Course Syllabus
ACCT 7080 Healthcare Financial and Managerial Accounting
Fall Term, 2016
3.0 Credit Hours

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INSTRUCTOR
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WELCOME TO HEALTHCARE ACCOUNTING

Healthcare Accounting covers trends in healthcare accounting and finance, the link between healthcare quality, operational performance and resource allocation, and the use of cases to simulate financial decisions required in healthcare organizations.

KEYS TO SUCCESS IN THIS COURSE

This is an internet-based, distance learning course. Online computer assisted learning (CAL) is asynchronous (i.e., takes place outside the classroom). If this is your first on-line course, it is different from any course you’ve ever taken. Your first task is to completely alter your mindset as to your role as a student and mine as your instructor.

Your role as a student in this course is to be an active learner. This should be contrasted with passive learning in which you sit in a classroom listening to a lecture. This is different
even from other, more traditional modes of non-passive learning such as group participation or discussion seminars. Active learning in this context entails aggressively seeking and assimilating the packets of knowledge.

My role as instructor is to guide, focus, and critique your learning experience. I do this by assigning questions and projects that test your reading comprehension and direct your attention to specific accounting issues identified in the textbooks and supplemental material designed for this course. As an active learner, you seek out the information you need to appropriately address the issues. Similar to a traditional lecture classroom, modules must be completed according to the syllabus schedule. Questions and projects are scheduled to close (end access) according to the designated dates. **Once an assignment or project closes, it will not be opened again and, if missed, will result in a zero for that grade.**

The main reason students fail in an online course is because they do not have the self-discipline required to complete an online course. Be sure you plan for the unexpected. Complete the assignments as early as possible. Inevitably, when you wait until the end of the due date, something will occur resulting in your missing the deadline. **Most importantly, pay attention to the timeline set in the syllabus!**

**CRITICAL THINKING & COMMUNICATION**

In our assignments on healthcare accounting, you will be continually encouraged to question each requirement, (1) focusing on why, not just how, (2) learning differential analysis techniques to use in healthcare accounting, and (3) drawing conclusions that test your understanding of the issues discussed in the course. One of the goals is to foster a critical thinking mindset to help equip you to cope with the rapidly evolving standard-setting environment.

Written communication skills are fostered with the discussion reports. **Part of your grade will be based on your grammar and punctuation as well as your ability to communicate well in written form.**

**COURSE MATERIALS**

- **Financial and Managerial Accounting** 18th Edition, Williams, Haka, Bettner, Carcello. Publisher McGraw-Hill

- Connect – Connect Accounting Plus is packaged free with the textbook if the textbook is
purchased through the university or Tiger bookstore. With Connect Accounting Plus, you also get 24/7 online access to an eBook – an online edition of the text – to aid you in successfully completing your work, wherever and whenever you choose. What’s included is an access code you’ll need to register with Connect. The “Plus” means it also includes the electronic version of the textbook.

- If you purchase the textbook online, rent the textbook, or buy the textbook used, you will need to go to the McGraw-Hill website for the book to purchase Connect. Connect is required to successfully complete this course! Please go to the eCourseware Content page under Orientation for the link to purchase Connect. Further instructions on Connect are detailed in a separate video on eCourseware under “Course Orientation.”


COURSE HOMEPAGE

- The Internet class home page is located at: http://elearn.memphis.edu. This page contains all the instructions for this class. To log on, you need your University of Memphis UUID and password. If you have trouble logging on, first try http://iam.memphis.edu to see if you can fix the problem. If not, call 678-8888 or go to Computer Services on the first floor of the Administrative building.
- Once logged on and on the Course Homepage, you need to go to Course Content. To successfully complete each module’s assignments:

  1. **Read the Modules’ Instructions and Due Dates.** This document gives an overview of the reading, video, and other research requirements. Be sure and set reminders of due dates!

  2. **Read the assignment for each section in the dropbox or open Connect and work the assignment.** The two assignments contained in the dropbox on eCourseware have a document attached that gives the questions to be answered or the instructions to follow. Follow the reading and written assignment. The remaining assignments (Sections 3-10) can be found on Connect. Each assignment is worth 20 points.

  3. **Read the Projects’ Description and Due Dates.** There are 3 projects to be completed. Each project is worth 50 points and is located in the dropbox on eCourseware.

  4. **Work the quiz attached with your module in eCourseware or section in Connect. You have two chances with each quiz.** Each quiz is worth 10 points.

ECourseware contains a Discussion area that each student should become familiar with and use frequently. The discussion area is a means of contacting other students in the class and is an appropriate place to discuss assignments, project questions, etc. The discussion board is considered "classroom participation". I will be monitoring the discussion board every day or two and will intervene with comments and corrections as necessary. I encourage you to help your classmates out if you know the answer to their question.
INSTRUCTIONAL ASSISTANCE

- Tutoring is offered free on the second floor of the Fogelman Business building in the ESP Business Learning Center, room 256. Hours are posted on the door. If you are on campus, this service is available for you to use. If you are not on campus, ESP Online Tutoring is available free for all accounting students Sunday - Thursday from 8:00 p.m. until 10:00 p.m. You may post questions 24 hours a day, 7 days a week. However, the questions will not be responded to until the available time listed. Instructions for ESP Online Tutoring can be found at http://www.memphis.edu/esp/onlinetutoring.php.
- If you are struggling with the class material, post questions on the discussion board, make an appointment to meet with me, or speak to me on the phone. *I am here to help you succeed!*

TECHNICAL ASSISTANCE

- For information on how to prepare your browser for your online course, go to: https://umdrive.memphis.edu/g-alc/alc_website_public/eCourseware-linked.pdf
- If you are unfamiliar with eCourseware, student guides are located at: https://umdrive.memphis.edu/g-alc/alc_website_public/ecourseware-student-user-guides.pdf.
- If you need additional eCourseware assistance, you may email alcsupport@memphis.edu.
- General questions can be answered by going to Ask Tom: http://asktom.custhelp.com/app/answers/list.

GRADING

On eCourseware, you will find your scores under the following specific headings:

<table>
<thead>
<tr>
<th>Points Possible</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>200</td>
</tr>
<tr>
<td>Quizzes</td>
<td>90</td>
</tr>
<tr>
<td>Exams</td>
<td>200</td>
</tr>
<tr>
<td>Projects</td>
<td>150</td>
</tr>
<tr>
<td>Total Possible Points</td>
<td>640</td>
</tr>
</tbody>
</table>

Your final grade will be determined based on the total points earned, as follows:

- **A** = 575 or above
- **B** = 512 – 574
- **C** = 448 – 511
D = 384 – 447
F = 383 or below

Quizzes:
Quizzes are attached to one of the 3 modules and 8 of the 14 sections. The module quiz is located in eCourseware and the 8 section quizzes are located in Connect. Each set of questions is worth 10 points (of a total of 100 points). Be sure to pay attention to the schedule, as the quiz questions don’t always coincide with the module times. You have two chances to take the quiz, and the highest score counts. The quizzes have stated start and end dates and will not be available after the end date! All quizzes are due by 11:59pm on the due date. You should be able to find the answers to all quiz questions in the reading and video assignments, but you may use any legitimate source in doing so. However, do not collaborate with any other person. Do your own work!

Exams:
There are two exams on Connect. The exams are timed and can only be worked once, so be sure you have 120 minutes of undisturbed time available before beginning! The exams have stated start and ending dates and will not be available after they close. There are mock exams on Connect to assist you in preparing for the exams. The mock exams will provide solutions after you submit and can be worked as many times as you like. You are allowed to use your book and notes; however, you are expected to work alone! Outside assistance is considered cheating. Even suspected cheating could result in your being required to retake the exam in a proctored or supervised setting. Also, if you try to look up all the answers, you will run out of time!

Discussions:
I want to get to know as many of my students as possible. It also maximizes your online experience if you learn about each other. In the discussion area (Discussions on right-hand top of eCourseware page by Email) there is a forum that asks you to write something about yourself. Explain what your major is, your future plans, etc. in the forum. You may want to include an audioboo with your own words (www.audioboo.com) or upload a picture of yourself. You will get 5 bonus points for writing about yourself in the forum. This must be done by June 7th!

An important aspect of the learning experience is classroom interaction and discussion. In an online class, this is accomplished through the discussion area. The discussion area has Forums set up for you to make comments in. The first forum is for your introduction (discussed above). The second forum is where you should ask questions about chapter assignments, etc. and assist other students.
Academic Integrity:

Expectations for academic integrity and student conduct are described in detail on the website of the Office of Student Judicial and Ethical Affairs (http://saweb.memphis.edu/judicialaffairs). Please take a look, in particular, at the sections about "Academic Dishonesty" and "Student Code of Conduct and Responsibilities." I expect students to be aware of these guidelines and to conduct themselves accordingly. In this online class, it is assumed that you will have the book and notes while taking your exam. **However, you are expected to work alone. If this is found to be false, all parties involved will receive a zero.**