University of Texas Honor Code

The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

ACC 311

Fundamentals of Financial Accounting

Spring - 2016

Course Syllabus

Unique #: 02370, 02375

Instructor: May Wang
Notice about the Course Syllabus

This course syllabus is tentative. It represents my current plans and a timeline for the course, and it is subject to change/update. As we go through the semester, those plans or the timeline may change to enhance the class learning opportunity and to fit the course progress better. **Such changes, communicated clearly to the class, are not unusual and should be expected.**

An updated course syllabus will be posted on Canvas once the change occurs.

Thank you for paying attention to this **Notice!**

Your instructor:
May Wang
# Table of Contents

<table>
<thead>
<tr>
<th>Content</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Notice about the Course Syllabus</td>
<td>2</td>
</tr>
<tr>
<td>2. Table of Content</td>
<td>3</td>
</tr>
<tr>
<td>3. Course, Instructor &amp; TA Information</td>
<td>4</td>
</tr>
<tr>
<td>4. Course Objectives</td>
<td>5</td>
</tr>
<tr>
<td>5. Required Course Materials</td>
<td>6</td>
</tr>
<tr>
<td>6. Course Communication Channel</td>
<td>8</td>
</tr>
<tr>
<td>7. Office Hours</td>
<td>9</td>
</tr>
<tr>
<td>8. Course Evaluation</td>
<td>10</td>
</tr>
<tr>
<td>9. Course Work Description</td>
<td>11</td>
</tr>
<tr>
<td>10. Professional Conduct and Class Attendance</td>
<td>15</td>
</tr>
<tr>
<td>11. Course Important Dates</td>
<td>17</td>
</tr>
<tr>
<td>12. University Notices &amp; Polices</td>
<td>18</td>
</tr>
<tr>
<td>14. Notes about the Course Schedule</td>
<td>20</td>
</tr>
<tr>
<td>15. Course Schedule</td>
<td>21</td>
</tr>
<tr>
<td>16. Excluded Textbook Materials</td>
<td>24</td>
</tr>
</tbody>
</table>
Course, Instructor & TA Information

Course Section Information

<table>
<thead>
<tr>
<th>Unique #</th>
<th>Class Meeting Days</th>
<th>Class Meeting Time</th>
<th>Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>02370</td>
<td>T &amp; TH.</td>
<td>2:00 pm - 3:30 pm</td>
<td>UTC 4.124</td>
</tr>
<tr>
<td>02375</td>
<td>T &amp; TH.</td>
<td>3:30 pm - 5:00 pm</td>
<td>UTC 4.124</td>
</tr>
</tbody>
</table>

Note: You must attend the section you are assigned for and no exception!

Instructor Information:

Instructor: May Wang
Office: CBA 6.204
Office Phone: 512 - 471 - 6092
Office Hours: Tuesdays & Thursdays 12:30 pm – 1:30 pm (Or by appointment)
E-mail: May.Wang@mccombs.utexas.edu
Course Site: http://courses.utexas.edu

TA & Office Hours Information

<table>
<thead>
<tr>
<th>TA Name</th>
<th>TA Office Hour</th>
<th>TA Office Location</th>
<th>TA Emails &amp; Contact #</th>
</tr>
</thead>
</table>
| Cindy Tang | 3:00 pm – 4:30 pm M. & Wed. | CBA 4.304A | cindy.haot@gmail.com
Contact Number: TBA |

Note: You are encouraged to inform/email your TA with a brief of your questions prior to your visit!
Course Objectives

After studying this course, you will develop solid understanding of the following aspects about the financial accounting:

- The nature and purpose of accounting for the business with emphasis on the business entities – corporation for profits
- Fundamental understanding of financial accounting principles and methods which are used as an orderly means of recording, classifying, and presenting useful information from a mass of data derived from transactions and events affecting businesses
- The basic language of business as represented by business and accounting terminology
- The concepts and standards underlying the measurements, classifications, presentations for preparing the financial statements of a business entity
- The use and interpretation of financial statements which are prepared for users external to businesses (i.e., owners, creditors, government and investors)
- Solid understanding of how financial statements reveal a business entity’s performance, quality of earnings, financial position, and sustainability of the business

Quantitative Reasoning Flag

- 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.
Required Course Materials

Main Textbook and Online Learning System

About the Main Textbook
The required textbook for this course is a customized version of Financial Accounting, 8th edition, by Libby, Libby, and Short (ISBN: 9781259398698), one of the leading books in Financial Accounting for many years. This book has been specially compiled for the University of Texas to save students money. During the course, there will be a variety of assignments that will be delivered via ConnectPlus, an innovative online learning system that is integrated with the Libby text and proven to help students achieve greater success. Access to ConnectPlus is packaged with the textbook as discussed below. Older versions of this textbook will not work for this course. If you purchased a used version you may use the text, but you will be required to purchase the online content – ConnectPlus – see below for more details.

Student Options for Purchasing

1. UT Co-Op: You can purchase your package in the bookstore, which includes the print book and the ConnectPlus access code. ISBN: 9781259398698. Price: approximately $120.

2. Online: All DIGITAL. Price approximately $80. If you prefer not to have a textbook, you can purchase ConnectPlus only. ConnectPlus includes all of your assignments, adaptive learning modules you can use to master course material outside of class, and an adaptive EBook that will tailor your reading experience. If you also want to purchase a print text, you can buy a $40 loose-leaf version of your book with the click on a button from within ConnectPlus. Availability for this option will be disclosed closer to the date of our first class.

Accessing ConnectPlus:

- Connect Student Registration Information will be posted on Canvas before the 1st day class
- There will be training options available to students beginning with the first class meeting.
- There will be no graded assignments in ConnectPlus (or Connect) the first two weeks of the course to ensure all students have time to access and learn ConnectPlus.

Support:

- If you need any Technical Support, please contact McGraw-Hill Customer Experience Group at (800) 331-5094.
- Please be sure to get your case number for future reference when you call the support line.
- Access FAQs at http://www.connectstudentsuccess.com/

Solid Footing Textbook

There is a secondary workbook that is also required for the course. It is a customized version of Solid Footing, 8th edition, by Dan Wigand. During the first half of the course, you will be required
Required Course Materials (continued)

to complete a variety of assignments from this book. You should not buy this workbook used as the access code can be used only once per registered student. If you are retaking this course please email me with your name, UTEID, the semester you enrolled in ACC 311 and your instructor’s name. We have made arrangements with the publisher to get new codes for you so you will not have to repurchase the materials.

Student Options for Purchasing

UT Co-Op: You can purchase your package in the bookstore, which includes the print book and the access code to download required spreadsheets for class assignments. The price is approximately $33. Note that this textbook is no longer available in the McCombs media center.

Support:

If you need any Technical Support contact Solid Footing software support at (513) 939-5305.

Calculator Requirements

A financial calculator is required for this course. A financial calculator is one that has dedicated keys for convenience in working problems involving the time-value of money. The keys typically are labeled N (number of periods), I/Yr (required interest rate per period), PV (present value), PMT (payment per period), and FV (single future payment amount). If you already have such a calculator, you do not need to buy a new one. However, if you do not already have such a calculator, you should buy an HP 10bII+. This calculator is recommended by both the accounting and finance faculty of the McCombs School of Business. It will be supported in ACC 311 and ACC 312 classes. If you have another kind of financial calculator, you will have to learn how to use it outside of class.

Note: You may NOT use calculators that have text memory (e.g. for programs) or cell-phone calculators on quizzes or examinations. Examples of PROHIBITED CALCULATORS are the TI-83, 84, 86 and 89. You may use simple 4-function calculators if an exam or quiz does not require TVM calculations.

Supplements through Canvas

- Class notes and class handouts will be posted on Canvas before the class
- Solution to Non-graded homework will be posted on Canvas
- Solution to quizzes will be posted on Canvas
- Solution to class/group activities will be on Canvas
- Solution to problem-solving covered during the lecture will be posted on Canvas
- Sample midterm exams will be posted on Canvas

Prerequisite:

The prerequisite for this course is twenty-four semester hours of (prior) college credit. If you do not satisfy this prerequisite, you should drop ACC 311, or the Office of the Dean of Undergraduate Programs will drop you from the course. Instructors may not waive prerequisites to their courses.
Course Communication

Primary Communication Channel - Canvas

In this class I use Canvas—a Web-based course management system with password-protected access at [http://courses.utexas.edu](http://courses.utexas.edu). To access the course website—Canvas, you will need a UT-EID and then simply follow the link above. Canvas will be the primary communication channel for the course. All of the course related announcements, updates, assignments, deadlines, grades and course related materials will be posted on Canvas. **It is your responsibility to keep up with any update for the course on Canvas.**

Canvas is an important part of the course package where you will be informed for updates about the course. Once questions, concerns, and updates related to the course are addressed on Canvas, they will not be repeatedly addressed during the class. Therefore, the class time can be utilized fully an efficiently to cover new materials, and to encourage class / group activities.

**Privacy in Canvas:** Information in Canvas is protected by your UTEID login. Please be aware that I will use a merged Canvas site for all sections of the course that I am teaching this semester. This will allow students in other sections to see that you are enrolled in the course and send you email from within Canvas. However, they will not actually learn your email address and no other personal data will be revealed through Canvas. If you have any concerns, please contact the ITS Help Desk at 475-9400 for help removing your name from view of other students.

Communication through Email

The use of e-mail is required for the course, and your email address registered with the University will be used for the course communication. You may receive emails regarding the course updates from the instructor through Canvas mailbox, and please make sure that you have access to your email address, and you are expected to check e-mail on a frequent and regular basis in order to stay current with both University-related communications and the course related communications. Please recognize that such communications may be time-critical.

I may also communicate to the class through Canvas mailbox about the course related information, reminders of certain deadlines, and time-sensitive announcements. **Once such communication is sent to you by emails, you are responsible for updates and follow-ups conveyed in the emails.** Questions about the course materials are encouraged to communicate during the offices hours (both the instructor office hours and the TA’s office hours). Trying to convey accounting issues and problem-solving process through email is not an efficient way to get things done.

You may also send me emails about your personal issues, concerns and difficulties you may encounter during the semester, and I will be glad to respond to such emails and help you with your situation.
Office Hours

TA Office Hours

We have a dedicated TA assigned for two sessions of ACC 311 I teach. The TA is competent, motivated and ready to help you throughout the course. The TA will devote office hours twice a week to assist you on Mondays and Wednesdays, which should give you plenty of opportunities to visit the TA’s office hours and to get the help you need.

For any consultation for homework assignments (both graded and non-graded, and both SF and Connect), quizzes, exams review, please visit the TA office hours in a timely manner. You are encouraged to email your questions (very briefly) to your TA prior to your visit to the TA office hours. In this way, your TA will be able to plan ahead, be more prepared, and be more efficient to help you and others.

During the semester, you are welcome to provide me any feedback about how the TA is doing to assist you. With your feedback, both the TA and I will be able to make adjustments to better help you.

Having a Teaching Assistant provides you with great resources for your study, and it is up to you to fully utilize such resources. I encourage you to work with the TA as much as you need to enhance your performance.

Instructor Office Hours

Besides TA office hours, I will also offer office hours during the semester. You are welcome to visit my office hours for any questions about the lecture, the class notes, exercise and problem-solving covered during the class, and class/group activities. The sooner you seek help when you need it, the better learning result you will get. So, take advantage of the instructor’s office hours as you need.

To make sure that my office hours will be efficiently utilized for as many students as possible, I encourage you to work with your TA for questions about homework, quizzes, and exam reviews. In that case, the instructor office hours will be better utilized to help students with the fundamental issues, challenging problem-solving that are covered during the class. Of course, when the time is allowed, you are also welcome to ask me questions about graded homework.

If you encounter any difficulties in your study during the semester, I suggest you to visit my office and to ask for help. I would rather help you during my office hours as much as you need than seeing you falling behind.

Furthermore, my office hours are also for those of you who want to address any personal issues and difficulties you might encounter during the semester. In short, you should feel free to address your concerns about your academic and personal issues if you choose to. I will be more than happy to help you.
Course Evaluation

Course Evaluation

<table>
<thead>
<tr>
<th>Course Work</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lowest Midterm</td>
<td>15%</td>
</tr>
<tr>
<td>Highest Midterm</td>
<td>25%</td>
</tr>
<tr>
<td>Final (Comprehensive)</td>
<td>35%</td>
</tr>
<tr>
<td>Graded Homework Assignments (Connect &amp; SF)</td>
<td>15%</td>
</tr>
<tr>
<td>Instructor Discretion – (See course work description)</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total Percentage for Grading</strong></td>
<td><strong>100%</strong></td>
</tr>
<tr>
<td>Non-Graded Homework Assignments (L.L.S) –Required</td>
<td></td>
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</tbody>
</table>

The ACC 311 faculty has adopted the University’s plus/minus grading as the standard for all sections of the course (see note* below). The faculty believes that plus/minus grading permits us to better distinguish gradations in performance and provides better feedback to students on their performance.

Course grades will be such that the class average will be in the range of 3.0 – 3.2. 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. It is possible, but not guaranteed, that we will curve grades at the end of the course. **No grades will be associated with scores on exams or quizzes during the semester. In addition, no individual exam grades will be curved during the semester.**

Incompletes will be given only in the rarest of circumstances and only in accordance with university policy. There will be no opportunity to raise your course grade by doing “extra credit” work during or after the end of the semester—that would violate University policy.

Questions about Your Grades

If you have any question about your grades for any particular assignment, you are encouraged to bring it to my attention or to address your questions to TA in a timely manner. Both of the instructor and TA will be glad to address your questions and to look into your grades. You should be responsible for checking your own grades right after each grade is posted on Canvas. Do not wait until the end of the semester to question your grade components other than the final examination.

Note*: Under the traditional grading system an undergraduate student needs a D or better to receive credit for a course; under the plus/minus system an undergraduate student needs a D- or better to receive credit.
Course Work Description

1. Lecture/Class Period

Lecture/class periods will be fully utilized to cover new course materials, to tackle challenging issues, and to emphasize important aspects of the course materials. Consistently and actively attending classes/lectures makes a significant difference to your performance. Students who frequently miss classes end up with more workload, inefficient learning experience, and poor performance.

In this course, the lecture time will not be a solo by the instructor. Instead, group and class activities and discussions will be encouraged and required. Therefore, coming to the class prepared and actively participating in the class are crucial elements for to get out the most from the class.

During the class, I will conduct the course by giving lectures, facilitating solutions to in-class exercises and help class discussions that encourages your participation. The class period and class activities will target at achieving the objectives of the course. You are expected to keep up with chapter readings, to prepare yourself before the class, and to complete required homework assignments outside the class. Practice is the only way to reinforce what you have learned, and you can’t effectively learn accounting without doing exercises and problems.

2. Exam

There will be two midterm exams and a comprehensive final exam. Please refer to Table 1 & Table 2 about the midterm exams and the final exam.

<table>
<thead>
<tr>
<th>Table 1 – Information about Exam 1 &amp; Exam 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two midterm exams will be uniform (all ACC 311 sections’ exams are at the same time)</td>
</tr>
<tr>
<td><strong>Exam 1:</strong> Date: Wednesday, February 24     Time: 7 PM -9 PM     Rooms TBA</td>
</tr>
<tr>
<td><strong>Exam 2:</strong> Date: Wednesday, April 6         Time: 7 PM -9 PM     Rooms TBA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table 2 – Information about Final Exam</th>
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</thead>
<tbody>
<tr>
<td><strong>Final Exam</strong> will be comprehensive (covering the entire course) and uniform (all ACC 311 sections’ exams are at the same time).</td>
</tr>
<tr>
<td>The final exam will <strong>NOT</strong> be given on the dates and times listed in the UT course schedule. You will be informed about the date and the time for the final exam once the registrar notifies instructors.</td>
</tr>
</tbody>
</table>

Make-up Exam Policy

Only students with conflicts with other classes, medical or other documented emergencies and special needs will be given make-up exams at times other than the uniform exams. **If you have a job or extra-curricular activities at the times of the exams, this is notice that you are responsible to be excused, miss or work around those other activities.**

Unexcused absence from any exam will result in a score of zero. If you miss an exam due to an illness or other emergency reason, you should notify the instructor as soon as possible and provide me with written documentation (e.g., a note from the attending physician) after you return. The instructor will have final authority to determine if your absence should be excused and if a makeup exam will be given. If you have an excused absence from a mid-term exam, you will not be given
Course Work Description (continued)

a make-up exam. Instead, you will receive extra weight on your final exam to compensate for the missed examination.

If you need to make early travel reservations for the end of the semester, you should plan to travel on May 20th or later—because we will not know until well into the semester exactly when our final examination will be scheduled by the University. If you make non-refundable (or non-cancelable) arrangements for travel before May 20th, they will not be an acceptable reason for taking the final exam early.

3. Graded Homework Assignments (GHW)

Financial accounting is a problem-oriented course, and doing the homework problems on a timely basis is crucial. Your performance for each exam is directly related to systematic preparation, which includes timely completion of the homework assignments. Because the course moves very fast, you should make every effort not to fall behind on homework assignments (both graded and non-graded homework assignment).

There are two parts of graded homework assignments for the course, one part is from Solid Footing package, and another part of homework assignments will be assigned through Connect – Online Homework Manager System. The graded homework assignments are indicated in bold-faced text on the course schedule.

1) Solid Footing Homework (SF)

During the first four weeks of the course, you will be learning about the accounting cycle, the process with which companies capture transaction data, record them, summarize them and transform them into financial statements that conform with Generally Accepted Accounting Principles (GAAP). It is essential that every student develop a solid understanding and ability to do accounting cycle tasks because these accomplishments early in the course are the foundation for learning the remaining content of the course. Accordingly, the faculty adopted Solid Footing, a semi-interactive tool for learning the accounting cycle. It is meant to present, reinforce and test progress in the accounting cycle in a way that leads to more consistent and deeper understanding among our students, leading to less attrition and disappointing grades in ACC 311. To be sure that all students keep up with the lessons during this phase of the course, we require Solid Footing homework assignments be completed and uploaded through Canvas to be graded. See the homework column of in the course schedule section of this syllabus for the assignments and due dates. Late homework assignments will not be accepted, and there will be no make-up for such homework assignments.

2) Textbook Homework through Connect (Connect HW)

The 2nd part of graded homework assignments is required to complete and submit through the Connect Online Homework System. This part of homework is assigned from the textbook for the chapters we cover. The homework from the textbook is further divided into problems to be submitted for grading (graded HW) and problems that are neither submitted nor graded (Non-Graded HW). Graded homework are listed in bold text on the Course Schedule and are managed and graded through the Connect system. Graded homework is due by 10 am on the day of class, and there will be no make-up for Graded HW and no late homework assignments will be
Course Work Description (continued)

accepted. No homework assignments can be dropped in computing the final homework grade. You should give a plenty time to work on Graded HW and not try to rush through it at the last second.

Graded homework must be completed individually. However you are permitted to collaborate with classmates on figuring out how to structure the solution to assigned questions.

Be aware that the Online Homework 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 311 have submitted their homework), and indicate areas where you need to do additional study.

Again, you are encouraged to visit TA’s office hours if you have questions regarding Graded HW. You may also email your questions to the TA.

3) Technical Support for Connect Online Homework System
If you encounter a problem with it Connect, please feel free to contact Connect Customer Experience Group at 1-800-331-5094. This is a great resource for solving any issue related to your Connect account.

4. Non-Graded Homework Assignment (NGHW)
Besides graded homework assignments, there are also non-graded homework assigned from your textbook. (See non-graded HW that are listed on the course schedule). These are required homework assignments that you need to work through to reinforce the course materials covered for each chapter. Non-graded homework assignments are not required for submission, but they are critical to your success as those that are graded. Further, whether you will be diligently and timely working on non-graded homework assignments will contribute greatly to your performance for quizzes, exams, and in turn, the course.

To facility your study for non-graded homework assignments, solutions to non-graded homework assignments will be provided and posted on Canvas.

5. Instructor Discretion (10% of your total grades)
Under the instructor’s discretion, various course activities will be utilized to reinforce the course materials covered in the class and to provide opportunities for you to improve your grades. Such course activities will include but not limit to the following:

1) In-Class Quiz
Up to the instructor’s discretion, In-Class Quiz will be given during the class period for selected chapters with limited time. They are designed to check your understanding of the course materials covered during the class and to check whether you have been keeping up with the course pace.

There will be five In-Class Quizzes over the course, and the dates and selected chapters covered for each quiz will be posted on Canvas. **There will be no make-up quiz under any circumstance.** However, you will be able to drop your lowest score among your quizzes. You **MUST** come to the section in which you are officially registered to receive credit for any quiz or in-class assignment
without any exception. If you take a quiz but miss the rest of the class, I reserve the right to discard any quiz for students who do not attend the entire class period on that quiz date.

2) **Group Activities (GA)**
Group activities will be required and conducted up to the instructor’s discretion. The group activities intend to encourage group discussions during the class, and check your teamwork, and to reinforce the course learning objectives. Group activity is also one of ways to check your participation and effort to the class. Confidential feedback will be collected from each group at the end of semester to make sure that no one take a free ride on group activity performance.

The class will be divided into small groups during the first week of the class. Being an active group member (a team player) for class/group activities will enhance your learning experience and will carry a long way in the real world. Group activities (discussion, exercises or problem-solving) will be given during the class and will be completed and turned in either right after the class or at the beginning of the next class. **Notice: There will be no make-up group activity.**

3) **Participation & Effort (P&E)**
Periodic attendance will be taken during the course to reward students who demonstrate their commitment for actively attending the class. Participation grades may also be rewarded through your participation in group activities or through other measures up to the instructor’s discretion. There will be no acceptance for missing class with any “afterwards” excuses unless it is a medical or emergency situation which require a proof.

Notice that 10% of your total grades will be from course work designed under the instructor’s discretion (including quizzes, group work and participation). You know what 10% grades can do to your final performance for the course. So, take advantage of them and earn a cushion for your overall grades.

6. **Pre - Class Readings**
You are required to read each chapter before a lecture will be given for each chapter, which will prepare you for the class and will greatly enhance your comprehension for course materials covered in the class. Your pre-readings will be checked through quizzes or through group activities, which means that some quiz questions or group discussion topics may from your pre-reading of a chapter that we are about to cover. Please see the course schedule for pre-class readings.

7. **Feedback Statement (a part of course activities)**
During this course I will be asking you to give me feedback on your learning in informal as well as formal ways, including through anonymous surveys about how my teaching strategies are helping your learning. It’s very important for me to know your reaction to what we’re doing in class, so I encourage you to respond to these surveys, ensuring that together we can create an environment effective for teaching and learning.
Professional Conduct & Class Attendance

Professional Conduct:

I believe that a professional, respectful, interactive yet comfortable class environment should be nurtured by both an instructor and students. Therefore, I would like you to help me create an intellectual yet fun learning environment together through the semester.

Further, as a great school and a top program open its doors to welcome you, it does not provide you with automatic entitlements. You still have to earn the benefits of being a McCombs student. The professional behavior you have been developing during your school years will carry you a long way in the real world and in your future career. Therefore, during the course, I expect you to:

1. **Attend the class section in which you are enrolled for**

   I expect you to attend the section in which you are enrolled. Please inform me before the class if there is a particular reason that you must miss class (e.g., only time you could get for a doctor’s appointment). These requirements are intended to avoid students showing up whenever they wish without any accountability. Why it matters? Besides consideration of the classroom size given the enrollments, such behavior causes the classes to be unbalanced which slows down the regular pace of the section. Further, it is much more difficult for me to teach the class if students are not in the same section and not at the same pace, in turn, it affects the overall class teaching efficiency and your learning experience.

2. **Arrive at the class on time**

   It is very disruptive to me and to other students when you enter the classroom after class has begun. You distract the class in your search for a vacant space and interrupt the flow of the lecture/discussion. I do not expect you to waste the lecture time or the time of other students in this fashion. So. Do not be late! If for some compelling reason you are running late, please come in quietly and take a seat at the side of the classroom. If you must leave class early, please tell me before class starts. I will appreciate a heads-up. However, such instances should be limited to the bare minimum.

3. **Turn off all of the electronic devices before you enter the class**

   Laptops, cell phones, smart phones, iPads, and all electronic devices should be turned off completely during the class time. I suggest you to turn off your phones before you enter the classroom. Remember that any interruption to the class is the interruption of your own valuable learning time which you have paid for.

4. **Be respectful of others**

   Showing respect for others is a part of qualities of be professional. If someone asks an odd question during class, I would like you to think about how you can later help that student understand the material rather than expressing your displeasure with various facial contortions. Practicing a professional response in the classroom will serve you well in the future. When you enter into the
Professional Conduct & Class Attendance

classroom, you join a team where the instructor and students work together to optimize your learning experience. Being respectful of others will strengthen the team effort!

5. Work diligently with your groups

Being a team player is about respecting your team members, appreciating their contributions, and making your own contribution to the team. I expect you to be a team player, not a problem member. To deal with the free-rider problem in Class/Group activities, a confidential evaluation of your contribution to your team will be provided by your group members at the end of the end of semester so that I can evaluate your team work better. We need to be fair in the evaluation of your performance.

6. Be ready and be prepared for each class

You are responsible for checking Canvas, printing out the class notes and class hand-outs, and bringing them to the class. Once again, I expect you to complete pre-class readings and to be prepared for each class. Further, I expect you to quickly get the class notes on Canvas or from your group on any day that you must miss class. It is not my responsibility to remind you or secure the missed material for you.

7. Read the course syllabus carefully

The course syllabus is an important course document, and you are expected to read it carefully and be very familiar with the course policies written on the course syllabus. I expect you to be there on the 1st day of the class when I will be fully addressing the course polices and answering your questions about the course syllabus. Further, I do not expect you to ask the same questions that have already been addressed in the 1st day of the class and that have already been addressed in the course syllabus. However, if you are not sure about any course policies and the information presented on the course syllabus, I will be glad to answer any questions during the office hours.

8. Carry through the course policies

Being fair to the class is critical to an instructor who must make sure that everyone is rewarded and evaluated fairly based on the course policies. If you did not do what you are supposed to do as a student, please do not try to demonstrate to me your sharp “Negotiation Skill” for grades you did not earn! It is simply not fair to others. When everyone else works hard to earn good grades, I do not expect you to give me untruthful excuses and ask for unfair treatment for a course work you missed without any legitimate reason.

Class Attendance

I am not a believer that people can truly learn without desire and an internal drive. Therefore, I do not believe that I can motive you by taking attendance in each class. However, I will take attendance periodically during the course 1) to identify and help those students who miss classes quite often and who are behind; 2) to distinguish the ones who diligently attend class from those who skip classes. Such differentiation is necessary for the final grading. After all, a finer grade distribution at the end of semester should reflect your participation and your effort to the course. So, it is all up to you!
Course Important Dates Reminder

It is your responsibility to meet deadlines required by any course assignments. This section is meant to remind you of some important dates for the course work. Please pay attention to dates listed in this section and specific due dates indicated on the course schedule. Please further note that the course schedule is subject to changes/update. Accordingly, some due dates might be revised. You will receive a notice in a timely manner if such revision is made.

Due Date for In-Class Quiz

In-Class Quiz will be given during the class period with a limited time. You are required to submit it during the class. Dates for conducting In-Class Quiz will be posted on Canvas.

Due Date for Graded Homework Assignments (Connect & SF)

Graded homework assignments through Solid Footing will be due by 6:00 pm on the due dates indicated on the course schedule. Graded homework assignments on Connect Online Homework System will be due by 10:00 am on the due dates indicated in the course schedule. Please refer to the course schedule for graded homework assignments due dates.

Due Date for Group Activities

Due dates for group work will be either the right after the class or at the beginning of the next class period. Pay attention to the announcements about the dates during the class or on Canvas.

Dates for Exams

- Exam 1: February 24th, Wednesday, 7:00 pm to 9:00 PM
- Exam 2: April 6th, Wednesday, 7:00 pm to 9:00 PM
- Final Exam: by EID login: https://utdirect.utexas.edu/registrar/exam_schedule.WBX

Dropping the Course

It is your responsibility to drop a course. Students must go through the official procedures to drop the course. A student who stops attending the class and fails to officially drop will receive a grade of F.

Consult the Academic Calendar on the Registrar’s website (http://registrar.utexas.edu/calendars/) for specific deadlines.

April 4th

This is the last day an undergraduate student may, with the dean’s approval, withdraw from the university or drop a class, except for urgent and substantiated non-academic reasons.
Use of E-mail for Official Correspondence to Students

All students should become familiar with the University's official e-mail student notification policy. It is the student's responsibility to keep the University informed as to changes in his or her e-mail address. Students are expected to check e-mail on a frequent and regular basis in order to stay current with University-related communications, recognizing that certain communications may be time-critical. It is recommended that e-mail be checked daily, but at a minimum, twice per week. The complete text of this policy and instructions for updating your e-mail address are available at http://www.utexas.edu/its/help/utmail/1564

Electronic Class Rosters

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

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.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.

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/ssp/.
Religious Holy Days

You will be given excused absences for observance of 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. If more than five days lapse between an exam and your return, the missed exam will be dropped as a requirement for you. Missed quizzes will not be made up, but will be dropped in determining your quiz score.

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 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

Behavior Concerns Advice Line (BCAL)

If you are worried about someone who is acting differently, you may use the Behavior Concerns Advice Line to discuss by phone your concerns about another individual’s behavior. This service is provided through a partnership among the Office of the Dean of Students, the Counseling and Mental Health Center (CMHC), the Employee Assistance Program (EAP), and The University of Texas Police Department (UTPD). Call 512-232-5050 or visit http://www.utexas.edu/safety/bcal
Notes about the Course Schedule

Notice about the Course Schedule

The course schedule is subject to change/update. The updated course schedule will be posted on the course site – Canvas. You will be noticed for such updates.

Notes about the Abbreviations Used in the Course Schedule (Page 21 to 23)

In the column of “GHW & NGHW”

Connect: refers to Connect Online Homework System
SF: (in bold print) represents the graded homework assigned through Solid Footing Package
ACP: represents Accounting Cycle Project assigned through Solid Footing Package
E: (in bold print) represents exercises assigned through Connect Online Homework System
P: (in bold print) represents problems assigned through Connect Online Homework System
Mini E: (in bold print) represents Mini Exercise assigned through Connect Online Homework System
Q: represent questions assigned through L.L.S textbook
E: represent exercises assigned through L.L.S textbook
P: represent problems assigned through L.L.S textbook
AP: represent alternative problems through L.L.S textbook

In the column of “Pre-Class Reading”

LLS: represent the textbook – Libby Libby Short
Ch.01: represent “Chapter 1 in the textbook, same as Ch.02, Ch.03…. 
SF: represent Solid Footing Package
# ACC 311 - Spring 2016 – Course Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Chapter</th>
<th>Pre-Class Reading</th>
<th>Main Topic</th>
<th>Graded HW (In bold print) &amp; Non-GHW</th>
<th>GHW Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/19</td>
<td>T</td>
<td>Chapter 01</td>
<td>Course Syllabus</td>
<td>Course Syllabus Course Policy Chapter 01- Brief</td>
<td>None</td>
<td>None</td>
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<tr>
<td>01/21</td>
<td>TH</td>
<td>Chapter 01</td>
<td>LLS Ch.01 Supplement A</td>
<td>Financial Statements &amp; Business Decision</td>
<td>Q:4,8,9,12,13,15,17,18, 19 E:1,7,9 P:1</td>
<td>None</td>
</tr>
<tr>
<td>01/26</td>
<td>T</td>
<td>Chapter 02</td>
<td>LLS: Ch.02</td>
<td>Investing and Financing Transactions</td>
<td>Q:1,2,3,5,7,11,12, E:1,2,3,4,6,8,10,17 P:2,3 Connect: Mini E: 5</td>
<td>01/26, Tuesday, before 10:00 am</td>
</tr>
<tr>
<td>01/28</td>
<td>TH</td>
<td>Chapter 02</td>
<td></td>
<td>Investing and Financing Transactions</td>
<td>Connect: E: 10</td>
<td>01/28, Thursday, before 10:00 am</td>
</tr>
<tr>
<td>01/29</td>
<td>F</td>
<td>SF Ch.1, Ch.2 &amp; Ch.3</td>
<td></td>
<td>Solid Footing HW due</td>
<td>SF HW 1-1, 2-2, 3-1</td>
<td>01/29, Friday, before 6:00 pm</td>
</tr>
<tr>
<td>02/02</td>
<td>T</td>
<td>Chapter 03</td>
<td>LLS: Ch.03</td>
<td>Operating Decisions and Income Statement</td>
<td>Mini E: 3, 4</td>
<td>02/02, Tuesday, before 10:00 am</td>
</tr>
<tr>
<td>02/04</td>
<td>TH</td>
<td>Chapter 03</td>
<td></td>
<td>Operating Decisions and the Income Statement In Class Quiz 1</td>
<td>Q:1,2,4,6,7,8,11 E: 2,6,10,11,16 P:1,2,3 Connect: E: 5, 7</td>
<td>02/04, Thursday, before 10:00 am</td>
</tr>
<tr>
<td>02/05</td>
<td>F</td>
<td>SF Ch.4, Ch.5 &amp; Ch.6</td>
<td></td>
<td>Solid Footing HW due</td>
<td>SF HW 4-1, 5-1 &amp; 6</td>
<td>02/05, Friday, before 6:00 pm</td>
</tr>
<tr>
<td>02/09</td>
<td>T</td>
<td>Chapter 04</td>
<td>LLS: Ch.04</td>
<td>Adjustments and Financial Statements</td>
<td>Connect: E: 3,4</td>
<td>02/09, Tuesday, before 10:00 am</td>
</tr>
<tr>
<td>02/11</td>
<td>TH</td>
<td>Chapter 04</td>
<td></td>
<td>Adjustments and Financial Statements</td>
<td>Q:1,2,3,5,6,7,9, 11, E: 2,17 P: 2,7 Connect: E: 6, 8</td>
<td>02/11, Thursday, before 10:00 am</td>
</tr>
<tr>
<td>02/12</td>
<td>F</td>
<td>SF Ch. 07 Ch. 08</td>
<td>LLS: Ch.12 Supplement C</td>
<td>State of Cash Flows (Indirect method) In Class Quiz 2</td>
<td>SF HW 7-3, 8-2</td>
<td>02/12, Friday, before 6:00 pm</td>
</tr>
<tr>
<td>02/16</td>
<td>T</td>
<td>Chapter 12</td>
<td>LLS: Ch.12 Supplement C</td>
<td>State of Cash Flows (Indirect method) In Class Quiz 2</td>
<td>Connect: E: 1, 3</td>
<td>02/16, Tuesday, before 10:00 am</td>
</tr>
<tr>
<td>02/18</td>
<td>TH</td>
<td>Chapter 12</td>
<td></td>
<td>State of Cash Flows (Indirect method)</td>
<td>Q:1,3,4,5,6,10,11, 12 E: 6,8,10,15 P:1 Connect: E: 7</td>
<td>02/18, Thursday, before 10:00 am</td>
</tr>
<tr>
<td>02/19</td>
<td>F</td>
<td>SF - ACP</td>
<td></td>
<td>Solid Footing HW due</td>
<td>SF HW ACP</td>
<td>02/19, Friday, before 6:00 pm</td>
</tr>
<tr>
<td>02/23</td>
<td>T</td>
<td></td>
<td></td>
<td>Catch-Up</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## ACC 311 - Spring 2016 – Course Schedule (continued)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Chapter</th>
<th>Pre-Class Reading</th>
<th>Main Topic</th>
<th>Graded HW (In bold print) &amp; Non-GHW</th>
<th>GHW Due Dates</th>
</tr>
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<tbody>
<tr>
<td>02/24</td>
<td>W</td>
<td></td>
<td></td>
<td>Exam 1 7:00pm to 9:00 pm Location: TBA</td>
<td></td>
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<tr>
<td>02/25</td>
<td>TH</td>
<td></td>
<td></td>
<td>No Class</td>
<td></td>
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<tr>
<td>03/01</td>
<td>T</td>
<td>Chapter 06</td>
<td>LLS: Ch.06 supplement A</td>
<td>Sales Revenue &amp; Receivables</td>
<td>Connect: E: 2, 4</td>
<td>03/01, Tuesday, before 10:00 am</td>
</tr>
<tr>
<td>03/03</td>
<td>TH</td>
<td>Chapter 06</td>
<td></td>
<td>Sales Revenue &amp; Receivables</td>
<td>Q:1,2,3,4,7,8,9,10 E:1,15,17,20 P:1,4,5 Connect: E: 9, 11, P: 2</td>
<td>03/03, Thursday, before 10:00 am</td>
</tr>
<tr>
<td>03/08</td>
<td>T</td>
<td>Chapter 07</td>
<td>LLS: Ch.07</td>
<td>COGS and Inventory</td>
<td>Connect: Mini: 4 &amp; E: 2</td>
<td>03/08, Tuesday, before 10:00 am</td>
</tr>
<tr>
<td>03/10</td>
<td>TH</td>
<td>Chapter 07</td>
<td></td>
<td>COGS and Inventory</td>
<td>Q:2,3,4,6,8,9,10,11 E:4,10,13,18 P: 5,6 Connect: E: 5, 7</td>
<td>03/10, Thursday, before 10:00 am</td>
</tr>
<tr>
<td>03/15</td>
<td>T</td>
<td></td>
<td></td>
<td>Spring Break Week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/17</td>
<td>TH</td>
<td></td>
<td></td>
<td>Spring Break Week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03/22</td>
<td>T</td>
<td>Chapter 08</td>
<td>LLS: Ch.8 Supplement A</td>
<td>Tangible long-lived assets &amp; Intangible Assets</td>
<td>Connect: E: 3, 5</td>
<td>03/22, Tuesday, before 10:00 am</td>
</tr>
<tr>
<td>03/24</td>
<td>TH</td>
<td>Chapter 08</td>
<td></td>
<td>Tangible long-lived assets &amp; Intangible Assets</td>
<td>Q:1,3,4,5,7,10,12,13, 14 E:1,4,6,17,23 P: 1,6,10,11 Connect: E:11, 14 P:2</td>
<td>03/24, Thursday, before 10:00 am</td>
</tr>
<tr>
<td>03/29</td>
<td>T</td>
<td>Chapter 09</td>
<td>LLS: Ch.9 Supplement C</td>
<td>Time Value of Money/PV In Class Quiz 4</td>
<td>Connect: E: 15</td>
<td>03/29, Tuesday, before 10:00 am</td>
</tr>
<tr>
<td>03/31</td>
<td>TH</td>
<td>Chapter 09</td>
<td></td>
<td>Liabilities</td>
<td>Q:1,3,6,7,8,9,11,12,14 E: 3, 8, 24 P: 3,7 Connect: E:4 P:11</td>
<td>03/31, Thursday, before 10:00 am</td>
</tr>
<tr>
<td>04/05</td>
<td>T</td>
<td></td>
<td></td>
<td>Catch-Up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04/06</td>
<td>W</td>
<td></td>
<td></td>
<td>Exam 2 7:00pm to 9:00 pm Location: TBA</td>
<td></td>
<td></td>
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</tbody>
</table>
# ACC 311 – Spring 2016 – Course Schedule (continued)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Chapter</th>
<th>Pre-Class Reading</th>
<th>Main Topic</th>
<th>Graded HW (In bold print) &amp; Non-GHW</th>
<th>GHW Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/07</td>
<td>TH</td>
<td></td>
<td></td>
<td>No Class</td>
<td></td>
<td></td>
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<tr>
<td>04/12</td>
<td>T</td>
<td>Chapter 10</td>
<td>Supplement posted on Canvas</td>
<td>Bonds - Effective Interest method</td>
<td>Connect: E:3</td>
<td>04/12, Tuesday, before 10:00 am</td>
</tr>
<tr>
<td>04/14</td>
<td>TH</td>
<td>Chapter 10</td>
<td></td>
<td>Bonds - Effective Interest method</td>
<td>Q: 1,5,7,8,9,10,11 E:1,2,5,11 Connect E: 9,16,17 P: 7</td>
<td>04/14, Thursday, before 10:00 am</td>
</tr>
<tr>
<td>04/19</td>
<td>T</td>
<td>Chapter 10</td>
<td>Complement Bonds - Effective Interest method Starting Appendix E</td>
<td>None</td>
<td></td>
<td>04/19, Wednesday, before 10:00 am</td>
</tr>
<tr>
<td>04/21</td>
<td>TH</td>
<td>Appendix E</td>
<td>LLS: Appendix E</td>
<td>Passive Investments</td>
<td>Connect: Mini E: 3</td>
<td>04/21, Thursday, before 10:00 am</td>
</tr>
<tr>
<td>04/26</td>
<td>T</td>
<td>Appendix E</td>
<td></td>
<td>Passive Investments</td>
<td>Q:1,3,4, 5 E: 5,6 P:2,3 AP: 1 Connect E: 1, 2,3</td>
<td>04/26, Tuesday, before 10:00 am</td>
</tr>
<tr>
<td>04/28</td>
<td>TH</td>
<td>Chapter 11</td>
<td>LLS: Ch.11</td>
<td>Owners' Equity In Class Quiz 5</td>
<td>Connect: Mini E: 3 E: 2</td>
<td>04/28, Thursday, before 10:00 am</td>
</tr>
<tr>
<td>05/03</td>
<td>T</td>
<td>Chapter 11</td>
<td></td>
<td>Owners' Equity</td>
<td>Q: 1,3,5,7,8,10,11 E: 8,12,22 P:1(R1-5), 7 Connect E:4,5,16 P: 5</td>
<td>05/03, Tuesday, before 10:00 am</td>
</tr>
<tr>
<td>05/05</td>
<td>TH</td>
<td></td>
<td></td>
<td>Review Last Class</td>
<td></td>
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<tr>
<td>TBA</td>
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<td>Final Exam</td>
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<td>Final Exam Date, Time and Location TBA</td>
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<tr>
<td>TBA</td>
<td></td>
<td>Final Make-up Exam</td>
<td></td>
<td>Final Exam Make-Up Date, Time and Location TBA</td>
<td></td>
<td></td>
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</tbody>
</table>

**Notice:** The course schedule and due dates are subject to change! You will be informed about the change on Canvas.
Excluded Textbook Materials

Chapter 01
Chapter Supplement B: Employment in the Accounting Profession (p 23-24)

Chapter 05
A Closer Look At Financial Statement Formats and Notes (p, 234-244) – continue reading at middle of p. 244

Chapter 06
Report, control and safeguard cash (p. 293-298)

Chapter 07
Inventory Methods and Financial Statement Analysis (p. 344-347)
Chapter Supplement A: LIFO Liquidations (p. 352-353)
Chapter Supplement B: FIFO and LIFO Cost of Goods (p. 353-354)
Chapter Supplement C: Additional Issues in Measuring Purchases (p. 354-355)

Chapter 09
Chapter Supplement A: Present Value Computations Using Excel (p. 473-475)
Chapter Supplement B: Deferred Taxes (p. 475-476)

Chapter 10
You are not required to read Chapter 10 in Libby, Libby & Short textbook. Instead, Read the supplemental Chapter 10 reading provided by the ACC 311 faculty, which will be posted on Canvas

Chapter 11
Key Ratio Analysis: Dividend Yield (p. 553)
Stock Dividends and Stock Splits: (p. 556-558)
Preferred Stock: (p. 560-561)
Chapter Supplement A: Accounting for Owner’s Equity for Sole Proprietorships and Partnerships (p. 564-566)

Chapter 12
Key Ratio Analysis: Quality of Income Ratio (p. 603)
Key Ratio Analysis: Capital Acquisitions Ratio and Free Cash Flow (p. 606)
Chapter Supplement A: Reporting Cash Flows from Operating Activities – Direct Method (p. 612-615)
Chapter Supplement B: Adjustment for Gains and Losses on Sale of Long-Term Assets—Indirect Method (p. 616-617)

Appendix E
Key Ratio Analysis: Economic Return from Investing: (p. E-13)
Investments for Significant Influence: (p. E13-E18)
Controlling Interests: Mergers and Acquisitions: (p. E18-20)