



The University of Texas at Austin
McCombs School of Business
Foundations of Accounting (ACC 310F)

Course Syllabus

Spring 2019

Course Information

Section	Time	Location
02235	T/Th from 9:30-11am	UTC 2.112A
02240	T/Th from 11-12:30pm	UTC 2.112A
02245	T/Th from 12:30-2pm	UTC 2.102A

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, budgets, performance reports 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	David Verduzco
Email	David.Verduzco@mcombs.utexas.edu
Office	GSB 5.126B

Contact information for the teaching assistants (TAs) as well as details on office hours will be posted to the Course Documents module of the class website as soon as possible.

Course Resources and Materials

Website	canvas.utexas.edu
Textbook	Survey of Accounting, 8th edition by Carl Warren. To help reduce its cost, the textbook along with an access code for CengageNOW (CNOW) have been bundled together and should be available at local area textbook stores. Although not required, CNOW is an online resource (including things such as an e-textbook, interactive practice problems, flashcards, etc.), which should help you prepare for the class. Setup and other instructions for CNOW will be discussed in class.
Other	#2 pencil, calculator, reliable internet connection and internet connected device, Microsoft Office compatible software

Course Components

Participation Exercises

During the semester you will be asked to complete a variety of short practice exercises that relate to course concepts; some exercises will be completion based (usually if related to new material) while others will be graded for accuracy (usually if related to material already covered in class). You will get three attempts at each exercise and your highest score will be used to determine your grade for each exercise.

Your lowest three participation exercise grades will be dropped before determining your overall course average; see attendance policies below for related information.

Practice Problems and CNOW Assignments

Practice problems should help you to review the material and evaluate how well you understand the concepts introduced in class and the assigned readings. Several practice problems will be worked in class and additional practice problems are included with the tentative class schedule as well as through CNOW. These practice problems and CNOW assignments will not be turned in nor graded; for reference the answers to the practice problems from the textbook will be posted to the class website while the answers to the CNOW assignments will be available in CNOW.

Group Assignments

Group assignments will be assigned throughout the semester to challenge students to apply the concepts of the course to real-world situations. Generally, class time will be made available to help complete group assignments in self-assigned groups of 3-5 students per group. In total, there will be approximately five group assignments during the semester and they will be announced at least one class period in advance.

Your lowest group assignment grade will be dropped before determining your overall course average; see attendance policies below for related information.

Quizzes

Periodic quizzes will be given to ensure that students are engaged in class activities and have a thorough understanding of the material. Quizzes will generally contain a combination of ten multiple choice and fill in the blank style questions and have a time limit. Some quizzes will be turned in online via the class website, while other quizzes will be given in class as either an announced or unannounced quiz.

For online quizzes taken outside of class, you are allowed to use your written and digital materials, a calculator as well as a self-created note sheet. Giving or receiving any direct or indirect assistance to/from any individual is strictly prohibited and is an unequivocal violation of the McCombs School of Business Code of Ethics and University's policy on Academic Dishonesty and Cheating.

A bad internet connection or other technical problems with your system are not justification for a missed or incomplete quiz. You should confirm your connection and start each quiz with ample time to address connection issues before the deadline. This is especially important if you are not using a familiar and proven connection.

Unless specified otherwise, you will not be allowed to use your notes or other resources for an in class quiz.

In total, there will be approximately seven quizzes during the semester. Your lowest two quiz grades will be dropped before determining your overall course average; see attendance

policies below for related information. The teaching assistants and I cannot provide any assistance to students on a quiz.

Exams

There will be three exams throughout the semester, which will contain a combination of multiple-choice and fill in the blank style questions. Exam 1 will cover concepts from Chapters 1, 2, 10, 11 and 13 of the textbook. Exam 2 will cover concepts from Chapters 3, 7, 9, 13, 14 and 15 of the textbook. Exam 3 will cover concepts from the entire class. Exam 1 and Exam 2 will take place during our regular class time on the dates noted in the tentative course schedule that is included later in the syllabus. Exam 3 will be scheduled by the Registrar as a uniform exam. The exact date and time will not be known until scheduling is complete which should be in late March or early April; as soon as those details are available, they will be announced in class. Your lowest exam grade will be dropped before determining your overall course average; see attendance policies below for related information. If you are satisfied with your first two exam grades you do not have to take Exam 3. If you do intend to take Exam 3, you are required to take it on the date provided by the Registrar unless you have a conflict with another uniform exam scheduled on the same date/time. If so, you must contact the instructor at least five days before the regularly scheduled Exam 3 date/time to arrange for a makeup exam which may be in a different format than the regular exam.

The exams will be administered online using Canvas, in a physical location, with a device and an internet connection of your choosing. You get one attempt at each exam, which will have a time limit that will start during your registered class time on the dates noted in the tentative class schedule. A reliable device and internet connection are required; you should use a longstanding, proven connection and test it before starting each exam. Time begins the moment you start an exam and runs continuously; there is no way to pause it, including loss of connectivity or logging out, so please plan accordingly. Delays due to a connection failure are not an excuse for missing or retaking an exam.

You are allowed to use your personal written and digital materials as well as a calculator for each exam. Direct or indirect assistance from any individual is **STRICTLY PROHIBITED** and is an unequivocal violation of the McCombs School of Business Code of Ethics and University's policy on Academic Dishonesty and Cheating.

Course Grades

Your final course grade will be based on the following:

<u>Grade Component and Weight</u>		<u>Letter Grade</u>	<u>Course Average Range</u>
Participation	10%	A	100% - 94.00%
Quizzes	15%	A-	< 94.00% - 90.00%
Group Assignments	15%	B+	< 90.00% - 87.00%
Exams (two highest grades)	60%	B	< 87.00% - 84.00%
	<u>100%</u>	B-	< 84.00% - 80.00%
		C+	< 80.00% - 77.00%
		C	< 77.00% - 74.00%
		C-	< 74.00% - 70.00%
		D+	< 70.00% - 67.00%
		D	< 67.00% - 64.00%
		D-	< 64.00% - 61.00%
		F	< 61.00%

Students should check the grades section of the class website frequently to confirm that all grades have been recorded correctly. Any potential discrepancy should be discussed with the instructor or TA immediately. Questions or issues related to grades should be raised during office hours and must be resolved within fourteen calendar days from the date the grade was posted; otherwise, the grade will not be changed.

Course averages will be rounded to the nearest one hundredth of a percent, but no further (e.g. a course average of 86.95% would be assigned a grade of "B"). Furthermore, once assigned, the final course grade is final and not open to discussion or negotiation and any lobbying efforts (i.e. asking for a higher grade because you want one, need one, etc.) will not be tolerated. No additional extra credit assignments or re-takes will be offered to individual students.

The McCombs School of Business has set grading guidelines for this class such that the overall grade point average (GPA) for the class will be in the range of 3.0 – 3.2 at the end of the semester. If the overall GPA is below 3.0, the final class grades will be adjusted up. Conversely, if the overall GPA is above 3.2, the final class grades will be adjusted down, although that is unlikely. In addition, individual exam grades may (or may not) be independently curved based on their results and other factors.

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 quizzes. You should bring a #2 pencil, a valid student ID as well as a calculator to each class. You must attend the section in which you are officially enrolled because in class quizzes may be given on different days for each section.

If you miss a quiz, assignment or exam because of an emergency, you should notify the instructor as soon as possible; examples of issues that would constitute an emergency include

- Medical concern that requires hospitalization for multiple days
- Death in the family
- Other life-threatening problem

Otherwise, the drop(s) available for participation, quizzes, assignments and exams are intended to cover all other issues such as

- General illness or outpatient medical care
- Job interview or career fair
- School related trip
- Technical issue
- Transportation problem

The instructor has final authority to determine if your absence is a justified emergency. To that end, you may be asked to discuss your situation and provide related documentation with Student Emergency Services; for more information you can call (512) 471-5017 or visit their website (<http://deanofstudents.utexas.edu/emergency/>). Alternate arrangements will be made for those with an excused absence due to a justified emergency.

In an effort to create a classroom environment that remains conducive to learning, please remember to follow these guidelines 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 and tablets 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.
- Certain rows in the classroom may be closed to student seating and assigned seating may be introduced as needed.

Office Hours and Communication

The instructor and TAs 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 or a TA 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, please note that grades cannot be discussed over email.

Access to the class website 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.

Collaborative Learning

This course is supported by the Peer-Led Undergraduate Studying (PLUS) program. PLUS study groups provide weekly opportunities to collaboratively practice skills and apply 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. Feel free to attend any study group at any point in the semester; more information on times and locations will be available through Canvas and announced in class. More on PLUS may be found at <https://www.utexas.edu/ugs/slc/support/plus>.

Sanger Learning Center

Did you know that more than half of UT undergraduate students use the Sanger Learning Center each year to improve their academic performance? All students are welcome to take advantage of Sanger Center's classes and workshops, private learning specialist appointments, peer academic coaching, and tutoring for more than 70 courses in 15 different subject areas. For more information, please visit <http://www.utexas.edu/ugs/slc>, JES A332, or call 512-471-3614.

Flag Information

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.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. 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 for participation exercises, group assignments 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 and also be reported to Student Judicial Services.

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/>. If you receive academic accommodations, which include extended time on exams, you must contact the instructor ten days before each exam to make the necessary arrangements; otherwise, such accommodations may not be possible.

Religious Holy Days

By UT Austin policy, you must notify the instructor of your pending absence at least ten days prior to the date of observance of a religious holy day. If you must miss a quiz, assignment or exam 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

In addition to signage in the classroom, please note the following resources regarding campus safety:

- Office of Campus Safety and Security, 512-471-5767 or <http://www.utexas.edu/safety/>
- Behavior Concerns Advice Line (BCAL): 512-232-5050
- Emergency evacuation routes and emergency procedures can be found at: www.utexas.edu/emergency.

Tentative Course Schedule

Date	Day	Chapter	Topic	Practice Problems from the textbook
Jan. 22	T		Course Introduction	
Jan. 24	Th	1	The Role of Accounting in Business	E1-3, E1-5, E1-9, E1-14
Jan. 29	T	2	Basic Accounting Systems: Cash Basis	E2-17, E2-18, E2-19, E2-20, E2-21
Jan. 31	Th		continued	
Feb. 5	T		continued	
Feb. 7	Th	10	Accounting Systems for Manufacturing Operations	E10-1, E10-4
Feb. 12	T	11	Cost-Volume-Profit Analysis	E11-1, E11-6, E11-12
Feb. 14	Th		continued	
Feb. 19	T		continued	
Feb. 21	Th	13	Budgeting and Standard Costs	E13-4, E13-13
Feb. 26	T		continued	
Feb. 28	Th		continued	
March 5	T		Catch-up and Review for Exam 1	
March 7	Th		Exam 1	
March 12	T	7	Fixed Assets	E7-1, E7-9 (a), E7-10, E7-13
March 14	Th	3	Basic Accounting Systems: Accrual Basis	E3-1, E3-2, E3-5, E3-8, E3-15
March 19	T		Spring Break	
March 21	Th			
March 26	T		continued	
March 28	Th		continued	
April 2	T	14	Decentralized Operations	E14-1
April 4	Th	13	Budgeting and Standard Costs	E13-20, E13-23
April 9	T		continued	
April 11	Th	9	Metric-Analysis of Financial Statements	E9-5, E9-7, E9-11
April 16	T		continued	
April 18	Th		continued	
April 23	T	15	Capital Investment Analysis	E15-5, E15-7, E15-9
April 25	Th		continued	
April 30	T		continued	
May 2	Th		continued	
May 7	T		Catch-up and Review for Exam 2	
May 9	Th		Exam 2	
May 15-20			Exam 3	
NOTE: Exam 3 will take place at some point during the final exam period; the exact date and time will be scheduled by the Registrar and will be announced in class as soon as those details are available.				