Course Information

<table>
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<tr>
<th>Section</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>71250</td>
<td>MTWTh 10:00 am-12:00 pm</td>
<td>UTC 4.112</td>
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Course Description and Objective

Foundations of Accounting (ACC 310F) is an introduction to financial and managerial accounting. The course will focus on the content, interpretation, and uses of accounting information including financial statements as well as other accounting information used for planning and control purposes within a business. The objective of the class is to help you develop a better understanding of these concepts and learn how to apply them to your life.

Contact Information

Instructor     Stephen T Smith
Email          steve@sjpholding.com
Office         GSB 5.126F
Office Hours   M T W Th 1:30 – 3 pm & by appointment

Course Resources and Materials

Website        Canvas
Textbook       Accounting: What the Numbers Mean, 9th Edition by Marshall, McManus and Viele

To help reduce its cost, a custom version of this book should be available at local textbook stores (such as at the University Co-op, Austin TxBooks and Bookholders), which contains only the chapters that you will need for the class. That version has a cover that is titled “Foundations of Accounting” and comes in either a binder or a soft side copy. For reference, after the unneeded pages were removed, the textbook pages were not renumbered so that it is consistent with the “full” version. Otherwise, the “full” version of the textbook may be used instead.

Other          Basic calculator, internet access, Word, Excel and PowerPoint
**Grade Components**

**Assignments and Practice Problems**

Practicing with course concepts is a critical part of this class, as most of the concepts cannot be fully understood until worked through with related exercises. As such, there will be 5 graded in-class assignments scheduled throughout the semester. These assignments will be completed and turned in during class. Expected dates for the in-class assignments can be reviewed on the tentative class schedule. To help you prepare for these assignments, several example problems will be worked in-class and additional practice problems will be included in the class notes along with questions from the end of each chapter in the textbook. Answers to the practice problems and textbook questions will be posted to Canvas. Although completion of the practice problems and textbook questions are highly encouraged, neither will be graded.

I understand that there will be occasions when you cannot make it to class (i.e. sick, doctor’s appointment, etc.) so you will be able to drop your lowest in-class assignment grade. Accordingly, there will be no make-up in-class assignments.

**Graded Out-of-class Problems**

Periodic out-of-class problems (see the tentative course schedule) will be assigned during the semester to ensure that students are keeping up and have a thorough understanding of the material. These problems will be turned in via Canvas. In total, there will be 10 out-of-class assignments during the semester. I encourage students to work together when working on out-of-class problems but each student must turn in their own individual work in order to receive credit. I understand that there will be occasions when you have a bad day so you will be able to drop your two lowest out-of-class problem grades. Accordingly, there will be no make-ups for out-of-class problems.

**Exams**

There will be two non-cumulative midterm examinations. Midterm exams will be closed book/notes and will be held in class on the dates indicated in the Tentative Class Schedule. Each exam will contain 30 multiple-choice questions and you will be able to use a basic calculator (which does not include a mobile phone, laptop, tablet or an engineering/graphing calculator) to help complete the exam.

There will be a cumulative final exam given at the end of the term. The final exam will be closed book/notes and is on Friday, July 10th from 7 – 10 PM. **No early final exams will be given to accommodate travel schedules.**

If you miss an exam due to an illness or other emergency, you should notify me before the exam, if possible, and also provide notification and proof of emergency to Student Emergency Services ([http://deanofstudents.utexas.edu/emergency/](http://deanofstudents.utexas.edu/emergency/)). They will require proof of emergency and will provide me official acknowledgement of the emergency. However, I have final authority to determine if your absence is excused. If so, and if it is feasible for you to take an individual makeup midterm exam, you may do so. 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 and taking the exam. If you have not taken the makeup exam within three business days after the original exam date, you will receive a 0 on the exam. Otherwise, students with an excused absence from a midterm exam will be required to add the weight of that exam (“lowest midterm” weight) to the weight of the final exam. Unexcused absences will result in an exam grade of 0.
**Assessment**

Your final course grade will be based on the following:

Two (non-cumulative) Midterm Exams
- 1st Midterm: 20%
- 2nd Midterm: 20%

Out-of-class assignments (10 – drop two): 15%

In-class assignments (5 – drop one): 15%

Final Exam (cumulative): 30%

Total: 100%

Students should check the My Grades section of Canvas frequently to confirm that all grades have been recorded correctly. Any discrepancy should be discussed with the instructor immediately. Questions or issues related to grades must be resolved within one week from the date the grade is posted; otherwise, the grade will not be changed.

The BBA program recommends a mean GPA of 3.0-3.2 for this course, but the actual grades assigned will be based on what you earn. You may assess your performance based on the traditional grade cutoffs of 90% = A-, 80% = B-, 70% = C-, 60% = D-, and below 60% = F. **There will be no opportunity to raise your course grade by doing "extra credit" work either before or after the end of the semester.** Incompletes will be given only in the rarest of circumstances and according to university policy.

**Grade Appeals:** If you believe a grading error has occurred, you must appeal within one week after the item is returned to the class. Submit a written explanation of your concern, attached to the graded item in question, to me in-class or at office hours. After one week has passed, no appeals will be considered.

**Attendance and Lecture Guidelines**

Attendance is a significant contributing factor to your success in the course given the nature of material as well as the periodic in-class assignments.

You should bring a basic calculator to each class.

In an effort to create a classroom environment that remains conducive to learning, please remember to follow these rules every day:
- Please do not take any calls or text in the classroom; if you are expecting an important call, sit by a rear exit and step outside to take it.
- Laptops may be used during class to take notes, but should not be used to check email, social media websites or any other activity that is not directly related to class. Keeping your attention on activities in the classroom helps all of us stay engaged and maximizes the value of our limited class time together.
- Avoid side conversations since these are very distracting for your fellow students and instructor.
- When asking questions or working with your classmates, treat everyone with respect by being polite and considerate.
**Office Hours and Communication**

The instructor will have regularly scheduled office hours; students are encouraged to take advantage of this time to discuss any course related issues and to get additional help as needed throughout the semester. If you are unable to stop by scheduled office hours, you should contact the instructor to set an appointment. Outside of class and office hours, email is the preferred means of communication, but please keep in mind that given the number of students in the class it may take some time to get a response; furthermore, note that grades cannot be discussed over email.

Access to Canvas as well as your email is required for this class. It is your responsibility to regularly check both the class website and your related email account for updates, additional information and policies related to the class.

**Flag Information**

The university’s new core curriculum, which is now being implemented by each of the colleges and schools, will require all undergraduates to earn credit for flag courses in six areas: writing, quantitative reasoning, global cultures, cultural diversity in the United States, ethics and leadership as well as independent inquiry. This course carries the Quantitative Reasoning flag. Quantitative Reasoning 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.

**Scholastic Integrity**

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.mccombs.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. Since dishonesty harms the individual, all students, the integrity of the University, and the value of our academic brand, 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.

Although you may collaborate with other students on in-class participation questions and class in general, you must turn in your own work; otherwise, attempting to share information or collaborating on quizzes or exams will warrant a severe academic penalty.

**Class Web Sites and Student Privacy**

Password-protected class sites will be available for all accredited courses taught at The University. Syllabi, handouts, assignments and other resources are types of information that may be available within these sites. Site activities could include exchanging e-mail, engaging in class discussions and chats, and exchanging files. In addition, class e-mail rosters will be a component of the sites. Students who do not want their names included in these electronic class rosters must restrict their
directory information in the Office of the Registrar, Main Building, Room 1. For information on restricting directory information see:

http://www.utexas.edu/student/registrar/catalogs/gi02-03/app/appc09.html.

Students with Disabilities

The University of Texas at Austin provides upon request appropriate academic accommodations for qualified students with disabilities. For more information, contact the Office of the Dean of Students at 471-6259, 471-4641 TTY. If you receive academic accommodations, which include extended time on exams or a reduced distraction environment during exams, reservations at the McCombs testing center will be made on a “first come, first serve” basis. To make a reservation, you should contact the instructor as soon as possible, but no later than fourteen days before each exam to make the necessary arrangements; otherwise, such accommodations cannot be made.

Religious Holy Days

By UT Austin policy, you must notify the instructor 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 makeup work within a reasonable time after the absence.

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.
• Familiarize yourself with all exit doors of each classroom and building you may occupy.
• Students requiring assistance in evacuation should inform their 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: www.utexas.edu/emergency.
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<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Chapter</th>
<th>Topic</th>
<th>HW</th>
<th>In-Class?</th>
<th>Out-of-class?</th>
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<tr>
<td>6/4</td>
<td>Th</td>
<td>1 &amp; 2</td>
<td>Syllabus Review, Course Introduction, Financial Statements &amp; Concepts</td>
<td>Ch 1: MC 1, 2, 6; Ex 1.6 Ch2: MC 1, 3, 4, 5, 7; Ex 2.1, 2.3, 2.7, 2.8, 2.14a, 2.16</td>
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<tr>
<td>6/8</td>
<td>M</td>
<td>2</td>
<td>Financial Statements &amp; Concepts</td>
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<td>T</td>
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<td>Bookkeeping Process &amp; Transaction Analysis</td>
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<td>Bookkeeping Process &amp; Transaction Analysis / Cash Flow Statement</td>
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<td>6/15</td>
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<td>6 (pp. 198 - 210)</td>
<td>Property, Plant &amp; Equipment</td>
<td>MC: 2, 3, 4, 6; Ex 6.6, 6.7a</td>
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<td>Fundamental Interpretations Made From Financial Data</td>
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<td>Cost Accounting &amp; Reporting</td>
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<td>15 (pp. 580 - 592)</td>
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<td>Final Exam - 7 to 10 PM</td>
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**Tentative Class Schedule**