

Course Syllabus

University of Texas at Dallas

Financial Statement Analysis

Course Information

<i>Course Number/Section</i>	ACCT 3320 – 002 and ACCT 3320 - 003
<i>Course Title</i>	Financial Information Management
<i>Term</i>	Fall, 2012
<i>Days & Times</i>	Tuesday and Thursday, 10:00 – 11:15 and 11:30 – 12:45
<i>Room</i>	JSOM 1.110 (both sections)

Professor Contact Information

<i>Professor</i>	Richard Bowen
<i>Email Address</i>	Dick.Bowen@utdallas.edu (preferred communication is via eLearning email)
<i>Office Location</i>	SOM 4.410
<i>Office Hours</i>	2:0 – 3:30, Wednesdays. Appointment preferred.
<i>Other Information</i>	Course and Project information in eLearning

Course Pre-requisites, Co-requisites, and/or Other Restrictions

NONE

Course Description

This course is intended to help you develop an understanding of financial statements in pursuit of organizational goals and accounting information. As a manager/accountant you should be able to identify and communicate relevant information and the appropriate methods for analyzing financial information, working together with others in a financial, global, and ethical environment. In addition you will gain an understanding of how to utilize analytical tools to evaluate financial statements from the perspective of liquidity, leverage, profitability, etc.

Student Learning Objectives/Outcomes

- (1) Learn the relationship between *acctg information* and its many *users*.
- (2) Identify all components of the *fin'l stmts*
- (3) Identify and measure *relevant* information using *T-accts, debits and credits*, and the *acctg process*
- (4) Understand the *acctg cycle, cash v accrual, and adjusting entries*
- (5) Identify the three *inventories*, understand *costing methods*, and analyze the *effect on cash & NI*
- (6) Differentiate *forms of cash*, understand the *purchasing impact on cash*
- (7) Understand how *acct receivables are measured* and their *impact on cash* and learn about *investment disclosure*
- (8) Learn the differences between *depreciation methods, PP&E, and intangible assets*
- (9) Identify components of *long-term liabilities*
- (10) Understand stock issuances
- (11) Identify the sections of the *Stmt of CF* and its components

Required Textbooks and Materials

- ACCOUNTING: CONCEPTS AND APPLICATIONS, 11th Edition. By Albrecht, Stice, Stice, and Swain. Custom edition for UTD. Cengage Learning, ISBN 978-1-285-10147-7
- Registration for the online resource CengageNOW is required for this course. Instructions for this registration process and the required access code are provided with the purchase of the textbook. Additionally, the CengageNow course names and course keys needed for this registration are provided below (to be more fully discussed in class).
 - Course Name **Bowen - ACCT3320.002 - FA12** Course Key **E-2CN7Q3PP7ZTG3**
 - Course Name **Bowen - ACCT3320.003 - FA12** Course Key **E-TWQN5A6T7L9CL**

Assignments & Academic Calendar

Topics, Reading Assignments, Due Dates, Exam Dates

The class schedule is subject to change, based on the needs of the students. Class will be composed of some lecture, discussion on case study and problems, and discussion on current events. For each student to get the most of this class it is recommended that you be in tune with events impacting the financial community. Many events are impacting the corporate environment due to financial reporting issues. Reading of material such as the Wall Street Journal, Forbes, Barrons, Money Magazine, etc. is strongly encouraged.

You are encouraged to work identified “practice problems” at the end of each chapter. Additionally, identified “homework assignments” are to be completed, with these to be submitted for grading (note later discussion of homework assignments under “Late Work.”).

Class Schedule

The class schedule below lists the primary areas of discussion in class, and other material will be brought in for discussion. Changes to the class and schedule will be discussed as the need arises.

Class	Schedule Date	Topic	Chapter
1	Aug 28	Review Test and Syllabus	
2	Aug 30	Accounting Information	Chapter 1
3	Sep 4	Financial Statements	Chapter 2
4	Sep 6	Financial Statements	Chapter 2
5	Sep 11	The Accounting Cycle	Chapter 3
6	Sep 13	The Accounting Cycle	Chapter 3
7	Sep 18	Review for Test	
8	Sep 20	Test 1 Chapters 1, 2, 3	
9	Sep 25	Completing the Accounting Cycle	Chapter 4
10	Sep 27	Internal Controls	Chapter 5
11	Oct 2	Receivables	Chapter 6
12	Oct 4	Receivables	Chapter 6
13	Oct 9	Review for Test	
14	Oct 11	Test 2 Chapters 4, 5, 6	
15	Oct 16	Inventory and Cost of Sales	Chapter 7
16	Oct 18	Inventory and Cost of Sales	Chapter 7
17	Oct 23	Completing the Operating Cycle	Chapter 8
18	Oct 25	Plant, Property and Equipment, Intangibles	Chapter 9
19	Oct 30	Long Term Liabilities	Chapter 10
20	Nov 1	Review for Test	
21	Nov 6	Test 3 Chapters 7, 8, 9, 10	
22	Nov 8	Financing: Equity	Chapter 11
23	Nov 13	Investments: Debt and Equity Securities	Chapter 12
24	Nov 15	Statement of Cash Flows	Chapter 13
25	Nov 17	Statement of Cash Flows	Chapter 13
26	Nov 20	Statement of Cash Flows, Analyzing Financial Stmts	Chapter 14
27	Nov 27	Review for Test	
28	Nov 29	Test 4 Chapters 11, 12, 13, 14	
29	Dec 4	Review for Final	
30	Dec 6	Review for Final	
31	Dec 11	Review for Final	

Note: Nov 22 is Thanksgiving and Dec 13 is Reading Day – no classes

Final Examination for Section 002 is Dec 15th, 8AM – 10:45 AM

Final Examination for Section 003 is Dec 18th, 11AM – 1:45 PM

Grading Policy

Your grade will consist of the following:

	<u>Percent</u>
Tests (4 tests @ 14% each test)	56%
Final Examination	30%
Homework and Class Participation	14%
	—
Total Points	<u>100%</u>

Your final letter grade will be determined as follows:

A+ = 97 – 100	B = 84 – 86	C– = 70 – 73
A = 94 – 96	B– = 80 – 83	D+ = 67 – 69
A– = 90 – 93	C+ = 77 – 79	D = 64 – 66
B+ = 87 – 89	C = 74 – 76	D– = 60 – 63
		F = Below 60

Course Policies

Tests/Exam

There will be four equally weighted midterm tests in addition to the comprehensive final exam, all of which you are required to take. Even though tests 2, 3 & 4 are not cumulative, they will require an understanding of previously covered material. All tests and exams are closed books and closed notes.

Midterm tests will be drawn from the textbook and lecture. They will consist of conceptual and problem solving questions and will be multiple choices. Bring a scantron form 882-E to each test.

Midterm test grades will be scaled so that the highest score is 100.

A comprehensive final exam will also be given in this class at the assigned time and place.

Generally, there will be no makeup tests or exams given. If you have an emergency that will prevent you from taking any of the tests on the scheduled day you have to notify me before the test. Supporting documentation, such as hospital admission, will be required. Doctor's office visit will not be an acceptable excuse. There will be no exceptions. Should a documented emergency cause you to miss a test, then the final exam will be re-weighted to account for the missed test. Should a documented emergency cause you to miss a test, then the final exam will be re-weighted to account for the missed test.

Use of non-programmable, non-cell phone financial calculators, during quizzes/tests, is allowed. Use of all other electronics such as cell phones, PDAs, notebook computers, calculators that permit storage of text, mp3 players and other wireless and communication devices is not permitted and must be turned off and put away during tests. Failure to abide by these rules may subject you to disciplinary proceedings associated with scholastic dishonesty (see section on Academic Integrity).

Homework

Homework will be assigned through CengageNOW. All assignments and due dates will be included in the CengageNOW system and are to be submitted and graded using this system. There may be additional assignments to be submitted separately, as instructed.

All homework must be completed by the due date. No late assignments will be accepted! The homework assigned for each chapter will normally be posted in CengageNOW the week prior to the due date. It is your responsibility to check regularly for assignments and any other communications from your instructor in eLearning.

Class Attendance

Attendance is considered a part of class participation. Class attendance is highly recommended for you to understand all the course material that is covered in class. Much of the course material will be communicated through classroom exercises and current business readings discussed in class.

Classroom Citizenship

Respect your fellow students and keep cell phones off. If you have to talk to someone next to you please share with the whole class or it is not appropriate. Laptop computers are to be used in class only for taking or referring to class notes.

This is a Communication-Enhanced Course (CEC)

CECs are courses in which you will strengthen your writing skills while you deepen your understanding of key material in your major. Both studies and employers tell us that your ability to write about topics in your field will strongly increase your chances of professional success. CECs will help you to develop as a professional communicator and demonstrate your abilities both to your instructor and to potential employers. There will be one CEC homework assignment in this course.

Field Trip Policies / Off-Campus Instruction and Course Activities

No field trips are planned for the class. However, participation in professional student organizations is highly encouraged and those organization typically have events and field trips. This includes the FMA, UTD IIA Student Chapter, and Beta Alpha Psi along with others.

Student Conduct & Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations of the Board of Regents of the University of Texas System, Part 1, Chapter VI, Section 3*, and in Title V, *Rules on Student Services and Activities of the Course Syllabus Page 8, University's Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SSB 4.400, 972/883- 6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such

conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Academic Integrity

The faculty and administration of the School of Management expect from our students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work. We want to establish a reputation for the honorable behavior of our graduates, which extends throughout their careers. Both your individual reputation and the school's reputation matter to your success.

The Judicial Affairs website lists examples of academic dishonesty. Dishonesty includes, but is not limited to cheating, plagiarism, collusion, facilitating academic dishonesty, fabrication, failure to contribute to a collaborative project and sabotage. Some of the ways students may engage in academic dishonesty are:

- Coughing and/or using visual or auditory signals in a test;
- Concealing notes on hands, caps, shoes, in pockets or the back of beverage bottle labels;
- Writing in blue books prior to an examination;
- Writing information on blackboards, desks, or keeping notes on the floor;
- Obtaining copies of an exam in advance;
- Passing information from an earlier class to a later class;
- Leaving information in the bathroom;
- Exchanging exams so that neighbors have identical test forms;
- Having a substitute take a test and providing falsified identification for the substitute;
- Fabricating data for lab assignments;
- Changing a graded paper and requesting that it be regraded;
- Failing to turn in a test or assignment and later suggesting the faculty member lost the item;
- Stealing another student's graded test and affixing one's own name on it;
- Recording two answers, one on the test form, one on the answer sheet;
- Marking an answer sheet to enable another to see the answer;
- Encircling two adjacent answers and claiming to have had the correct answer;
- Stealing an exam for someone in another section or for placement in a test file;
- Using an electronic device to store test information, or to send or receive answers for a test;
- Destroying or removing library materials to gain an academic advantage;
- Consulting assignment solutions posted on websites of previous course offerings;
- Transferring a computer file from one person's account to another;
- Transmitting posted answers for an exam to a student in a testing area via electronic device;
- Downloading text from the Internet or other sources without proper attribution;
- Citing to false references or findings in research or other academic exercises;
- Unauthorized collaborating with another person in preparing academic exercises.
- Submitting a substantial portion of the same academic work more than once without written authorization from the instructor.

<http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-Basicexamples.html>

Updated: August, 2011

Plagiarism on written assignments, especially from the web, from portions of papers for other classes, and from any other source is unacceptable. On written assignments, this course will use the resources of turnitin.com, which searches the web for plagiarized content and is over 90% effective.

During tests and quizzes, students in this section are not allowed to have with them any food or drinks, scratch paper, course materials, textbooks, notes, invisible ink pens, or electronic devices, including iPads, iPhones, iPods, MP3 Players, earphones, radios, smart phones, cameras, calculators, multi-function timepieces, or computers.

Students in this course suspected of academic dishonesty are subject to disciplinary proceedings, and if found responsible, the following minimum sanctions will be applied:

1. Homework – Zero for the Assignment
2. Case Write-ups – Zero for the Assignment
3. Quizzes – Zero for the Quiz
4. Presentations – Zero for the Assignment
5. Group Work – Zero for the Assignment for all group members
6. Tests – F for the course

These sanctions will be administered only after a student has been found officially responsible for academic dishonesty, either through waiving their right for a disciplinary hearing, or being declared responsible after a hearing administered by Judicial Affairs and the Dean of Student's Office .

In the event that the student receives a failing grade for the course for academic dishonesty, the student is not allowed to withdraw as a way of preventing the grade from being entered on their record. Where a student receives an F in a course and chooses to take the course over to improve their grade, the original grade of F remains on their transcript, but does not count towards calculation of their GPA.

The School of Management also reserves the right to review a student's disciplinary record, on file with the Dean of Students, as one of the criteria for determining a student's eligibility for a scholarship.

Judicial Affairs Procedures

Under authority delegated by the Dean of Students, a faculty member who has reason to suspect that a student has engaged in academic dishonesty may conduct a conference with the student in compliance with the following procedures:

- (i) the student will be informed that he/she is believed to have committed an act or acts of academic dishonesty in violation of University rules;
- (ii) the student will be presented with any information in the knowledge or possession of the instructor which tends to support the allegation(s) of academic dishonesty;
- (iii) the student will be given an opportunity to present information on his/her behalf;
- (iv) after meeting with the student, the faculty member may choose not to refer the allegation if he/she determines that the allegations are not supported by the evidence; or
- (v) after meeting with the student, the faculty member may refer the allegations to the dean of students along with a referral form and all supporting documentation of the alleged violation. Under separate cover, the faculty member should forward the appropriate grade to be assessed if a student is found to be responsible for academic dishonesty;
- (vi) the faculty member may consult with the dean of students in determining the recommended grade;
- (vii) the faculty member must not impose any independent sanctions upon the student in lieu of a referral to Judicial Affairs;
- (viii) the faculty member may not impose a sanction of suspension or expulsion, but may make this *recommendation* in the referral documentation

If the faculty member chooses not to meet with the student and instead forwards the appropriate documentation directly to the dean of students, they should attempt to inform the student of the allegation and notify the student that the information has been forwarded to the Office of Dean of Students for investigation.

The student, pending a hearing, remains responsible for all academic exercises and syllabus requirements. The student may remain in class if the student's presence in the class does not interfere with the professor's ability to teach the class or the ability of other class members to learn. (See Section 49.07, page V-49-4 for information regarding the removal of a student from class).

Upon receipt of the referral form, class syllabus, and the supporting material/documentation from the faculty member, the dean shall proceed under the guidelines in the *Handbook of Operating Procedures*, Chapter 49, Subchapter C. If the respondent disputes the facts upon which the allegations are based, a fair and impartial disciplinary committee comprised of UTD faculty and students, shall hold a hearing and determine the responsibility of the student. If they find the student in violation of the code of conduct, the dean will then affirm the minimum sanction as provided in the syllabus, and share this information with the student. The dean will review the student's prior disciplinary record and assess additional sanctions where appropriate to the circumstances. The dean will inform the student and the faculty member of their decision.

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the

grievance originates (hereafter called “the respondent”). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent’s School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean’s decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester’s end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **F**.

Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.

The contact information for the Office of Disability Services is:

The University of Texas at Dallas, SU 22

PO Box 830688

Richardson, Texas 75083-0688

(972) 883-2098 (voice or TTY)

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance.

It is the student’s responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

Off-Campus Instruction and Course Activities

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address given below. Additional information is available from the office of the school dean. (http://www.utdallas.edu/Business_Affairs/Travel_Risk_Activities.htm)

These descriptions and timelines are subject to change at the discretion of the Professor.