THE COURSE

• Number: ACCT 2302
• Title: Principles of Accounting II
• Credit Hours: Three (3) Credit Hours
• Prerequisite: ACCT 2301 or 2401

Catalog Description:

This course is a continuation of Accounting 2301. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis.

WHY STUDY ACCOUNTING?

Every day individuals make decisions that involve choosing between alternatives that have different expected outcomes. These decisions may be of an intimately personal, social, or economic nature, and often there is some doubt regarding which course of action should be taken to achieve the desired objective. This doubt, this uncertainty, can be reduced through the use of relevant information with the result that a rational, more informed decision is made.

Accounting, because it is the primary source of information on economic activity, provides a means for reducing this doubt in the minds of those charged with conducting such activity. Because it includes the production, exchange, and consumption of scarce resources, economic activity is found everywhere in our society. Accounting is nearly as extensive. Wherever economic resources are employed, an accounting is likely to be required to show what was accomplished, at what cost or sacrifice. This follows whether the resources are employed by individuals; employers; churches; some unit of local, state, or national government; or some other organization in which individuals are interested, such as the local hospital.

Thus it follows that the welfare of nearly every individual in our society is affected, directly or indirectly, by accounting information. This is sufficient reason for maintaining that some knowledge of basic accounting is essential to every person who seeks to function intelligently and efficiently in our society.
WHAT CAN YOU LEARN?

Upon the successful completion of this course and with the guidance of an experienced accountant, you will be competent to perform the following tasks at an introductory level:

Using accounting systems and information, you should be able to assist management in planning and controlling operations by:

- Explaining the terminology, principles and procedures behind basic **managerial accounting concepts**.
- Utilizing basic cost accounting procedures on either a **Job-order** cost basis or a **Process** cost basis.
- Analyzing proposed capital expenditures.
- Identifying how costs behave using the hi-low method and regression analysis.
- Applying **cost-volume-profit analysis**.
- Conducting incremental analysis of special orders, make-or-buy decisions, sell or process further decisions and eliminating segments or products.
- Preparing operating **budgets and financial budgets**.
- Analyzing proposed capital expenditures.
- Evaluating performance through the use of **standard costs** and the computation of **material, labor and overhead variances**.
- Utilizing the concepts of **incremental analysis** and **relevant costs** to aid management in optimizing its decision-making.
- Analyzing and interpreting the information reported in the financial statements using **horizontal analysis, vertical analysis and ratio analysis**, focusing on **liquidity, solvency and profitability**.
WHAT WILL YOU STUDY?

For this course, ACCT 2302, the textbook will serve as the primary resource for the topics to be covered in the course. Additional material may be presented to complement the material presented in the textbook in order to provide for adequate coverage of introductory accounting principles and practices. The course content will include the chapters listed below.

Managerial Accounting Emphasis

- Chapter 1 Managerial Accounting
- Chapter 2 Job Order costing
- Chapter 3 Process Costing
- Chapter 5 Cost-Volume-Profit
- Chapter 6 Cost-Volume-Profit Analysis: Additional Issues
- Chapter 7 Incremental Analysis
- Chapter 9 Budgetary Planning
- Chapter 10 Budgetary Control and Responsibility Accounting
- Chapter 11 Standard Costs and Balanced Scorecard
- Chapter 12 Planning for Capital Investments
- Chapter 14 Financial Statement Analysis

WORKPLACE COMPETENCIES AND FOUNDATION SKILLS

Mountain View College is committed to assisting you in obtaining the knowledge and skills that you will need to succeed in today’s dynamic work environment. Toward this goal, the following workplace competencies and foundation skills have been integrated into this course.

<table>
<thead>
<tr>
<th>Workplace Competencies</th>
<th>Foundation Skills</th>
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<tbody>
<tr>
<td>Manage Resources</td>
<td>Demonstrate Basic Skills</td>
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<tr>
<td>Exhibit Interpersonal Skills</td>
<td>Demonstrate Thinking Skills</td>
</tr>
<tr>
<td>Work With Information</td>
<td>Exhibit Personal Qualities</td>
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<tr>
<td>Apply Systems Knowledge</td>
<td></td>
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<tr>
<td>Use Technology</td>
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TEXTBOOK AND MATERIALS

- Paper, pencils (#2), ruler, eraser, basic calculator and access to Microsoft Excel.
CLASS PROGRESS AND TIME REQUIREMENTS

Course progress is the responsibility of the student. It is also the responsibility of the student to consult with the instructor if there is a cessation of progress. Once enrolled in the course, it is the responsibility of the student to withdraw from the course should that become necessary. Instructors will not automatically drop students who have stopped attending class. The last day to drop this course is, February 28, 2015.

Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending. For this on-line course, please email the instructor that you have actively began participation in your course(s). It is imperative that you contact the instructor via email, on or before the certification date (January 26 2015) for this course. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.

Financial Aid Statement Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

Students desiring to observe a religious holy day, which will result in a late submission of work, must notify their instructor in writing in advance of the absence. It is suggested that you complete the work in advance of your planned religious holy day. The student is required to complete any assignments or take any examinations, within a reasonable time, which may have been missed as a result of the absence.

Most students find this course requires between 100 and 120 total hours of work. During this course, it means that you must be prepared to devote from 10 to 15 or more hours per week on this course. You must work hard to stay on schedule! If you fall behind in your course work, it is very difficult to catch-up!

If you are unable to complete this course and want to receive a “W”, you must withdraw from the course by the official withdrawal deadline date as published in the Mountain View College Catalog. Withdrawing from a course is a formal procedure which YOU must initiate. Your instructor cannot do it for you. You may do this in Admissions or Counseling. If you stop attending class and do not withdraw, you will receive a performance grade, usually an “F”. Students sometimes drop courses when help is available that would enable them to continue. You should discuss your plans with your instructor if you feel the need to withdraw.

Six Drop Limit
STOP BEFORE YOU DROP For students who enrolled in college level courses for the first time in the Fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career, unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions.

Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W.” Therefore, please exercise caution when dropping courses in any Texas Public Institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/6drop
Repeating This Course
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. More information is available at: https://www1.dcccd.edu/cat0506/ss/oep/third_attempt.cfm.

The Texas Success Initiative (TSI)
The Texas Success Initiative (TSI) is a statewide program designed to ensure that students enrolled in Texas public colleges and universities have the basic academic skills needed to be successful in college-level course work. The TSI requires assessment, remediation (if necessary), and advising of students who attend a public college or university in the state of Texas. The program assesses a student's basic academic skills in reading, writing, and math. Passing the assessment is a prerequisite for enrollment in many college level classes. Students who do not meet assessment standards may complete prerequisite requirements by taking developmental courses in the deficient area and passing them with a grade of C or higher. Additional information is available at https://www1.dcccd.edu/cat0506/admiss/tsi_requirements.cfm.

Academic Honesty
Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at https://www1.dcccd.edu/cat0406/ss/code.cfm.

ADA Statement
If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office. For information regarding the rights and responsibilities of students with disabilities, contact DSO at 972-860-8691 (Voice) or 972-860-3651 (TDD) or 214-860-8845 (fax).
ABOUT YOUR INSTRUCTOR

Name: Richard J. Pettit, Ph.D. E-Mail: richardpettit@DCCCD.edu
Home Telephone: (972) 217-1288

BUSINESS, COMPUTERS, MATH & TECHNICAL PROGRAMS W210: (214) 860-8619

THE INSTRUCTIONAL SYSTEM

The textbook and your instructor represent the most important resources available to you. This course is based upon the topics covered in chapters 1-14 of the textbook. At the end of every chapter, there are numerous questions, exercises, and problems designed to provide opportunities for application, feedback, and review. Most of the time you spend on this course will involve the following activities:

- Reading the textbook.
- Reviewing various study guide materials in Wiley Plus (Optional)
- Completing the Interactive Quizzes in WileyPlus (Optional)
- Completing the chapter homework in WileyPlus (Required)
- Reviewing Chapter PowerPoint Presentations (Optional)
- Preparing for and taking periodic examinations. (Required)

THE BENEFITS YOU DERIVE FROM THIS COURSE AND THE DEGREE OF SUCCESS YOU EXPERIENCE WILL BE IN DIRECT PROPORTION TO THE AMOUNT AND QUALITY OF THE EFFORT YOU PUT INTO IT!

Should you have any questions regarding the material presented in the textbook you should feel free to contact me by telephone or email. Before you call or email me, carefully formulate your question(s). It is very difficult to respond to broad general questions such as I don’t understand variable costs? However, if you tell me that you don’t understand how the authors calculated the variable cost in the example on page 239 then I can give you a specific answer.

Also remember that the homework problems are part of your grade and therefore I will not solve those problems for you. In the past, some students have felt that there is an error in the homework problems and they then contacted WileyPlus asking for clarification. WileyPlus simply sends the question on to me. So, rather than contacting WileyPlus I’d suggest you contact me either by phone or email regarding you belief that the problem is not correct.
EVALUATION SYSTEM

Your course grade will be determined based on the following:

Homework Problems (11 X 15)............................... 165
Examinations (3 X 100)............................................. 300
Total Possible Points..................................................465

Chapter homework assignments for each chapter are located in WileyPlus. Each chapter homework is worth 15 points. Chapter homework is to be completed not later than 11:00 PM CDT of the cutoff date. Chapter homework cannot be completed after the cutoff date. The 165 points you may earn by answering the homework correctly may have a major impact on your course grade. The day following the date the homework must be completed the correct answers will be available. This review of the results should be a part of your learning experience. Detailed information regarding the use of WileyPlus in this course can be found in an eCampus document entitled "Suggested Study Plan.

The three examinations will be on-line, taken via eCampus, they are not proctored. The exams must be taken on the scheduled date. The exams will be open between 6:00 AM and 11:30 PM. The exams are closed book and notes are not allowed. You will have 1 hour and 45 minutes to complete the exam once you open it. You cannot begin the test and then stop and start at a later time. So, have all your needed materials, pencils, calculators, paper etc. ready when you open the test. If you are asked to fill a blank do not precede the number with a dollar sign ($) or follow it with a decimal point and cents (.00). You are expected to take the examinations on the scheduled date. If you cannot take the exam when scheduled I must be notified before the exam and I must approve any rescheduling of the exam. All examinations are to be “closed book.”

GRADING SCALE

The letter grade earned for the course will be determined by applying the total points you earn to the following scale:

<table>
<thead>
<tr>
<th>Desired Letter Grade</th>
<th>Total Points Required</th>
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<tbody>
<tr>
<td>A..........................</td>
<td>418 - 465</td>
</tr>
<tr>
<td>B..........................</td>
<td>372 - 418</td>
</tr>
<tr>
<td>C ........................</td>
<td>325 - 371</td>
</tr>
<tr>
<td>D..........................</td>
<td>279 - 324</td>
</tr>
<tr>
<td>F..........................</td>
<td>0 - 278</td>
</tr>
</tbody>
</table>

Your instructor reserves the right to modify the course requirements, assignments, grading procedures, and other related policies.
# THE CLASS CALENDAR
## SPRING I SEMESTER, 2014
### SECTION 63430 & 93415

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>CUT-OFF-DATE FOR HOMEWORK</th>
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<tbody>
<tr>
<td><strong>START DATE</strong></td>
<td><strong>ACTIVITY</strong></td>
</tr>
<tr>
<td>Tue 01-20</td>
<td>Chapter 1 Managerial Accounting</td>
</tr>
<tr>
<td>Fri 01-23</td>
<td>Chapter 2 Job Order Costing</td>
</tr>
<tr>
<td>Tue 01-27</td>
<td>Chapter 3 Process Costing</td>
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<tr>
<td>Sun 02-01</td>
<td>Chapter 5 Cost-Volume Profit</td>
</tr>
<tr>
<td><strong>Mon 02-02</strong></td>
<td><strong>First Examination Chapters 1-3</strong></td>
</tr>
<tr>
<td>Wed 02-04</td>
<td>Chapter 6 Cost-Volume-Profit Analysis-Additional Issues</td>
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<tr>
<td>Sun 02-08</td>
<td>Chapter 7 Incremental Analysis</td>
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<tr>
<td>Thur 02-12</td>
<td>Chapter 9 Budgetary Planning</td>
</tr>
<tr>
<td>Mon 02-16</td>
<td>Chapter 10 Budgetary Control &amp; Responsibility Accounting</td>
</tr>
<tr>
<td><strong>Thur 02-19</strong></td>
<td><strong>Second Examination Chapters 5, 6, 7, &amp; 9</strong></td>
</tr>
<tr>
<td>Mon 02-23</td>
<td>Chapter 11 Standard Costs and Balanced Scorecard</td>
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<tr>
<td>Fri 02-27</td>
<td><strong>Feb. 27, 2015, is the last day to drop with a &quot;W&quot;.</strong></td>
</tr>
<tr>
<td>Sun 03-01</td>
<td>Chapter 12 Planning and Capital Investments</td>
</tr>
<tr>
<td>Sat 03-07</td>
<td>Chapter 14 Financial Statement Analysis</td>
</tr>
<tr>
<td><strong>Fri 03-13</strong></td>
<td><strong>Third Examination Chapters 10, 11, 12, &amp; 14</strong></td>
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