



# The University of Texas at Austin McCombs School of Business

## Syllabus Accounting 312: Fundamentals of Managerial Accounting Spring 2019

<b>Class Hours:</b>	MW 11-12:30 (Unique #: 02290) MW 12:30-2:00 (Unique #: 02305)	<b>Location:</b>	UTC 3.112
<b>Professor:</b>	Jerry Hays	<b>Office:</b>	GSB 5.126E
<b>E-mail:</b>	jhays1@utexas.edu	<b>Phone:</b>	(512) 466-1333
<b>Office Hrs:</b>	MW 2:00 - 3:00, TTH 11:30 pm - 12:30 pm and by appointment		
<b>TA:</b>	Deery Brooks	<b>Office:</b>	TBA
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### Required Materials

1. **MANAGERIAL ACCOUNTING**, by Ronald W. Hilton & David E. Platt (11th edition, McGraw-Hill Education, ©2017)
2. **McGRAW-HILL CONNECT and COURSESMART**, on-line study and homework managers
3. **ACC 312 CASE PACK**, from UT Copy Center (GSB 3.136). Available in early February.

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

During the first week of class, you must ensure that:

- you can access the class site on Canvas and have set up your communication preferences;
- your Connect access (including LearnSmart) is functioning properly.

This course is supported by UT's **Peer-Led Undergraduate Studying (PLUS) program**. PLUS study groups provide an opportunity to collaboratively practice skills and knowledge you need for success in this course. Attending study groups regularly is a great way to ensure that you are keeping up with the material so you don't fall behind. Groups will start in early February and meet several different times each week; feel free to attend any study group at any point in the semester. More information on times and locations will be announced through Canvas. Additional information on PLUS, including an introductory video, may be found at <http://www.utexas.edu/ugs/slc/support/plus>.

### Learning Objectives

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

<i>Expected Result</i>	<i>What We'll Do Together</i>	<i>How We'll Assess the Results</i>
Understand how accounting systems provide data useful for management decisions in all business areas.	<ul style="list-style-type: none"> <li>• Discuss chapter readings, cases, and current topics together in class.</li> <li>• Relate managerial accounting to what is going on in the business world.</li> </ul>	Interesting and lively class discussions about cases and application of materials, including current business news.
Gain experience structuring business problems and analyzing management decisions.	<ul style="list-style-type: none"> <li>• Work problems together and discuss them.</li> <li>• Analyze business cases that you have prepared for class discussion.</li> </ul>	Homework, cases, 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 study questions and 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 prepared. 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

A 2017 study by McCombs marketing professor Adrian Ward showed that having your phone present (even when it's turned off!) takes up some of your brain power. Other recent studies have shown that using computers in class leads to worse performance. So, although you will use your computer extensively for class-related work (LearnSmart pre-study and Connect homework), during class there will be no computer use, and your phone should be silenced and in your bag.

Other class rules:

- Be prepared to do calculations in class. Your phone calculator will not be allowed on the exam so it's best if you practice with your financial calculator. I recommend the HP 10bII+ financial calculator because it is (1) acceptable for ACC 311 and FIN 357, (2) relatively inexpensive (usually under \$30), and (3) non-programmable and therefore acceptable for exam 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.

You **MUST** come to the class section in which you are officially registered. Class limits are set to ensure a quality experience for everyone. Also, during the semester we might do some activities in class, perhaps in teams, and the activities could be required for course credit as described below.

## Assessment

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

Two (non-cumulative) Midterm Exams	
Lower midterm	15%
Higher midterm	25%
Final Exam (cumulative)	30%
Quizzes and Case Assignments	15%
Homework (Connect):	
LearnSmart	5%
Review Problems	<u>10%</u>
	<u>100%</u>

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. All sections of ACC 312 follow the same grading policy, and 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 or the grade is posted on Canvas or Connect. 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.

## Exams

**Exams are individual work; no collaboration of any kind is allowed.** There will be two non-cumulative midterm exams. Midterm exams will be closed book/notes and will be held on the dates and times indicated in the Class Schedule. 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. Calculators that are programmable or can store text are NOT allowed for exams and will be confiscated.

There will be a common, cumulative final exam for all sections of ACC 312 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. Do not make travel arrangements until you are certain of your exam schedule!

Anyone with a non-standard exam schedule (SSD or other approved exception) MUST make exam arrangements with me at least one week in advance. No early exams will be given FOR ANY REASON, including 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, you will be allowed to take an alternate exam that will be given 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 one week in advance. Note that conflicts such as classes at other educational institutions 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 72 hours of the original exam date. These exams will be given at the Testing Center located on the fifth floor of the McCombs School, and I will work with you to schedule it. If you do not take the makeup exam as scheduled, you will receive a 0 on the exam.

If you miss an exam due to a severe illness or other emergency, you should notify me before the exam, if possible, and you must provide prompt notification and proof of emergency to Student Emergency Services (<http://deanofstudents.utexas.edu/emergency/>). They will require proof of the 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 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 ("lowest midterm" weight) to the weight of the final exam. Unexcused absences will result in an exam grade of 0.

## Quizzes and Case Assignments

**No collaboration is allowed on quizzes. For cases, discussion is encouraged, but case assignments are individual work and they must be written individually, no collaboration allowed.**

*Quizzes:* Quizzes may be given during any class of the semester, and they may be announced or unannounced.

*Cases:* We will discuss three cases during the course to provide context and additional dimensions to the concepts we are studying. We will spend the whole class addressing the case on the day indicated in the Course Schedule, so coming to class well prepared is critical. Read the case carefully and prepare answers to the questions in the case. Each case class will have a related assignment, often a quiz, due at the beginning of class. If the assignment is something other than a quiz, I will provide specifics of the assignment at least one week in advance. Attendance during the entire case discussion constitutes 50% of the grade for that assignment.

Homework (two types, both done in Connect)

**Homework must be completed individually in Connect, however you are permitted to collaborate with classmates on figuring out how to structure the solution to assigned questions.** Two types of homework are due in this class, both administered via Connect:

- During your preparation *before* class, you must complete the LearnSmart module for that class, denoted by the LS icon in the Connect assignments list. You will answer comprehension questions relating to the assigned reading. When you miss a question, Connect will ask additional questions until you demonstrate comprehension. Your LearnSmart grade will be based on the percentage of each module that you finish. LearnSmart work must be completed by 8:00 a.m. on the day of class.
- Each week, Review Problems covering that week's class material will be due to be submitted in Connect. The Course Schedule lists these problems. The Review Problems grade is the percent of all points on Review Problems that are correct as submitted. Solutions to these problems must be submitted in Connect by 5:00 p.m. on Saturday of that week. A solution will be provided in Connect after the submission window ends.

Late homework will not be accepted. Also, note that for most questions, Connect will change the numbers in the problem for each student, so your data will differ from the textbook and your solution will not be identical to your classmates' solutions. Connect will grade these questions, provide solutions to Review Problems (after all sections of ACC 312 have submitted their homework), and indicate areas where you need to do additional study.

If you have difficulty using Connect or LearnSmart, or encounter a problem with the technology, please email your question to the course TA, listed on the first page of this syllabus. Depending on the problem, the TA may be able to help or you might need to contact the Connect Help Desk (click Help in Connect).

If you have questions about how to solve the exercises or problems, please see the TA during his/her office hours. Or come see me during my office hours.

No homework assignments will be dropped. However, LearnSmart will offer multiple opportunities to demonstrate your mastery of the material, and we have configured Connect to allow you unlimited opportunities to check your work on Review Problems, without penalty, prior to submission. So you have ample opportunity to do well on homework assignments.

#### Other Assignments

Other additional graded work may also be assigned, depending on my assessment of class progress and preparation. Examples would include (but are not limited to) quizzes in Canvas, extra problem assignments, extra case work, in-class check questions, and chapter outlines. If I choose to make such assignments, their scores will be treated as part of the LearnSmart homework grade.

### **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://diversity.utexas.edu/disability/>.

#### **Diversity and Inclusion**

It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that students' learning needs be addressed and that the diversity that students bring to this class can be comfortably expressed and be viewed as a resource, strength and benefit to all students. Please come to me at any time with any concerns.

## Religious Holy Days

Per the UT Austin General Information Catalog, you must notify me “as far in advance as possible” (I expect at least 14 days advance written notice) of your pending absence due to the observance of a religious holy day. If you must miss an examination or other assignment in order to observe a religious holy day, and you notify me appropriately, you will be given an opportunity to complete the missed work within a reasonable time after the absence. <http://catalog.utexas.edu/general-information/academic-policies-and-procedures/attendance/>.

## Policy on Scholastic Dishonesty

*In the Assignments section above, you can find specific guidance regarding individual and group work for each of the evaluation elements in this course.*

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://my.mcombs.utexas.edu/BBA/Code-of-Ethics>. By teaching this course, I have agreed to observe all faculty responsibilities described in that document. By remaining in this class, you agree 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 to you 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, which could include failure in the course and/or dismissal from the University.

Scholastic dishonesty includes, but is not limited to: copying work on tests or assignments, representing (copying) the work of another person as your own or allowing another person to represent your work as their own, collaborating without authorization with another student during an exam or in preparing academic work, using or having on your desk unauthorized material or aids to complete a quiz, group exercise, or exam (e.g., cheat sheets, solutions, programmable calculators, cell phones, etc.). You should refer to the Student Conduct and Academic Integrity website at <http://deanofstudents.utexas.edu/conduct> to access the official University policies and procedures on scholastic dishonesty and more on what constitutes scholastic dishonesty.

Dishonesty harms other students, the integrity of the University, and the value of our academic brand, so policies on scholastic dishonesty will be strictly enforced. All acts of academic dishonesty receive significant penalties and are reported to Student Judicial Services and attach to your record. This record is consulted as part of application processes at UT (e.g., study abroad applications) and after (e.g., law school and MBA applications, which generally require you to provide access to this record). IT’S NOT WORTH IT!

## Campus Safety

BCAL: For concerns about individual behavior, call the Behavior Concerns Advice Line: 512-232-5050.

BE SAFE: See campus safety information at <http://besafe.utexas.edu/safety-tips-apps>.

- Up-to-date information regarding university operation and emergency procedures can be found at: <http://www.utexas.edu/emergency>.
- Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when an official announcement is made.
- Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember, the nearest exit door may not be the one you used when entering the building.
- Students requiring evacuation help should inform the instructor in writing the first week of class.
- 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.

## Privacy in Canvas

Information in Canvas is protected by your UTEID login. Please be aware that if I teach multiple sections of this course I will use a merged Canvas site for all sections. 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 512-475-9400 for help removing your name from the view of other students.

## Using Your Calculator for ACC 312 Homework Assignments in Connect

**Carefully observe the rounding instructions in Connect.**  
**If no specific guidance is provided, do not round to less than four decimal places.**

Please make sure your calculator does not round to less than four decimal places (e.g., 0.2078 does not round to 0.208 or shorter). Four decimal places will be adequate for any homework or exam problems.

Here are the instructions for the recommended HP 10bII+ calculator (if you have a different calculator, check your manual or search on-line). The default on this calculator is two decimal places, which is too short for many problems.

### Instructions for HP 10bII+:

#### Specifying Displayed Decimal Places

To specify the number of displayed decimal places:

1. Press followed by - for the desired decimal setting.
2. followed by , , or changes the display mode. Pressing provides the best estimate and displays as many digits as required. is the value for 10, and for 11.

Table 2-29 Example displaying the number of decimal places

Keys	Display	Description
	0.00	Clears display.
	0.000	Displays three decimal places.
	5.727	
	5.727360000	Displays nine decimal places.
	5.73	Restores two decimal places.

#### Displaying the Full Precision of Numbers

To set your calculator to display numbers as precisely as possible, press (trailing zeros are not displayed.) To temporarily view all 12 digits of the number in the display (regardless of the current display format setting), press and hold . The number is displayed as long as you continue holding . The decimal point is not shown.