. quantity variances, differential analysis and transfer pricing.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from other students to further develop the student's understanding of the topics.</li> <li>• Compact, individual exams for the relevant topics provide a quantitative measure of student competence.</li> </ul>

**TEXT:** Warren, Reeve and Duchac, Financial & Managerial Accounting, 13<sup>th</sup> ed with or without CNOW access.

**IN-CLASS PROTOCOL:** *This course requires active learning. There is no lecture!* Proficiency with the exercises posted on Blackboard AND familiarity with the chapter page references before class allows students to effectively interact with their group members and the instructor during class. Each class session typically includes two activities (note the class activities are subject to change at the discretion of the instructor):

- 1) approximately sixty (60) minutes of each class session represent opportunities students to use their texts, notes and feedback from group members, etc. to enhance their pre-class understandings of the concepts. The professor circulates throughout the classroom during this period to facilitate the learning process. Note that student questions such as “how do you do this” indicate that the student is unprepared for the class session. *There are no tools available to the instructor that will prepare the unprepared student for the ensuing tests.* Students must work within the groups assigned by the instructor at the beginning of the semester, or they will receive a score of zero for the corresponding daily mini test.
- 2) students use approximately twenty (20) minutes to complete an individual mini-test without any use of texts, notes, computer, phone, group members, etc. Each student works independently, and submits the answers using his or her individual scantron and test document. The tests assess the student's understanding of the daily topics introduced in the daily assignments (i.e., the instructor's exercises as well as the chapter page number assignments).

**COURSE GRADES:** Your accumulation of points earned from the following activities will determine your final grade for the course:

	<u>Cumulative Points</u>	<u>% of Total</u>
Group 1 assessments:		
Mini tests (28 attempts @ 100) *	(650 – 2,400 max)	24.5 – 90.6
Adaptive study CNOW quizzes (11 attempts @ 100)	(0 – 1,000 max)	0 – 37.7
Post-chapter homework (11 attempts @ 75)	<u>(0 – 750 max)</u>	<u>0 – 28.3</u>
Sub-total (maximum from Group 1)	2,400	24.5 – 90.6
Group 2 assessment:		
Final exam (comprehensive, 40% minimum)	250	7.9 – 9.4
Other (to be determined by instructor)	<u>(0 – 500)</u>	<u>0 – 18.8</u>
Total	2,650 – 3,150	100.0

\*Students could miss as many as four mini-tests and continue to earn the maximum mini-test points (i.e., 2400). Students who take all 28 mini-tests may earn 90% of the 2400 mini-test points (from Group 1) with a 77% average (i.e., 90% of 2400 pts = 2160 pts; 2160 pts ÷ 28 tests ≈ 77 pts per test ... out of 100 ≈ 77%).

The professor assigns letter grades as follows (percentages of total course points):

A's	90% – 100%	D's	60% – 69.99%
B's	80% – 89.99%	F's	< 60%
C's	70% – 79.99%		

Students must monitor their scores as posted on Blackboard, and promptly notify the professor via email (i.e., [rnfrancis@utep.edu](mailto:rnfrancis@utep.edu)) of any discrepancies.

**MINI-TESTS: TURN YOUR PHONE OFF AND STORE IT OUT OF IMMEDIATE REACH!!** The mini-tests assess student comprehension of the daily topics. An important pre-requisite for attempting any mini-test is the compliance with all university and instructor policies, including (but not limited to) the provision of the student's true and correct university student identification number upon request from the instructor or any university official. The tests are **individual test performances** (i.e., not group performances), which forbid ANY between-student communication. The tests may occur using a multiple choice and true/false format, open-ended problems, short-answer and other formats. All students **must be proactive** toward the intentional or unintentional disclosure of their answers to other students. This requires **all students to position their test documents on the table such that neighboring students may NOT view any calculations or final answers. Students must turn their test documents face down if they remove their arms from the tabletop. All student scantrons MUST remain under the student's test document such that neighboring students are unable to see any marked answers. Any act which reveals a student's answers to neighboring students in any form is an act of academic misconduct and will result in a score of zero for the current test.** The only permissible items that may be present on the student's desktop area during the mini-tests are the test documents, scantrons, pencils, erasers and a calculator that is NOT integral to a cell phone. It is important to realize that the professor reserves the right to seat, re-seat and dismiss students and visitors to achieve the educational objectives of the course, as well as academic integrity in general. Failure to comply with the professor's instructions for the tests will result in a zero for the current test. Scantrons submitted for anyone other than the student himself or herself are fraudulent scantrons, and represent acts of academic misconduct subject to the full consequences allowable through the Office of Student Life.

**Mini-test solutions:** Students are generally able to view the test solutions immediately after submitting their test materials to the professor. Immediate feedback allows students to close the learning loop and improve their understanding of the topics. Any student who views the test solutions, and then attempts to convey the solutions to another student or group of students whose test submission(s) is (are) incomplete (including students in a different section of the course) is automatically subject to any and all consequences of academic misconduct, including a zero on the current day's mini test. *Any student's inability to protect the integrity and confidentiality of the test solutions may also result in the professor deferring or withdrawing the availability of the solutions.*

- a) Each student must properly submit both the scantron and ALL exam/test documents to the professor upon the timely completion of the exam/test. Proper submission includes, but is not limited to: the use of a **pencil** to complete the scantron answers, **the legible appearance of the student's first and last names on the scantron**, a scantron which contains the student's responses, a flat scantron such that is suitable for machine grading (i.e., 95% or more of the scantron's flat surface is in direct contact with a tabletop), and the **prompt** submission of the scantron and exam when the professor ends the examination period. Failure to PROPERLY submit ALL exam/test documents results in a zero for the current mini-test. Failure to submit the test document results in a score of zero for the current test, and also represents an act of academic misconduct subject to the maximum penalty allowable. Note that a student who completes the exam and fails to submit a scantron will also receive a zero for the examination. Any submissions after the instructor collects the scantrons are deemed late submissions, where the student receives a score of zero for the test. Students who revise their scantron answers during the examination period are at risk of the scantron machine finding two answers (the original answer with an erasure, and the revised answer), and penalizing the student with an incorrect response. The instructor recommends that students use a new scantron rather than erasing to change answers. Scores for scantrons with erasures are irreversible. The proper submission of scantrons and test documents is solely the student's responsibility. Under no circumstances will the instructor supplement the student's submission efforts (i.e., the instructor will not do the student's job). There are absolutely no exceptions to these policies.
- b) **Once students submit their mini-tests to the professor, they must NOT return to any area in the classroom where other students continue to work with the test. This requires the student to gather his or her belongings, along with the test materials, before viewing the test solution.** Failure to comply with this requirement results in a score of zero for the mini-test, and a report of academic misconduct to the Office of Student Life.
- c) Students must bring their own pure calculators (no cell phone calculators) and pencils for use with the mini-tests and scantrons. **Students must store cell phones out of immediate reach during the examination period (no exceptions).** Failure to properly store cell phones results in test scores of zero for the current test.
- d) **Students will need original, brand-name Form 882E scantrons for each and every class session.** Use of generic scantrons may result in a lower test score due to a machine-reading anomaly. Any recorded score that results from the use of a generic scantron is not subject to review other than a pure input error by instructor. Hence, if the machine incorrectly generates a test score with the use of a generic scantron, the machine-generated score is final.

e) **Students receive scores of zero when they fail to store cell phones out of immediate reach during the examination period (no exceptions).**

**MID- / POST-CHAPTER ASSIGNMENTS:** These are **out-of-class** assignments which provide students with opportunities to supplement their mini test scores. Students with fewer than 2,400 mini test points may complete the assignments on a chapter-by-chapter basis. The mid-chapter quiz points, post-chapter homework points and the mini-test points are interdependent, where the maximum combined total points are 2,400.

**Mid-Chapter quizzes:** each mid-chapter quiz with a minimum passing score of 75% earns the student 100 points, with a maximum of 1,000 such points. *Note these quizzes are due before the last class session for the relevant chapter, and will only count toward the student's final grade when the combined total of mini test points and post-chapter homework points is less than 2,400.* The mid-chapter quizzes are available online through Cengage CNOW.

**Post-Chapter homework:** each post-chapter assignment with a minimum passing score of 75% earns the student 75 points, with a course maximum of 750 such points. *Note these assignments are due before we begin the next chapter, and will only count toward the student's final grade when the combined total of mini test points and mid-chapter quiz points is less than 2,400.* The post-chapter homework assignments are available online through Cengage CNOW.

**OTHER:** students only earn points from this category (if any) from spontaneous assignments by the instructor, which may include unannounced oral and written questions/quizzes/tests, additional weighting of mini-test or timely arrival points, and other assignments, exercises, etc. as determined by the instructor. An additional use of this category includes, but is not limited to the recovery of mini test points omitted by the instructor in a previous class session due to time constraints or other events. Students must be present at the time of any such in-class assignments to earn these points.

**FINAL EXAM: Sec 007 (12:00 pm class): Tuesday, December 6, 1:00 pm; Sec 009 (7:30 am class): Thursday, December 8, 7:00 am.** The final exam is comprehensive, and is an individual test (i.e., not a group test). A minimum score of at least 40% is necessary to earn any points from the final exam (e.g., 39% exam score = 0 pts and 40% exam score = 100 pts). An important pre-requisite for attempting the final exam is the compliance with all university and instructor policies, including (but not limited to) the provision of the student's true and correct university student identification number upon request from the instructor or any university official, and the production of a government issued medium of personal identification. All students sit for the final exam *in accordance with the official university final exam schedule* (i.e., everyone takes the exam at the same time). ***No exceptions.***

**EXTRA CREDIT:** None.

**ABSENCES:** The scoring scheme mentioned earlier allows students to earn the maximum points for the course (excluding the final exam) with as many as **four (4)** absences. Student, family or friendly incidents such as the following ***will not qualify the student for any unique treatment or consideration:*** doctor appointments (any type of doctor), lawyer appointments, court appearances, traffic accidents with or without bodily injury, illnesses (including but not limited to colds, flus, Zika virus, allergies, pink eye, ear aches, tonsillitis, meningitis, toothaches, cuts, scrapes, bruises, hangnails, etc.), surgeries, pregnancies, annual physical exams, funerals, dermatological issues, job interviews, club meetings and trips, professional organizational meetings, hair style/haircut/nail appointments, accidents resulting in muscle sprains, strains, tears, broken bones, shaving accidents, anybody's wedding, veterinarian appointments, advising appointments, inability to find a parking spaces, demonstrations, parades, consultations with others (including students, instructors, administrators, law enforcement authorities), etc. *This list of incidents is not exhaustive, as there are countless other possible incidents.* **There are no make-up exams/tests for unexcused absences.** An unexcused absence from an exam/test will earn a score of zero. An official university excused absence **with advance notice** will qualify the student for an attempt to acquire the missed exam points. The professor will use his discretion to determine the protocol for attempting to acquire such missed exam points, and the protocol includes, but is not limited to written exams, oral exams, presentations, averages of other exams, etc. There are no early exams/tests, where the student begins and completes the exam/test prior to the time that the class as a whole begins and completes the test. Additionally, there are no post-exam tests, where the student begins and completes the exam/test after the scheduled examination period. *Students are only able to begin and complete the tests at the time that the class as a whole begin and complete the tests.*

**ATTENDANCE:** University policy requires students to attend all classes and arrive on time. *Students must carry their UTEP ID with them at all times on campus* (see Section II, Chapter 7 of the university handbook of operating procedures).

**INTERNET ACCESS:** Blackboard is an important tool, and students **MUST** gain internet access to the **Blackboard** link at [www.utep.edu](http://www.utep.edu). The professor will post grades, etc. on the course's Blackboard website. Use the computer labs on campus if necessary. **Note that the professor welcomes e-mail communication with students to enhance the learning experience.**

**E-MAIL ACCESS:** Students must frequently monitor their university e-mail accounts, as the instructor uses this medium to communicate important information.

**STRATEGY FOR SUCCESS:** The instructor recommends that students develop a strategy for the successful completion of the course. It is critical that the student's strategy begins with the acceptance of the responsibility for the outcome. Another critical component of the student's strategy is the willingness to prepare him- or herself for each class. The key here is that the best defense is a good offense. The instructor supplies exercises, which along with the proper use of a textbook, go a long way toward preparing the student for class. Moreover, the instructor recommends downloading the exercises (using Word) with the solution intact, then creating an extra copy without the solution. Students can then work to solve the problems without the solution, while referring to the solution when necessary. If possible/practical, the instructor recommends studying with other students in the class, as collaboration helps all students. Finally, the Department of Accounting offers a limited amount of tutoring, and the tutoring schedule is available by inquiry in Room 260 of COBA.

**ACADEMIC MISCONDUCT:** In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Proven violations of the detailed regulations, as printed in the *Handbook of Operating Procedures* (HOP) available in the Office of the Dean of Students, may result in sanctions ranging from disciplinary probation, to failing grades on the work in questions, to failing grades in the course, to suspension or dismissal, among others.

**DROP DATE:** The grade of "W" is available to all students until **October 28, 2016**. **DO NOT ASSUME THE PROFESSOR WILL DROP YOU AUTOMATICALLY IF YOU STOP ATTENDING BEFORE THE October 28, 2016 DEADLINE.** It is YOUR responsibility to drop the class if it is your desire to do so. After the University drop deadline, a grade of "W" can be assigned only under exceptional circumstances and only with the approval of the professor and academic dean. Such students must petition for the "W" grade in writing and provide necessary supporting documentation. Exceptions to the **October 28, 2016** deadline will be rare and determined under exceptional conditions as noted in the University catalogue. All other students dropping after the deadline must be dropped with the grade earned as of the end of the semester. Statements on Faculty and Student Responsibilities are available on the College of Business website at: <http://business.utep.edu/About/responsibilities.aspx>.

**ACCOMMODATIONS POLICY FOR THE UNIVERSITY OF TEXAS at EL PASO:** 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](mailto: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/>.

**CAMPUS CARRY:** Individuals with a valid Texas Concealed Handgun License (CHL) may lawfully carry their handguns in a concealed manner while on campus in areas which do not explicitly prohibit handguns. For example, individuals may carry their handguns in most UTEP classrooms in a concealed manner (see the campus carry link below for exceptions). It is critical to recognize that the official UTEP policy requires ALL individuals who carry handguns to conceal these weapons at all times while on campus. Texas state law prohibits the open carry of handguns anywhere on campus. Please call Campus Police (X 5611) or 9-1-1 immediately if you feel someone is *intentionally* displaying a gun (or any weapon). For more information on campus carry, see <http://sa.utep.edu/campuscarry/>; and for more information on overall campus safety, see <http://admin.utep.edu/emergency>.

**Principles II - Daily Plan - T/TH**

**Fall 2016**

<b>Week</b>	<b>Date</b>	<b>Topics</b>		<b>Week</b>	<b>Date</b>	<b>Topics</b>	
1	8/23	Review syllabus, class protocol, other		9	10/18	Ch 21	Budgeting
1	8/25	Group formation, Ch 16 topics		9	10/20	Ch 21	Budgeting
2	8/30	Ch 16	Managerial Accounting Concepts	10	10/25	Ch 21	Budgeting
2	9/1	Ch 16	Managerial Accounting Concepts	10	10/27	Ch 22	Perform Eval using Variance Analysis
3	9/6	Ch 17	Job Order Costing	11	11/1	Ch 22	Perform Eval using Variance Analysis
3	9/8	Ch 17	Job Order Costing	11	11/3	Ch 23	Perform Eval for Decentralized Ops
4	9/13	Ch 17	Job Order Costing	12	11/8	Ch 23	Perform Eval for Decentralized Ops
4	9/15	Ch 18	Process Cost Systems	12	11/10	Ch 24	Differential Analysis & Product Pricing
5	9/20	Ch 18	Process Cost Systems	13	11/15	Ch 24	Differential Analysis & Product Pricing
5	9/22	Ch 18	Process Cost Systems	13	11/17	Ch 25	Capital Investment Analysis
6	9/27	Ch 19	Cost Behavior and CVP	14	11/22	Ch 25	Capital Investment Analysis
6	9/29	Ch 19	Cost Behavior and CVP	14	11/24		<b>Thanksgiving Holiday!</b>
7	10/4	Ch 19	Cost Behavior and CVP	15	11/29	Ch 26	Cost allocation and ABC
7	10/6	Ch 19	Cost Behavior and CVP	15	12/1	Ch 26	Cost allocation and ABC
8	10/11	Ch 20	Variable Costing for Mgt Analysis				
					<b>12/6</b>	<b>Final Exam @ 1:00 pm (12:00 pm class)</b>	
8	10/13	Ch 20	Variable Costing for Mgt Analysis		<b>12/8</b>	<b>Final Exam @ 7:00 am (7:30 am class)</b>	

## **Principles II – Fall 2016**

### **Estimated topical coverage for each class session**

(subject to adjustment as necessary for actual coverage and instructor judgment)

(text page references appear in parentheses where applicable)

- 8/23 – Introduction, class protocol.
- 8/25 – Group assignments; Ch 16, financial vs. managerial accounting (pp. 754-755, 764-767).
- 8/30 – Ch 16, direct materials and direct labor costs; factory overhead cost prime and conversion costs; product cost vs. period cost (pp. 758-767).
- 9/1 – Ch 16, key transactions for increasing and decreasing manufacturing inventories (beginning balance + inputs – outputs = ending balance); COGM computation (pp. 764-769).
- 9/6 – Ch 17, difference between job order and process cost systems; job cost card and idea of accumulating costs in WIP until job is complete (pp. 792-795, 802-803).
- 9/8 – Ch 17, actual vs. applied MOH; pre-determined rate (pp. 798-800).
- 9/13 – Ch 17, JEs for: i) purchase and issuance of materials; ii) recording direct labor costs; iii) actual and applied MOHs; iv) transferring costs from WIP to FG; and v) disposal of over- under-applied MOH (pp. 794-804).
- 9/15 – Ch 18, nature of process costing; cost flows/multiple departments/processes; cost of production report; units section of production report with weighted average (WA) method in appendix (834-840, 856-857).
- 9/20 – Ch 18, equivalent units with WA method, costs assigned to EI and WIP with WA method (pp. 856-858).
- 9/22 – Ch 18, equivalent units with WA method; costs assigned to EI and WIP with WA method; generate cost of production report with WA method (pp. 856-858).
- 9/27 – Ch 19, variable costs; fixed costs; mixed costs; relevant range; high-low method (pp. 884-890).
- 9/29 – Ch 19, contribution margin; contribution margin ratio; unit contribution margin; break-even point in units (pp. 890-893).
- 10/4 – Ch 19, graphic approach to break-even; break-even point in units and dollars; effect of revenue and cost changes on break-even point; target profit (pp. 894-903).
- 10/6 – Ch 19, sales mix considerations; operating leverage; margin of safety (pp. 904-908).
- 10/11 – Ch 20, absorption costing vs. variable costing (pp. 934-942).
- 10/13 – Ch 20, profitability and contribution margin analysis (pp. 946-951).
- 10/18 – Ch 21, static budget vs. flexible budget; master budget vs. operating budgets; sales budget; production budget (pp. 985-990)
- 10/20 – Ch 21, production budget; material purchases budget, (pp. 990-992).

## **Principles II – Fall 2016**

Estimated topical coverage for each class session  
(subject to adjustment as necessary for actual coverage and instructor judgment)  
(text page references appear in parentheses where applicable)

10/25 – Ch 21, cash budget (pp. 997-1000).

10/27 – Ch 22, standards; direct material variances (pp. 1030-1032, 1035-1037).

11/1 – Ch 22, direct labor variances (pp. 1038-1040).

11/3 – Ch 23, cost vs. profit vs. investment center; service department charges with step method; ROI; residual income (pp. 1080-1087).

11/8 – Ch 23, transfer pricing with market and negotiated price approaches (pp. 1090-1093).

11/10 – Ch 24, sunk costs; differential analysis; discontinue segments; make or buy (pp. 1118-1124).

11/15 – Ch 24, sell or process further decisions; special orders/pricing; production bottlenecks (pp. 1126-1128, 1133-1134).

11/17 – Ch 25, average/accounting rate of return; payback method; time value of money (TVM) (pp. 1163-1168, 1169-1173).

11/22 – Ch 25, TVM; net present value; internal rate of return (pp. 1166-1173).

11/24 – **Thanksgiving Holiday!**

11/29 – Ch 26, applied MOH; plantwide rates and intro to activity-based costing (ABC) (pp. 1200-1206).

12/1 – Ch 26, More ABC (pp. 1207-1211).

12/6 – Final exam for 12:00 pm class, Tuesday @ 1:00 pm.

12/8 – Final exam for 7:30 am class, Thursday @ 7:00 am.