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ACTG 306.01: Corporate Reporting II

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ACTG 306 Principles of Financial Reporting II (3 cr)
Fall 2018
CRN 70003 Section 01: Tues & Th 2 – 3:20 pm
GBB 201



Professor: Jeanmarie Lord, Ph.D., CPA
Office: GBB 309
Phone: (406) 243-4438
Email: jeanmarie.lord@umontana.edu
Office Hours: Tuesday & Thursday 3:30 – 5 pm
And by appointment (email or call to arrange)
Questions through email are also welcome.
Teaching Assistant: Dan Fouts
Email: Daniel.Fouts@mso.umt.edu

Course website: <https://moodle.umt.edu/course/view.php?id=24055>

REQUIRED MATERIALS

The following materials are required for this course:

1. **Textbook**

Intermediate Accounting by Spiceland, Sepe, Nelson, and Thomas, **8th Edition**, McGraw Hill

2. **Financial Calculator**

You cannot use a graphing calculator or other calculators with text memory during examinations. The Department of Accounting & Finance has approved two calculators for use in all Accounting and Finance courses – the **Texas Instruments BA II+** and then **Texas Instruments BA II+ Professional**. These calculators are highly recommended because they are (1) required for additional Accounting and Finance courses, including ACTG 202 and BFIN 322, (2) they are relatively inexpensive (Texas Instruments BA II+ retails for around \$35), and (3) are non-programmable and therefore acceptable to use during exams. I will teach with the **Texas Instruments BA II+** in class.

NOTE: You cannot use your Android phone or iPhone during the exam. Therefore, I do not recommend you purchase the BA II PLUS™ Financial Calculator App. I will **not** allow this app to substitute for a calculator.

ADDITIONAL AVAILABLE MATERIALS

The following materials are posted to Moodle as a resource and are strongly recommended:

1. Lecture notes, slides, and reference material (as applicable)
2. Homework Solutions
3. Review Problems (for Exam 1, 2, & 3)

PREREQUISITE

All students enrolled in this course should have successfully completed (with at least a “C” grade) ACTG 203 **AND** ACTG 305 in order to take this course. **All prerequisites will be enforced.** If you do not satisfy this requirement, you should go to Advising in the SoBA Student Success Center located in GBB Room L35. Instructors may not waive prerequisites for their courses.

NOTE: You must earn a “C-” or better to enroll in ACTG 411. .

OTHER IMPORTANT INFORMATION

1. **Access to Moodle**

I will use Moodle to post class lecture notes, announcements, study materials (including “provided” problems and review problems), and grades.

2. Attendance

Attendance in class is strongly encouraged and class participation is expected of all students.

COURSE EXPECTATIONS

You are responsible for your own learning process. Here are the daily requirements for class.

1. **Arrive on time.** In a small classroom, arriving late is a distraction to me as the instructor and to your peers. However, I would not want you to miss an entire class just because you were running late. If you are running late, enter quietly, take a seat, and immediately begin engaging in the material.
2. **Stay for the entire class.** Leaving early puts you at a disadvantage. Respect the class time and avoid scheduling conflicts with class. If you must leave early, please inform me *prior* to the beginning of class.
3. **Arrive Prepared and Participate.** You are responsible for your own learning. You are expected to study the chapter readings before topics are introduced in class and to complete assigned homework questions and exercises to reinforce what you learn. ***You can't effectively learn accounting without doing the readings and assignments.*** I expect each of you to make a valuable contribution to the class' learning experience by asking questions, offering solutions to problems, and working with group members when group problems are assigned in class. Remember, we may challenge ideas, but we will not challenge *people*.
4. **Put Away Electronic Devices.** Turn off your cell phone and put it away during class. Texting is not permitted. Put away all other electronic devices (i.e. computers, ipads, etc.). These may not be used during class.
5. **Be Informed. Stay Informed.** It is your responsibility to regularly check both your email and the class site on Moodle. I will correspond with the class through email addresses supplied to me on Moodle and on Cyberbear. They are the email addresses that you have given the University for directory purposes. It is your responsibility to ensure this email address is active. Any outside-of-class announcements that I make (e.g., corrections or clarifications of items discussed in class, syllabus changes, etc.) will be sent to you via e-mail.

COURSE ASSIGNMENTS

Homework

All homework is due on the date listed on the schedule. Make a copy of your homework each day. I will collect it at the beginning of each class. Make the copy legible for grading purposes. You can correct and keep the original to study with it. **There is no extra credit homework. No late homework will be accepted and no homework is accepted through email.**

Quizzes

Quizzes will be given periodically (not during exam weeks). Missed quizzes are scored as a zero and cannot be made up unless it is an excused absence (see Exam section for definition). Note that quizzes are short and usually at the beginning of class. If you arrive late, you will not be allotted extra time. I do not allow students to take the quiz and leave for the rest of class unless there is an unusual circumstance approved ahead of time.

Unit (Midterm) Exam

There will be two unit (midterm) exams.

Final Exam

The final exam has been established for Tuesday, December 11, 2018 from 3:20 pm to 5:20 pm. The final exam will **NOT** be cumulative. It will be a closed-book, closed-note two-hour exam. ***If you believe you have a conflict, inform me no later than November 19, 2018.***

COURSE ASSESSMENT

Students' mastery of the course material is assessed through homework, participation, and exams. **Extra credit is not available.** All grades are updated in Moodle on a periodic basis. Final course grades are non-negotiable, regardless of secondary consequences.

Homework	10%
Quizzes	10%
Unit (Midterm) Exam #1	25%
Unit (Midterm) Exam #2	25%
Final Exam (not cumulative)	30%

Your grade for the course will be based on a total percentage using a standard scale:

A – Excellent*	90% - 100%
B – Good*	80% - 89%
C – Satisfactory*	70% - 79%
D – Poor*	60% - 69%
F – Failure*	Below 60

I will use discretion to utilize the symbols + or -. Lower ends of the percentages (e.g., 80% - 83%) generally represent the *starting* point for minuses and upper ends of the percentages (e.g., 87% - 89%) generally represent the *starting* point for pluses.

NOTE: All ACTG courses are listed in the course catalog as "T" courses, which means they must be taken for a traditional letter grade. CR/NCR grading is not an option for this course.

* The verbal descriptions for each letter grade are excerpts from the University of Montana Academic Policies and Procedures catalog, available here: http://archive.umt.edu/catalog/14_15/academics/academic-policy-procedure.php

COURSE ASSISTANCE

Students are strongly encouraged to attend office hours for course assistance, guidance, and accounting career advising. My office hours are Tuesday and Thursday 3:30 pm – 5 pm and by appointment.

DISABILITY SERVICES FOR STUDENTS

Students with disabilities will receive reasonable modifications in this course. The student's responsibilities are to request them from me with sufficient advance notice and to be prepared to provide official verification of disability and its impact from Disability Services for Students. Please speak with me after class or during my office hours to discuss the details. For more information, visit the website for the office of [Disability Services for Students](http://www.umt.edu/dss/) (found online at <http://www.umt.edu/dss/>).

BEHAVIOR EXPECTATIONS

PROFESSIONALISM

Students are preparing to become business professionals, and professional behavior is expected at all times. Students are expected to abide by the [COB Code of Professional Conduct](http://www.business.umt.edu/ethics/professional-conduct-code.php) (found online at <http://www.business.umt.edu/ethics/professional-conduct-code.php>). Treat class sessions like business meetings. Failure to adhere to these expectations may result in being asked to leave the classroom. In addition, students will:

- Remain in the class for the duration of class time (no in and out or leaving early)
- Bring all materials needed for class, including the book, calculator, and assignments
- Refrain from using any technology, including cell phones, not required for the class conduct at that time
- Being an active listener – not talking while others, including the instructor, are talking

EMAIL

According to University policy, faculty may only communicate with students regarding academic issues via official UM email accounts. Accordingly, students must use their UM accounts. Email from non-UM accounts will likely be flagged as spam and deleted without further response. To avoid violating the Family Educational Rights and Privacy Act, confidential information (including grades and course performance) will not be discussed via phone or email. All email communications should be professional in tone and content. A professional email includes a proper salutation, grammar, spelling, punctuation, capitalization, and signature. Please check your UM email daily so you won't miss important class and COB announcements.

EXAM CONDUCT

Students must take exams on their regularly scheduled days unless they have an excused absence. Excused absences ONLY include (1) University-approved absences, (2) documented health emergencies, (3) civil service such as military duty and jury duty, and (4) other emergencies deemed appropriate by the instructor. In all cases, the instructor must be notified prior to the exam unless the emergency makes such notification infeasible. During the exam, you may not leave the room for any reason. Doing so results in the conclusion of that student's exam. Students must use an approved calculator (see required materials section above). If a student forgets a calculator, the student will work the math by hand. Electronic dictionaries, cell phones, tablets, laptops, notes, smart watches, or other assistive items are not allowed. Students may be using Scantron forms provided by the instructor to complete a portion of each exam, and the Scantron form must be completed prior to the exam end time. For these questions, only answers on the Scantron are graded, so complete it with care.

ACADEMIC MISCONDUCT

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. The **University of Montana Student Conduct Code** specifies definitions and adjudication processes for academic misconduct and states, "Students at the University of Montana are expected to practice academic honesty at all times." **IMPORTANT: It is the student's responsibility to be familiar with the Student Conduct Code, including definitions of academic misconduct.** (found online at http://www.umt.edu/vpsa/policies/student_conduct.php).

The College of Business endorses academic honesty as a pillar of integrity crucial to the academic institution. Academic honesty is an important step towards developing an ethical backbone needed in a professional career. Failure to practice academic honesty is considered academic misconduct. Academic misconduct will be penalized to the fullest extent. Students are expected to:

- Be knowledgeable of activities that are considered academic misconduct, as defined in section V.A. of the UM Student Conduct Code,
- Practice academic honesty on all exams, quizzes, homework, in-class assignments, and all other activities that are part of the academic component of a course,
- Encourage other students to do the same.

Confusion may arise in what is and is not academic misconduct. Students should ask their instructor if they are unsure if a behavior will be viewed as academic misconduct. A good rule of thumb is that any credit-earning activity in a course should represent the true skills and ability of the person receiving the credit. If, at any point, a student is unsure if working with another student is permissible, that student should contact the instructor before doing so.

A partial list of situations that are considered academic misconduct includes:

- Plagiarism – using another's words, ideas, data, or materials and representing them as your own. This includes lifting anything from the Internet and embedding it in your work without proper citation of the source. It also includes using your own work previously graded for another class, unless explicitly permitted to do so by the current course instructor.
- Cheating on an Academic Exercise – using a source that the instructor did not explicitly authorize, regardless of how you came across the source. This would include:

- using solutions manuals, test banks, graded material from another semester, information from another student (with or without their consent), and online essays or analyses (free or purchased),
- sharing information about exam content with a student who has not yet taken the exam,
- removing exams from the room without authorization,
- consulting any unauthorized source during an exam, such as a cell phone, notes, the Internet, or another student's paper,
- receiving assistance on an academic exercise without instructor permission.
- Improper Influence – calculating to influence the instructor to assign a grade other than the grade actually earned. This includes lying to the instructor in pursuit of extensions, leniency, or grade alterations.
- Facilitating Academic Dishonesty – knowingly helping another person engage in academic misconduct.

The complete code is available on the College of Business website:

<http://www.business.umt.edu/ethics/professional-conduct-code.php>

EMERGENCY PROCEDURES

In the event of a campus emergency during class, please follow instructions provided by your instructor or the UM emergency alert system. Failure to do so could hamper efforts to resolve the emergency situation in a safe, timely manner.

DROPS AND INCOMPLETE GRADES

This course follows published UM policies on drop dates and incomplete grades. These are excerpted below.

Drop dates

Dates and policies per the UM catalog:

- September 17, 2018 – last day to drop course in CyberBear with no approvals required
- October 29, 2018 – last day to drop course with instructor and advisor signatures; a "W" will appear on the transcript
- After October 29, 2018 – to drop course requires instructor, advisor, and COB Dean signatures; a "WP" (withdraw passing) or "WF" (withdraw failing) will appear on the transcript and no refund will be provided.

Incompletes

Policy per the UM catalog: "Incomplete grades are not an option to be exercised at the discretion of a student. In all cases it is given at the discretion of the instructor within the following guidelines. A mark of incomplete may be assigned students when (1) the student has been in attendance and doing passing work up to three weeks before the end of the semester, and (2) for reasons beyond the student's control and which are acceptable to the instructor, the student has been unable to complete the requirements of the course on time. *Negligence and indifference are not acceptable reasons.*"

GRIEVANCE PROCEDURE

The formal means by which course and instructor quality are evaluated is through the written evaluation procedure at the end of the semester. The instructor and department chair receive copies of the summary evaluation metrics and all written comments sometime *after* course grading is concluded. Students with concerns or complaints during the semester should first communicate these to the instructor. This step almost always resolves the issue. If the student feels that the conflict cannot be resolved after meeting with the instructor, the student should contact the department head, Joshua Herbold. If, after speaking with the department head and the instructor, the student still feels that the conflict has not been resolved, contact the Associate Dean of the School of Business Administration, Klaus Uhlenbruck.

TENTATIVE SCHEDULE (attached)

Changes may be announced in class.

ACTG 306

Prepare For:	Chapter	Topic	Reading Assignment	Quiz (in-class) Best 7 out of 8	Hmwk (due on the class day listed) Best 19 out of 21
Tue Aug-28		Introduction			
Thu Aug-30	6	Time Value of Money Concepts	Read Part A: pg 323 to pg 333 Read Part B: pg 333 to pg 338 [Do not read PV of a Deferred Annuity] Read pg 339 to pg 343		
Tue Sep-04	6	Time Value of Money Concepts	[Do not read Preview of Accounting Applications ...] Read Comprehensive Income pages 189 to 193 & Review provided <i>Comprehensive Income</i> handout	Quiz #1 [Chp 6]	Hmwk 1 due [Chp 6]
Thu Sep-06	4	Comprehensive Income	Read pg 654 to pg 665		Hmwk 3 due [Chp 6]
Tue Sep-11	12	Investment	[Do not read Securities Available-for-Sale yet] Read pg 665 to pg 672 Read pg 674 [Fair Value Option] to pg 679 [Do not read Financial Presentation and Disclosure]		Hmwk 4 due [Chp 4]
Thu Sep-13	12	Investment	Read Appendix 12B: Impairment of Investments pg 697 to pg 703 Read Part B: pg 681 to pg 688 Read Fair Value Option: pg 690 to pg 692 Read Appendix 12A pg 696 to pg 697	Quiz #2 [Chp 4]	
Tue Sep-18	12	Investments			Hmwk 5 due [Chp 12]
Thu Sep-20	12	Investment		Quiz #3 [Chp 12]	Hmwk 6 due [Chp 12]
Tue Sep-25		*Catch-up // Review Day			
Thu Sep-27		*Exam 1 [Chp 6, Chp 4, & Chp 12 only]			
Tue Oct-02	13	Current Liabilities and Contingencies	Read pg 732 to pg 734 [Do not read Short-Term Notes Payable] Read pg 737 to pg 760 Read Appendix 13: pg 761 to 763 Read pg 788 to pg 802 [Do not read Part B yet] Handout: Bond Amortization Tables; Read Appendix 14A: pg 822 to pg 823		Hmwk 7 due [Chp 13]
Thu Oct-04	14	Bonds	Read pg 807 [Decision Makers' Perspective] to pg 817 [Do not read Part D yet]	Quiz #4 [Chp 13]	Hmwk 8 due [Chp 14]
Tue Oct-09	14	Bonds	Read pg 802 to pg 807; Read Part D: pg 817 to pg 820 Read Appendix 14B: pg 823 to 827;		Hmwk 9 due [Chp 14]
Thu Oct-11	14	Bonds		Quiz #5 [Chp 14]	Hmwk 10 due [Chp 14]
Tue Oct-16	14	Bonds			
Thu Oct-18	15	Leases	New Lease Standard (Day 1 of 3) Provided Chp 15 from the 9th Edition: Pages 830 - 850		Hmwk 11 due [Chp 14]
Tue Oct-23	15	Leases	New Lease Standard (Day 2 of 3) Provided Chp 15 from the 9th Edition: Pages 850 - 872		Hmwk 12 due [Chp 15 from 9th edition - New Lease Std]
Thu Oct-25	15	Leases	New Lease Standard (Day 3 of 3)	Quiz #6 [Chp 15]	Hmwk 13 due [Chp 15 from 9th edition - New Lease Std]
Tue Oct-30	18	Shareholder's Equity			Hmwk 14 due [Chp 15 from 9th edition - New Lease Std]
Thu Nov-01		*Catch-up // Review Day			
Tue Nov-06		*No class: Election Day			
Thu Nov-08		*Exam 2 [Chp 13, Chp 14, & Chp 15]			
Tue Nov-13	18	Shareholder's Equity	Read pg 1068 to 1080 [Do not read "More Than One Security Issued for a Single Price"] Read pg 1081 to 1091 [Do not read Property Dividends] Read pg 1091 [Stock Dividends and Splits] to pg 1099 Chp 3: Read pg 194 - 201		
Thu Nov-15	21	The Statement of Cash Flows	Chp 21: Read pg 1243 to pg 1253 Chp 21: Do not read "Preparation of the Statement of Cash ..." yet Chp 21: Read Appendix 12B: pg 1288 to 1290 Read pg 1253 to pg 1273 [T-account method] Read Part C: pg 1277 to pg 1283 Read provided "Cash Flow Process" handout	Quiz #7 [Chp 18]	Hmwk 15 due [Chp 18]
Tue Nov-20	21	The Statement of Cash Flows			Hmwk 16 due [Chp 3 & Chp 21]
Thu Nov-22		*Thanksgiving Break			
Tue Nov-27	21	The Statement of Cash Flows	Re-read the short paragraph on the top pg 1282 to understand the accompanying disclosure (Supplemental Disclosure and Non-Cash Operating Information) on the face of the indirect Cash Flow Statement. Read pg 1127 to pg 1146		Hmwk 17 due [Chp 21]
Thu Nov-29	19	Share-Based Compensation and Earnings Per Share	[Do not read "Diluted Earnings Per Share" yet] Read pg 1146 [Diluted Earnings Per Share] to 1162 Appendix 12A: pg 1165 to pg 1166	Quiz #8 [Chp 21]	Hmwk 18 due [Chp 21]
Tue Dec-04	19	Share-Based Compensation and Earnings Per Share			Hmwk 19 due [Chp 19]
Thu Dec-06	19	Share-Based Compensation and Earnings Per Share			Hmwk 20 due [Chp 19]
Fri Dec-07		*Review Session (Tentative)			Final Hmwk [Chp 19] [not collected & not graded]
Thu Dec-11		*Final Exam [Chp 18, Chp 19, Chp 21 & Chp 3 & 5]			
Tue Dec-11		*Tuesday, December 11 3:20 - 5:20 pm			