

**ACCT 503 -- Accounting for Managers**  
College of Business Administration  
New Mexico State University  
Sandia – Course Outline  
Fall, 2008

**INSTRUCTOR:** Sherry K. Mills, Ph.D., CPA Business Complex Building, Room 335  
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Web-CT Address: <http://salsa.nmsu.edu>

**OFFICE HOURS:** 2:30-3:30 MW; 5-6 W; and by appointment

**CLASS MEETINGS:** Section M01 Main – 6-8:30PM MW, Business Complex, Rm BC111  
Section M71 – Los Alamos Aug 22/23; Sept 19/20; Oct 24/25; Nov 14/15  
Section M72 – Sandia online and 5:15 – 7:45 PM on Aug 21, Sept 18, Oct 23,  
Nov 13

**REQUIRED MATERIALS:**

*Managerial Accounting: Creating Value in a dynamic Business Environment*, 7<sup>th</sup> Edition,  
Ronald W. Hilton (2008), McGraw-Hill/Irwin. [ISBN #: 978-0-07-302285-7], or you may  
order an e-book online

**OTHER RESOURCES:** The publishing company provides the following free online:  
PowerPoint presentations, narrated slides, flashcards, topic tackler, iPod content, and quizzes. Go  
online to [http://highered.mcgraw-hill.com/sites/0073022853/student\\_view0/](http://highered.mcgraw-hill.com/sites/0073022853/student_view0/) Pick a chapter from  
the “choose one” drop box in the left hand margin of the screen.

**COURSE OBJECTIVES:**

To introduce students to the principles, conventions, and concepts underlying internal and  
external reporting of accounting information by business organizations for use in the decision  
making process within an ethical environment.

At the end of the course students should be able to

1. Interpret and apply relevant accounting information,
2. Understand cost behaviors and perform breakeven analyses
3. Prepare and analyze budgets and profitability reports
4. Use accounting information to make management decisions involving just-in-time  
processes, activity based costing, total quality management, investment centers, and  
pricing.
5. Develop analytical and critical thinking skills

**LEARNING METHODS:**

You have the opportunity to learn from publisher-prepared slides, narrated slides, quizzes  
flashcards, and topic tacklers. I will provide narrated slides or mp3 files reviewing some of the  
homework problems and exercises. I will also meet with you as to engage in inclass team  
activities, hands-on demonstrations. You will complete writing assignments and a team annual  
report project. Ask questions frequently online or in class. Please come to class well prepared  
and ready to participate actively in class discussions by reading the material before each session,  
and attempting assigned homework problems and exercises.

Upon registering for this course you will be enrolled in the WebCT Page for this course. You may access it via the Internet at <http://salsa.nmsu.edu>. You will be expected to visit this site regularly and use it as one of the key tools for this course.

**GRADE COMPOSITION:** Determination of the final course grade will be based on the cumulative points you earn from the following evaluations:

<b>Element</b>	<b>Points</b>
Individual:	
Homework	60
Annual Report Project	100
Chapter quizzes (12 @ 30 pts each)	360
Team: Business Plan Project	<u>100</u>
Total Points Available	<b>620</b>

Grades are guaranteed according to the following scale:

A: 90% and above, B: 80-89%, C: 70-79%, D: 60-69%, F: below 60%

Graduate students must earn a grade of “B” or better to qualify as satisfactory performance under an S/U option. There will be NO extra credit projects available to individual students.

**Homework:** Chapter homework assignments are given to help you merge the concepts learned with related applications. Knowledge gained by completing the homework will prepare you for the chapter quizzes and the business plan project. You will submit answers to your homework via the WebCT drop box. I will provide questions for you to answer on a Word document. See assignment sheet for homework due dates.

Prior to completing the homework, I suggest that you read the chapter, go to the chapter link on the publisher’s website for this textbook, and watch the video, and review the publisher-prepared slides, narrated slides, quizzes flashcards, and topic tacklers.

**Annual Report Project:** An annual report project will allow you to apply financial ratio analysis and review of annual reports to an annual report of an existing company. You will work individually to complete a financial statement analysis for a company of your choice. A template prepared in PowerPoint will guide you through this project, and a chapter on financial statement analysis will be provided as a reference. In addition, you will complete a small writing assignment. I will post project requirements on “Assignments” icon of course WebCT shortly after the semester begins.

**Chapter quizzes:** Rather than give exams, you will complete chapter quizzes spread out over the term. The quizzes will test concepts and tools. You may complete multiple choice, short answer, or problem questions. The quizzes will be found on the “Quizzes” link. See assignment sheet for quiz due dates.

**Business plan project:** In preparation for the capstone, BA590 course, I will give you a business plan and ask you to work in teams to review the plan, relate marketing and management concepts to the financial budget information, and complete some additional calculations and reflections. You will submit written work and make an oral presentation. I will post project requirements on “Assignments” icon.

**COURSE STANDARDS**

**Absences:** Regular attendance is expected. You are responsible for all materials covered and announcements made during class and online in bulletin area or on front page of WebCT. Contact me if work prohibits you from attending classes or meeting deadlines

Grades for all assignments will be posted to the “My Grades” section of WebCT. You have 1 week from the time grades are posted to dispute a grade. After this 1 week period, the grade will be locked and can not be changed.

**Dishonesty:** Plagiarism will not be tolerated and will, at a minimum, result in a "0" on the assignment. See your student handbook for a definition and a list of penalties if caught. Cheating on examinations, or other serious forms of academic dishonesty, will result in a grade final course grade of "F" (and a required report to university officials).

**Calculators:** Calculators are necessary in order to complete exams quickly and accurately. You will need a silent, battery- or solar powered calculator capable of performing basic arithmetic functions. You will be well served in your efforts as a student if you buy one that also performs basic financial calculations (present values, etc.). You may not share calculators during exams.

**Incomplete ("I" grade):** The course grade of "I" will be assigned only in circumstances covered in the graduate catalog.

<p><b>STUDENTS WITH DISABILITIES:</b> If you have (or believe you have) a disability &amp; would benefit from classroom accommodation(s), contact the Services for Students with Disabilities (SSD) at Corbett Center, Room 244 (Phone 646-6840; TTY 646-1918). All medical info is treated confidentially. Do not wait until you receive a failing grade. Retroactive accommodations cannot be considered. Information, instructions &amp; forms from the Services for Students with Disabilities Office are online at <a href="http://www.nmsu.edu/~ssd/index.html">http://www.nmsu.edu/~ssd/index.html</a>.  <b>Accommodations:</b> SSD Office, 646-6840 (Corbett Center, room 244); Discrimination: Office for Institutional Equity, 646-3635, O'Loughlin House.</p>	
<p><b>Student Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Within a few days of the start of the semester, register with SSD &amp; obtain forms.</li> <li>2. Within the first 2 weeks of beginning of classes (or within 1 week of the date services are to commence), deliver the completed forms to the instructor(s).</li> <li>3. Within 5 days of giving the forms to faculty &amp; at least 1 week before any scheduled exam, retrieve the signed forms from faculty &amp; return them to SSD.</li> <li>4. Contact the SSD Office if services/accommodations requested are not being provided, not meeting your needs, or additional accommodations are needed.</li> </ol>	<p><b>Faculty Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Within five 5 working days after student gives you the forms, sign them, retain a copy, &amp; return originals to the student.</li> <li>2. Contact SSD immediately if there are any questions or disputes regarding accommodation(s), disruptive behavior, etc.</li> <li>3. Refer the student to SSD for any additional accommodations.</li> </ol>

**Changes:** I reserve the right to change classroom policies or assignments if circumstances dictate. Any changes will be announced in class and it is your responsibility to be aware of them.

**Reminders:** The last day to drop a course with a “W” is October 15. The last day to withdraw from the University is November 14.

**ACCT 503 Sandia -- ASSIGNMENT SHEET -- MILLS – Fall, 2008**

Chapter # - Topic	Homework assignments	Homework	Online Quiz
		Due by 11:55 PM on Saturday,	Due by 11:55 PM on Sunday
Ch 1 Mgrl Accounting in Business	E1-25; P1-31	30-Aug	31-Aug
Ch 2 Basic concepts and account	E2-24,28; P2-40,43,45,50	6-Sep	7-Sep
Ch 3 Product costing and cost accumulation	E3-24,26,32,33,35; P3-47	13-Sep	14-Sep
Ch 5 Activity-based costing <i>Onsite Thurs, Sept 18</i>	E5-22,26,35	20-Sep	21-Sep
Ch 6 Activity-based management		none	none
Annual report project due	Oct 5 -- project due	none	none
Ch 7 Cost behavior, cost estimation	E7-25,29,30; P7-36	11-Oct	12-Oct
Ch 8 Cost-volume-profit analysis	E8-23,25,28; P7-34,35,36	18-Oct	19-Oct
Last day to drop course with a "W"			
Ch 9 Budgeting <i>On site class meeting – budgeting illustration Oct 23</i>	E9-24,25,28; P9-38	25-Oct	26-Oct
Ch 13 Investment centers and transfer pricing	E13-24,25,26,34,35; P13-36,42,47	1-Nov	2-Nov
Ch 14 Decision making: Relevant Costs and Benefits	E14-31,32,33,36,39,40; P14-44,45,48,53	8-Nov	9-Nov
<i>On site team presentations -- Nov. 13</i>	Nov 13 -- Business plan project due	none	none
Ch 12 Responsibility accounting, quality	E12-34,35; P12-44,49	22-Nov	23-Nov
Thanksgiving Holiday	Nov 24 - 28		
Ch 15 Target costing and pricing	P15-41	6-Dec	7-Dec

*Revised 8-24-08*

Note: I will be at Sandia Labs four times during the semester (dates highlighted above).

- Meeting 1: We introduce each other. Students will work with LEGO product prototype to learn terms and product costing.
- Meeting 2: We will review chapter 5 homework. We will be involved in a LEGO demonstration comparing traditional to just-in-time production processes.
- Meeting 3: I will walk students through an extensive budget. We will review chapter 9 homework problems.
- Meeting 4: Student teams present selected work from their business plan project.

As time permits, I can discuss upcoming major assignments due, answer questions, work additional exercises and problems.