ACCT 503 – Accounting for Managers – Sandia, Santa Fe
College of Business – New Mexico State University
Course Outline – Fall, 2011

INSTRUCTOR:  Sherry K. Mills, Ph.D., CPA      Business Complex Building, Room 335
Office Phone: 575-646-5681  E-Mail: smills@nmsu.edu
BlackBoard Address: http://learn.nmsu.edu

OFFICE HOURS:  Mondays, 4 to 5:30 PM and by appointment . Contact me via e-mail on
Blackboard to schedule a phone call.

CLASS MEETINGS:
Sandia  will meet 5:30-8:00PM on Thursdays, September 8, 29; and November 3 and December
1.
Santa Fe cohorts will meet 1-3:30PM on Fridays, September 9, 30; November 4, and December
2.

REQUIRED MATERIALS: You are required to read two books:
can also rent from book store for $52.90

Book2: Managerial Accounting: Creating Value in a dynamic Business Environment, 8th
Edition, Ronald W. Hilton (2008), McGraw-Hill/Irwin. The following purchase options are
available:

Options
1. NMSU Bookstore  Custom-published. Cost $90.45NEW or $65.10 used
   ISBN 978-0-39-095822-8 Softbound, black and white, includes chapters 2, 3, 5, 6, 7, 9, 10,
   12, 13, 14, 15.  Go to http://www.nmsu.edu/nmsubookstores/ and click on textbooks to
   begin your search.

2. Publisher website:  Custom-published. Cost $63 + tax/shipping
   ISBN 0697787540 Softbound, black and white
   McGraw Hill Website for NMSU ACCT 503 students only (see

3. Amazon.com:  Cost ranges from $10 to $171.
   ISBN 0073526924 -- Hardbound, 4-color, all 16 chapters

4. E-Book  Cost $101.41
   Full book – available for online viewing (or Adobe downloadable files)

   https://ebooks.primisonline.com/eBookstore/FullEBooks.jsp?mode=showTop

   Select  ->Business & Economics.
   Select  ->Accounting
Managerial Accounting: Creating Value in a Dynamic Business Environment, 8th Edition
Hilton ISBN: 0390657611

**OTHER RESOURCES:** The publishing company provides free online materials including PowerPoint presentations, narrated slides, flashcards, topic tackler, iPod content, and quizzes. You can find links to these materials in coursework section of BlackBoard.

**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. Perform a financial statement analysis
3. Understand cost behaviors and perform breakeven analyses
4. Prepare and analyze budgets
5. Use accounting information to address corporate social responsibility issues
6. Develop analytical and critical thinking skills
7. Improve written communication skills

**LEARNING METHODS:**
You have the opportunity to learn from publisher-prepared resources. In addition, I will provide narrated slides or mp3 files reviewing some of the homework problems and exercises.

Go to [http://learn.nmsu.edu](http://learn.nmsu.edu) to access this course. 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:

<table>
<thead>
<tr>
<th>Element</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Statement Analysis [FSA]</td>
<td>350</td>
</tr>
<tr>
<td>Corporate Social Responsibility [CSR]</td>
<td>100</td>
</tr>
<tr>
<td>Exam</td>
<td>300</td>
</tr>
<tr>
<td>Business Plan Analysis [BPA]</td>
<td>350</td>
</tr>
<tr>
<td>Total Points Available</td>
<td>1,100</td>
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</tbody>
</table>

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. If you disagree with any grade received for course work, you have 2 weeks after grade is posted to address your concerns.**
Financial Statement Analysis [FSA]: You will read the book, *Understanding Financial Statements*, to review the elements of a set of corporate financial statements, as well as an annual report. You will complete six assignments, one of which involves a written memo, applying concepts in the book to a single company’s most recent annual report.

Corporate Social Responsibility [CSR]: You will read materials, analyze a social responsibility report for a single company, compare it to other information, and write a brief report of findings and recommendations.

Exam: To test your understanding of the *Managerial Accounting* text material, you will complete an exam covering five chapters. The exam will be given during class time shown on the assignment sheet.

Business plan project: In preparation for the capstone, BA590 course, you will analyze a business plan with emphasis placed on the interrelationships between the financial budget and other sections of the plan. You will also consider corporate social responsibility initiatives for the company and plans for future growth.

Practice Problems: Chapter practice problems are given to help you apply concepts. Knowledge gained by completing the practice problems will prepare you for the exam. You will not receive points for working these problems.

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

COURSE STANDARDS

Meeting deadline: You are responsible for completing all course requirements by each deadline and for noting any changes or announcements made via e-mail and bulletin area or on front page of BlackBoard. Contact me if work, illness or unexpected circumstances prohibit you from meeting deadlines.

Grades for all assignments will be posted to the Grade Book in BlackBoard.

Dishonesty: Plagiarism will not be tolerated and will, at a minimum, result in a "0" on the assignment. You are expected to complete the quizzes and projects on your own. See the Student Code of Conduct in the NMSU Student Handbook [http://www.nmsu.edu/~vpss/SCOC/student_hand_book.html](http://www.nmsu.edu/~vpss/SCOC/student_hand_book.html) for a definition and a list of penalties if caught. Students who cheat on examinations or commit other serious forms of academic dishonesty will receive a final course grade of "F" (and a required report to university officials).

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

Withdrawals and drops: The deadline for withdrawing from a course is October 11, 2011. In the case of a withdrawal, the course remains on the student’s transcript and the grade is listed as “W”. Students in the College of Business may withdraw from a class by presenting an add/drop slip to the staff in the Advising Center who will process it, if it is received prior to the deadline. Faculty may also process administrative drops by this deadline if a student has not been attending class. The appropriate forms are available in the department offices.
**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.

**STUDENTS WITH DISABILITIES:** If you have or believe you have a disability and would benefit from any accommodations, you may wish to self-identify by contacting the Services for Students with Disabilities (SSD) Office (phone: 646-6840). If you have already registered, please make sure that your instructor receives a copy of the accommodation memorandum from SSD within the first two weeks of classes. It is your responsibility to inform either your instructor or SSD representative in a timely manner if services/accommodations provided are not meeting your needs.

If you have a condition which may affect your ability to exit safely from the premises in an emergency or which may cause an emergency during class, you are encouraged to discuss any concerns with the instructor and/or Michael Armendariz, SSD Coordinator. Feel free to call Mr. Gerard Nevarez, Director of Institutional Equity and EEO/ADA Office at 646-3635 with any questions about the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially.

<table>
<thead>
<tr>
<th><strong>Student Responsibilities</strong></th>
<th><strong>Faculty Responsibilities</strong></th>
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<tbody>
<tr>
<td>1. Within a few days of the start of the semester, register with SSD &amp; obtain forms.</td>
<td>1. Within five 5 working days after student gives you the forms, sign them, retain a copy, &amp; return originals to the student.</td>
</tr>
<tr>
<td>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).</td>
<td>2. Contact SSD immediately if there are any questions or disputes regarding accommodation(s), disruptive behavior, etc.</td>
</tr>
<tr>
<td>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.</td>
<td>3. Refer the student to SSD for any additional accommodations.</td>
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<tr>
<td>4. Contact the SSD Office if services/accommodations requested are not being provided, not meeting your needs, or additional accommodations are needed.</td>
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*August 12, 2011*
ACCT 503 – Accounting for Managers – Sandia and Santa Fe
NMSU – Fall, 2011 – Mills

<table>
<thead>
<tr>
<th>Class meeting</th>
<th>Chapter Number / Topic</th>
<th>Assignments due</th>
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</thead>
<tbody>
<tr>
<td>Aug 25,26</td>
<td>Introduction - UPS: Ch 1 -- Financial Statements</td>
<td></td>
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<tr>
<td>Sept 1,2</td>
<td>UPS: Ch 2 -- Balance Sheet and Ch 3 Income Statement</td>
<td></td>
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<tr>
<td>Sept 8,9</td>
<td>UPS: Ch 4 -- Stmt of Cash Flows and Ch 5 Guide to earnings quality</td>
<td>FSA1 - due 8/28, 11:55pm</td>
</tr>
<tr>
<td>Sept 15,16</td>
<td>UPS: Ch 6 -- Financial statement analysis</td>
<td>FSA2, FSA3 - due 9/11, 11:55pm</td>
</tr>
<tr>
<td>Sept 22,23</td>
<td>MA Ch 12 Corporate Social Responsibility</td>
<td>FSA4, FSA5 - due 9/18, 11:55pm</td>
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<tr>
<td>Sept 29,30</td>
<td>Class discussion on FSA and CSR submissions</td>
<td>CSR - due 10/2, 11:55pm</td>
</tr>
<tr>
<td>Oct 6,7</td>
<td>MA Ch 2 Basic concepts</td>
<td>FSA6 - due 9/25, 11:55pm</td>
</tr>
<tr>
<td>Oct 13,14</td>
<td>MA Ch 3 Product costing/cost accumulation [practice 3-23,24,25,31,33,35]</td>
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<tr>
<td>Oct 20,21</td>
<td>MA Ch 5 Activity-Based Costing [practice 5-26,29,45,48]</td>
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<tr>
<td>Oct 27,28</td>
<td>MA Ch 6, 7 Cost-volume-profit analysis [practice 6-22,23,24,25; 7-23,27,30,35,46]</td>
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</tr>
<tr>
<td>Nov 3,4</td>
<td>EXAM - MA Chs 2,3,5,6,7</td>
<td>Exam during class</td>
</tr>
<tr>
<td>Nov 10,11</td>
<td>MA Ch 9 Budgeting [practice 9-22,23,25,35,39]</td>
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<tr>
<td>Nov 17,18</td>
<td>MA Ch 9 Budgeting</td>
<td>BPA1 - due 11/20, 11:55 pm</td>
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<tr>
<td>Nov 21-25</td>
<td>Thanksgiving break</td>
<td></td>
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<tr>
<td>Dec 1,2</td>
<td>Class discussion on BPA submissions</td>
<td>BPA2 - due 11/30, 11:55 pm</td>
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<tr>
<td>5-Sep</td>
<td>Labor day holiday</td>
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Legend:
FSA = Financial Statement Analysis
BP = Business plan project

August 12, 2011

ACCT 503:
This course is a core course in the Master of Business Administration (MBA) degree program. The primary program learning goals to which this course contributes are:
1) Students can solve problems using quantitative information and
2) Students can think critically to solve problems.