

Syllabus
Accounting 312: Fundamentals of Managerial Accounting
Spring 2013

Class Hours: TTh 12:30-2:00 p.m (Unique #: 02510)	Location: GSB 2.122
Professor: Donna Johnston-Blair	Office: CBA 6.304H
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Office Hours: TTh 9:00am – 12:00pm	
TA: Katie Gilbert (MPA)	Office Hours: M 2:30-3:30; Th 9:30-10:30
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Required Materials

MANAGERIAL ACCOUNTING, by Ronald W. Hilton (9th edition, ©2011).
McGRAW-HILL CONNECT Assignment and Assessment Platform

Blackboard will be used for course management and any additional readings or study materials will be posted there. I also will use Blackboard for communicating with the class.

It is your obligation, during the first week of class, to ensure:

- (1) that you can access the class site on Blackboard,
- (2) that your M-H Connect Access is functioning properly; and
- (2) that the email account that you use is correctly recorded in the UT-Austin Registrar system.

A financial calculator of your choice is required for this class. The HP 10bII+ is highly recommended because it is (1) recommended for ACC 311 and useful for other accounting and finance courses, (2) relatively inexpensive (about \$25), and (3) non-programmable and therefore acceptable for exam use.

Learning Objectives

If you stay engaged with the course by participating in class, reading the assignments, completing the assigned work, and preparing well for exams, you should obtain the results listed below:

<i>Expected Result</i>	<i>What We'll Do</i>	<i>How We'll Measure the Results</i>
Understand how accounting systems provide data useful for management decisions in all business areas.	..Discuss chapter readings and other current topics together in class. ..Relate Managerial Accounting to what is going on in the business world.	Interesting and lively discussions in class on problems and potential approaches to solutions.
Get comfortable structuring business problems and analyzing management decisions.	..Work practice problems together in class and discuss them. ..Prepare a written business analysis and recommendation.	Homework, team assignment and exam performance (grades).

This course carries the *Quantitative Reasoning Flag*. QR courses are designed to equip you with skills that are necessary for understanding the types of quantitative arguments you will regularly encounter in your adult and professional life. You should therefore expect a substantial portion of your grade to come from your use of quantitative skills to analyze real-world problems.

Class Preparation and Success

You are encouraged to ask questions in class, both to seek technical clarification of points discussed and to understand how a particular topic relates to your personal interest in business.

Class attendance and doing the homework are the two keys to success in this class. Students who do well are generally those who attend class regularly and can participate in class discussions because they have

done the homework. Although problems may seem fairly intuitive when we do them in class, you will be surprised how hard it is to set them up and solve them on your own. Practice is key.

Classroom Standards

This classroom is subject to “*business meeting*” *etiquette*:

- Silence your phones and no texting or on-line activity during class.
- Laptops/tablets are allowed, but only for note-taking or other uses directly related to class, and with internet disabled. Anyone caught doing on-line activity will be penalized: first offence, 5 point reduction in next exam score; subsequent offences, half-letter final grade reduction each offense.
- Bring your financial calculator to class and have it ready to use.
- No extraneous conversation or disruptive behavior.
- You should arrive on time. On the rare occasion when you don't, please enter and set up quietly and engage with the class as quickly as possible.
- If you must leave early, please notify me in advance.

Assessment

Course grades will be determined using the following deliverables and weights:

Two (non-cumulative) Midterms	
Lowest midterm	20%
Highest midterm	25%
Final Exam (cumulative)	30%
Homework	15%
Team Assignment	<u>10%</u>
	<u>100%</u>

The class average for this course has typically been in the 2.7 - 2.9 range. Grades will be based on the total points earned in the course (as shown above). You may assess your performance based on the traditional grade cutoffs of 90% = A-, 80% = B-, 70% = C-, 60% = D-, and below 60% = F. Incompletes will be given only in the rarest of circumstances and according to university policy. It is possible, but not guaranteed, that we will curve grades at the end of the course. There will be no opportunity to raise your course grade by doing "extra credit" work either before or after the end of the semester.

Grade Appeals: If you believe a grading error has occurred and wish to appeal a grade assigned on any assignment, you must do so within two weeks after the item is returned to the class or when the grade is posted electronically in Blackboard by submitting a written explanation of your concern, attached to the graded item in question and submitting the appeal to me in class or at office hours. After two weeks have passed, no appeals will be considered.

Examinations

Examinations are individual work; no collaboration of any kind is allowed. There will be two midterm examinations. Midterm exams will be closed book/notes and will be held on the dates and times indicated in the Class Schedule. All students in all sections of ACC 312 will take the exams at the same time. We will try to return the graded exams one week after the exam date.

There will be a common, cumulative final exam given for all sections of ACC 312 at one time at the end of the term. The final exam will be closed book/notes and we will advise you of the date for the final exam as soon as we receive it. Please do not make travel arrangements until you are certain of the exam schedule. No early exams will be given to accommodate travel schedules.

Alternate exams: If you have another UT class or UT exam at the same time as one of the midterm exams, an alternate exam will be given, generally on the day after the scheduled exam. Similarly, if you have another UT final exam that directly conflicts with our scheduled final exam, there is a provision for an alternate exam. However, in all cases permission to take an alternate exam is at my discretion and the request must be made at least 96 hours in advance. Note that conflicts such as classes at other

educational institutions (including UT Extension) and work schedules will not constitute an acceptable reason to take an alternate exam. If you also have a class or exam conflict with the alternate midterm exam, we can, with my prior approval, make arrangements for you to make up the exam. Individual makeup midterm exams must be taken within three business days of the original exam date. In most cases, the exam will be given at the Testing Center located on the third floor of the McCombs School. Once you are told that your exam is at the testing center, you are responsible for scheduling the taking of the exam. If you have not taken the makeup exam within three business days after the original exam date, you will receive an exam grade of 0.

If you miss a midterm exam due to an illness or other emergency reason, you should notify me before the exam, if possible, and I will require written documentation (e.g., a note from the attending physician) after you return. I have final authority to determine if your absence is excused. If so, and if it is feasible for you to take the scheduled alternate exam or an individual makeup midterm exam (see prior paragraph), you may do so. Otherwise, students with an excused absence from a midterm exam will be required to add the weight of that exam (the “lowest midterm” weight) to the weight of the final exam. No “make-up” exams will be given and unexcused absences will result in an exam grade of 0.

Team Assignment

Soon after the first midterm, I will randomly assign each student to a team of 3-5 students and distribute more information about the Team Assignment. The purpose of this assignment is to develop your ability to connect managerial accounting concepts to current business practices and problems and to effectively communicate financial information. Supplemental reading and research will be required for this assignment, and the deliverable will be prepared in Powerpoint. No oral presentation will be required. The deliverable will be due in class on the date indicated in the Course Schedule.

Collaboration between teams is not allowed. All members of each team will normally receive the same grade on this assignment, however I reserve the right to assign partial or zero credit to anyone not carrying their weight on the team. A peer evaluation mechanism will be made available.

Homework

Graded homework must be completed individually, however you are permitted to collaborate with classmates on figuring out how to structure the solution to graded questions and on all aspects of ungraded questions. The Course Schedule lists the assigned homework problems. The homework assigned for each class is due by 8am on the day of class, and late homework will not be accepted for any reason. “Review” questions are intended to confirm your understanding of material covered in the preceding class; “Preview” questions are to help you prepare for the coming class. Homework is further divided into problems that must be submitted for grading and problems that are neither submitted nor graded. Graded questions are listed in bold-faced text on the Course Schedule and are managed through the McGraw-Hill Connect system. Connect changes the numbers in the problem for each student, so the data will differ from the textbook and your solution will not be the same as your classmates’ solutions. Connect will grade these problems, provide solutions (after all sections of ACC 312 have submitted their homework), and indicate areas where you need to do additional study. If you have questions about how to solve the exercises or problems, you should see the TA during office hours. The problems that are not required to be submitted or graded (not bold-faced) are intended to guide your study of the material. The homework grade for the semester is the percent of all graded problems completed correctly, except as noted in the next item.

Quizzes and Other

Quizzes and other relatively minor graded work may also be assigned, depending on my assessment of class progress and preparation. Examples would include (but are not limited to) quizzes on Blackboard, unannounced in-class quizzes, extra problem assignments, and chapter outlines. If I choose to make such assignments, their scores will be treated as part of the homework grade.

The Course Schedule, distributed separately, is an integral part of this Course Syllabus.

Important Notifications

Students with Disabilities

Students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities, 512-471-6259, <http://www.utexas.edu/diversity/ddce/ssd/>.

Religious Holy Days

By UT Austin policy, you must notify me of your pending absence at least fourteen days prior to the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.

Policy on Scholastic Dishonesty

The McCombs School of Business has no tolerance for acts of scholastic dishonesty. The responsibilities of both students and faculty with regard to scholastic dishonesty are described in detail in the BBA Program's Statement on Scholastic Dishonesty at <http://www.mcombs.utexas.edu/BBA/Code-of-Ethics.aspx>. By teaching this course, I have agreed to observe all faculty responsibilities described in that document. By enrolling in this class, you have agreed to observe all student responsibilities described in that document. If the application of the Statement on Scholastic Dishonesty to this class or its assignments is unclear in any way, it is your responsibility to ask me for clarification. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Dishonesty harms the individual, all other students, the integrity of the University, and the value of our academic brand, so policies on scholastic dishonesty will be strictly enforced. You should refer to the Student Judicial Services website at <http://deanofstudents.utexas.edu/sjs/> to access the official University policies and procedures on scholastic dishonesty as well as further elaboration on what constitutes scholastic dishonesty.

Campus Safety

Please note the following recommendations regarding emergency evacuation from the Office of Campus Safety and Security, 512-471-5767, <http://www.utexas.edu/safety>:

- Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside.
- Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.
- Students requiring assistance in evacuation should inform the instructor in writing during the first week of class.
- In the event of an evacuation, follow the instruction of faculty or class instructors.
- Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.
- Behavior Concerns Advice Line (BCAL): 512-232-5050
- Further information regarding emergency evacuation routes and emergency procedures can be found at: <http://www.utexas.edu/emergency>.