

**ACCOUNTING 2010**  
PRINCIPLES OF ACCOUNTING I (Financial Accounting)  
Fall, 2013 COURSE SYLLABUS AND SCHEDULE

**INSTRUCTOR:** Peggy Jimenez, Ph.D., CPA  
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**CLASS TIME:** Monday & Wednesday 2:00PM Section 004

**OFFICE HOURS:** Tuesday 11:00AM thru 1:00PM  
Thursday 1:00PM thru 1:50 PM and 3:30 PM thru 5:00PM  
And by appointment.

**TEXT:** Harrison, Horngren, & Thomas, Financial Accounting 9e, and  
Prentice-Hall My Accounting Lab (hereafter MAL).

**COURSE PREREQUISITE(s):** ECON 1100 (may be taken concurrently); MATH 1100 or higher (MATH 1180 preferred).

**COURSE DESCRIPTION:** This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems used to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information that are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Upon completion of the course, the student will recognize and be able to analyze and discuss the following topics:

- Financial statements; their uses and formats.
- Recognize and understand various accounting transactions and the fundamentals of the accounting systems used in recording transaction data.
- Analyze transactions and account balances involving assets, liabilities, and shareholder equity.
- Understand and analyze the firm balance sheet and income statement.
- Understand the preparation and be able to analyze the statement of cash flows.

NOTE: This course may not be taken more than twice at UNT.

**COURSE POINT DISTRIBUTION:** Course grades will be assigned based on the total number of points earned during the semester. Points are allocated according to the following:

MAL Homework	100
Chapter Quizzes	100
EXAM I	100
EXAM II	100
EXAM III	100
Exam IV	100
Comprehensive Final	<u>100</u>
Total Points	<u>700</u>

As a general rule the percentage of points to achieve a certain letter grade will be as follows:

90% or more	= A	70% - 79.5% = C	less than 60% = F
80% - 89.5%	= B	60% - 69.5% = D	

### **GRADING NOTES:**

- a. No other work can be substituted for the required work.
- b. I will return your exams to you. During the class meeting following an exam, I will discuss 3 or 4 of the most frequently missed questions on the exam. If you wish to discuss other problems on your exam, please see me during my office hours or contact me via email. I suggest that you spend some time working the problems and questions that you miss on each exam. Your exams will be the best place for you to begin preparing for the comprehensive Final Exam. If you are not in attendance at a class meeting during which an Exam is returned, it is your responsibility to see me during office hours in order to pick-up your exam.
- c. For each exam during the semester and for the Final Exam, I will post your exam scores on Blackboard at the earliest possible time. I will not post any quiz scores or homework scores until the end of the semester at which time I will post your total accumulated points in these two categories. Please do not call or email me to talk about your exams or to be told your exam scores prior to the exam being returned to you. When your exam is returned to you, should you find a grading error or should you have a question concerning how a particular question was graded, you should bring the question to my attention immediately; all grading concerns must be addressed in writing. If your exam has been graded incorrectly or should you be due to have points added to your exam score, I will do so if you have submitted a written explanation of the issue to me within one week of our in-class review. I will not alter your recorded exam score beyond one week following the date the exam is taken. I cannot discuss your exam scores on the telephone, therefore, you must see me in person to discuss your exams.

**EXAMS:** Five exams will be administered during the semester as per the attached course schedule. Exams I thru IV will cover material from specific chapters as noted on the class schedule. The fifth exam will be a departmental comprehensive Final.

The best preparation for all of the exams will be: 1) careful reading of the text material, 2) use of the text website resource material for sample quizzes and additional problems, 3) working all assigned problems, and 4) extensive practice time with My Accounting Lab (MAL) problems as well as the comprehensive MAL customized learning resources. Additionally, review of the glossary and the chapter review problem provided at the end of each chapter of the textbook will be very helpful.

Please note the following:

- a. It is required that you take each of the Exams in this course.
- b. When you take an Exam, the grade will be recorded and CANNOT be dropped.
- c. If you miss an Exam, a zero will be recorded.
- d. If you miss an Exam and have an excused absence, your score on the Comprehensive Final Exam will replace the previously recorded zero for the missed exam. This substitution can occur for only one missed exam.
- e. The Exam dates are listed on the attached Class Schedule. Please be advised that the dates are subject to change. Any change will be announced in class.
- f. Should you have to miss an exam, it is your responsibility to notify me BEFORE the exam takes place if possible. For an absence to be considered excused, it must be the result of unavoidable, serious circumstances (generally related to your illness, a death in the family, or accident) and must be supported by documentation. Excused absences due to attendance at sanctioned university activities qualify for the application of this policy PROVIDED you have apprised me in advance of the exam that will be missed.

### **EXAM RULES:**

- a. **Phones and Beepers:** On exam days, please have cellular phones and/or beepers turned off and removed from your desk surface. Please remove all phone ear pieces and/or Blue-Tooth devices. You may not use your wireless phone as a calculator or as a time piece on exam days. On lecture days, as a courtesy to me and to your classmates, I will appreciate your having cellular phones and/or beepers turned off. If you believe you need an exception to this policy, please discuss it with me.
- b. **Calculators:** You may use your own simple calculator on exam days (no graphing calculator or other calculator with the ability to store notes). You may not use your cell-phone as a calculator.
- c. No books or notes may be used during exams. All material you bring to class with you must be placed on the floor.
- d. I will supply all "scratch" paper.
- e. I reserve the right to seat and/or re-seat any student before or during an exam.
- f. Please come to class ten (10) minutes early on exam days and be ready to begin immediately when class is scheduled to start.
- g. On exam days, please bring a picture ID to class. When you turn in your exam, I will ask to see your picture ID.

- h. At the end of exams I will call for your papers and will collect all outstanding exams. If you do not relinquish your exam upon my request, a zero (0) will be recorded for your exam grade.

**CLASS PREPARATION:** I expect, at a minimum, that you will read the assigned text material before the first class meeting during which a chapter is scheduled to be discussed. Prior to our first class meeting on a particular chapter, I also expect you to have attempted to work the Short Exercises and Class Discussion problems and have carefully reviewed the vocabulary listing at the end of the chapter. Reading the text material and doing the suggested work prior to the first class meeting during which a chapter is discussed will aid in your understanding of the material.

The exercises and problems listed in the Class Schedule as Class Discussion Problems are those which we will work and discuss in class. As noted above, I expect you to have attempted to solve those problems prior to class. The Class Discussion Problems listed on the Class Schedule will not be graded but I expect your participation as we discuss the solutions to these exercises in class. Although the Class Discussion problems will not be graded, I strongly suggest that you work the Class Discussion assignment in addition to the Homework assignment for each chapter.

The best method of study with which to approach this course is to first read the material, and secondly work problems associated with what you have read. Repetition through working problems will help prepare you for class and for exams. You will not be successful in this class by working none or only a minimum number of the problems assigned.

**PRENTICE HALL MY ACCOUNTING LAB:** Along with your course textbook you will need to purchase access to Prentice Hall's online package called My Accounting Lab (MAL). All end of chapter exercises and problems in the textbook are found on MAL. You will find three different assignments in MAL for each chapter we cover in the course. Those assignments are Class Discussion Problems (most of which will be discussed in class), the Homework assignment for the chapter, and a Practice and Review assignment which includes the majority of all problems not included in the Class Discussion and Homework assignments. The Homework assignments will be graded and used in the computation of your course grade. Class Discussion Problems and the Practice and Review assignments will not be graded. You should, however, use these two assignments for practice which will enhance your understanding of the concepts we will cover in the course.

MAL provides you with a large set of problems with which to practice the concepts we will discuss in this course. Practice is the key to success in accounting. Persistent use of the features of MAL provides you with a superior tool with which to work for success in this course. In addition to the assignments previously described, you will find a personal study plan that will help you better understand any topic with which you are struggling. I urge you to make use of the system to the fullest extent possible!

**QUIZZES:** There will be a quiz each Wednesday unless it is a scheduled exam day or told otherwise. The quizzes will cover material discussed the prior week in class as well as the readings for that class day. They will consist of multiple choice questions covering definitions of terms in the chapter and application of concepts presented in class and covered in the chapter. You will be permitted to use your own calculator during the quizzes; calculators cannot be capable of storing notes such as graphing calculators. Quizzes will be given in class and you must be present in class when each quiz is given. Make-ups will only be allowed for excused absences.

**CLASS DISCUSSION PROBLEMS:** The Exercises and Problems listed on the right side of the Class Schedule should be worked as preparation for each class meeting. Class Discussion Problems will not be graded. You will find the class discussion problems at the end of each chapter in your textbook. There is an assignment in MAL that includes these problems. You should work a problem in MAL until you get it completed correctly. We will work and discuss as many of these problems as possible during our class meetings. You should come to class with questions about the problems you attempted and with which you had difficulty. You may not completely understand each problem you attempt prior to class, but you should be familiar enough with the problems to be able to discuss them. If it is your intention to do well in this course, it is essential that you work not only the Class Discussion Problems but as many other related problems as you can. The concepts we are to study can be learned and understood only by reading the text material and working problems. You must READ the text material! However, simply reading the textbook material will not be sufficient to assure success in this course. **I do expect that, at a minimum, each student will work the Class Discussion Problems and the Homework assignments found in MAL for each chapter we cover.**

**HOMEWORK PROBLEMS:** MAL also contains an assignment for each chapter called Homework Problems. You will be required to complete the Homework Problems and you will receive a grade. There is a Homework assignment for Chapters 2 thru 12 (minus Chapter 8 which we will not cover) (10 assignments) each of which is worth 10 points. There is no graded Homework assignment for Chapter 1. You can earn a total of 100 grade points for the correctly completed Homework

Problems (10 chapter assignments worth 10 points each). The homework assignment for each chapter must be completed by 11:55PM (Central Standard Time) on the Sunday evening of the week during which we conclude class discussion of a particular chapter. (Example: complete discussion of chapter material on Wednesday. Homework is due by 11:55PM the following Sunday night.) Late homework will not be accepted unless related to a university excused absence.

You will be expected to complete all of the homework problems assigned for each chapter. MAL will allow you to continue to attempt to complete each problem until you are able to get it right or until the window of opportunity for that chapter's assignment closes, whichever comes first.

**CLASS ATTENDANCE:** Regular attendance and quality class preparation are essential elements for your success in this or any other course. The subject matter in this course is not extremely difficult but will be new to most students. Therefore, to fully understand this material you should avail yourself of all of the text resources, the MAL resources, as well as class discussions. We will spend a great deal of class time working problems and analyzing supplemental materials. Working problems in class is designed not simply to provide you with solutions to problems but to demonstrate the logic and thought processes you need to use in order to correctly solve a problem or answer a question. Therefore, your regular class attendance will contribute significantly to your understanding of course material and to your success on examinations. Past experience suggests that your course grade is highly correlated with your class attendance.

**ABSENCES BASED ON RELIGIOUS BELIEFS:** A student who misses an examination or other assignment due to the observance of a religious holy day will be given the opportunity to complete the work missed. Please notify me as soon as possible if you expect to miss an exam to observe a religious holy day.

**CHEATING:** Honesty and integrity are very important characteristics of an accountant or any business person. Failure to perform within the bounds of accepted ethical standards is sufficient grounds for your dismissal from this course with a grade of F and could lead to expulsion from the University. Failure to abide by the university's rules regarding academic dishonesty will not be tolerated in this course. University policy regarding this matter is a part of the UNT Code of Student Conduct and Discipline and can be found in the UNT Policy Manual, Vol. III, No. 18.1.11, and in the Student Handbook. The university's academic integrity policy can be found at <http://vpaa.unt.edu/academic-integrity.htm>.

**WITHDRAWALS:** University policy relative to withdrawals will be followed. Wednesday, **October 8, 2013**, is the last date for students to drop with an automatic grade of W. From October 8<sup>th</sup> through Wednesday, **November 6, 2013**, any student wishing to drop this class must have the consent of the instructor, and must have earned a passing grade to that point in the course in order to receive a grade of W. Otherwise the student will receive a grade of WF. Students may not drop a course after **Wednesday, November 6, 2013**, unless he/she is withdrawing from the University. You should consult with your academic advisor prior to the above dates if you are considering dropping this course.

**AMERICANS WITH DISABILITIES ACT (ADA):** If you are a student who requires accommodations under the ADA, please consult with me during the first week of the semester. I will provide "reasonable accommodation" to any student with a disability, so as not to discriminate on the basis of that disability. It is your responsibility to inform me of the disability at the beginning of the semester and provide me with documentation authorizing the specific accommodation. UNT's Office of Disability Accommodation (ODA), is responsible for verifying and implementing accommodations to ensure equal opportunity in all programs and activities. You must contact ODA who will instruct you as to how to proceed. I recognize that any disclosure by a student of their need for accommodation is extremely sensitive. I assure you that all conversations and other communications will be kept protected and confidential.

**COMMUNICATING WITH THE INSTRUCTOR:** When I interact with you I want to be responsive. However, with more than 300 students this semester, I will have difficulty learning all of your names. If you will adopt the following suggestions, I will have a better chance of helping you in an effective and timely manner.

- a. When leaving me a phone message, please speak clearly and slowly and make certain to leave me a number and time when I can return the phone call.
- b. When you see me in my office, it will be helpful for you to remind me of your name and the section you are in.

Note: The best way to contact me is email.

**STUDENT EVALUATION OF TEACHING EFFECTIVENESS (SETE):** The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

**SEATING and CLASSROOM BEHAVIOR:** I will do my best to get to know each of my students during the semester. It is helpful to my efforts in this regard if you are in the same seat each class meeting. Beginning with our second class meeting, I will expect you to sit in the seat in which you will remain for the duration of the course. On exam days, I reserve the right to re-assign seats. Re-assigned seating will apply to that exam day only. On the next class day, you will return to your customary seat.

Please be on time for each class. A late arrival is a distraction to me as well as to your classmates. Please show everyone the courtesy of a timely arrival. Likewise, your departure from class should be at the same time as your classmates. Early departure is rude and is a distraction to your classmates. If you must leave class early for a meeting or appointment, etc., please do me the courtesy of informing me at the beginning of class.

**CANCELLATION OF CLASSES:** In the event that weather or other conditions are such that normal campus operations could be impeded, the administration of the University will determine whether classes will be canceled or delayed. Such information will be provided to the local broadcast media and posted on the UNT homepage. If the campus has not been closed, I will hold class. You must use your own judgment with regard to your personal safety in coming to campus.

**RETENTION OF STUDENT RECORDS:**

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and F.E.R.P.A. (Family Educational Rights and Privacy Act) laws and the university's policy in accordance with those mandates at the following link: <http://essc.unt.edu/registrar/ferpa.html>

**BLACKBOARD:** In addition to CONNECT, we will use Blackboard Learn for communication purposes in this class. You will find the following items posted on Blackboard:

1. Class Syllabus and Class Schedule
2. Class Announcements
3. Course Gradebook
4. Other Miscellaneous postings.

I will post your exam scores individually during the semester. I will post your total scores earned on the Quizzes and the Homework assignments to Blackboard gradebook at the end of the semester

**STUDENT HELP & TUTORING:**

The Department of Accounting provides an Accounting Lab primarily for students taking ACCT 2010 and ACCT 2020. Its location and hours of operation will be announced in class and posted to blackboard.

Additionally, the UNT Learning Center is now offering a tutoring service for students taking both of the initial accounting courses. You may learn more about this service by looking at the Learning Center website or by contacting either [Trang.Nguyen@unt.edu](mailto:Trang.Nguyen@unt.edu) or [Vivian.Fuller@unt.edu](mailto:Vivian.Fuller@unt.edu).

Your success, not only in this course but throughout your UNT career, is important to me, the Department of Accounting, the College of Business, and to the University! We are successful only when you are successful!

Always keep the following ideas in mind as you pursue the completion of this course as well as your degree.

- Show up
- Find support
- Take control
- Be prepared
- Get involved
- Be persistent

Take responsibility!

You did not come to UNT to be given a degree....you came to earn it!

**WEBSITES OF INTEREST:**

[www.tsbpa.state.tx.us/](http://www.tsbpa.state.tx.us/)

[www.rutgers.edu/Accounting/raw/fasb/](http://www.rutgers.edu/Accounting/raw/fasb/)

[www.sec.gov/](http://www.sec.gov/)

[www.imanet.org](http://www.imanet.org) (Institute of Management Accountants)

[www.aicpa.org](http://www.aicpa.org)

[www.fasb.org](http://www.fasb.org)

[www.austincc.edu/accting/toolbox/](http://www.austincc.edu/accting/toolbox/) (Accounting Toolbox)

[www.youtube.com](http://www.youtube.com) (Search: Susan Crosson)

[www.principlesofaccounting.com](http://www.principlesofaccounting.com)

Day	Date	Chapter	Topics	To Be Discussed in Class
W	28-Aug	Ch 1	Course Introduction & My Accounting Lab (MAL) Intro.	
M	2-Sep	<b>No Class</b>	<b>Labor Day Holiday</b>	
W	4-Sep	Ch 1	Financial Statements	E1-16A,18A,21A,22A ; P1-58A
M	9-Sep	Ch 1	Financial Statements	
W	11-Sep	Ch 2	Transaction Analysis	E2-14A, 15A, 16A, 18A, 20A, 22A
M	16-Sep	Ch 2	Transaction Analysis	
W	18-Sep	Ch 3	Accrual Accounting & Income	E3-21A, 22A, 23A, 24A, 25A, 27A, 29A
M	23-Sep	Ch 3	Accrual Accounting & Income	
W	25-Sep	<b>EXAM I</b>	<b>Chapters 1, 2, &amp; 3</b>	
M	30-Sep	Ch 4	Internal Control & Cash	E4-16A,17A,20A,24A,25A P4-51A
W	2-Oct	Ch 4	Internal Control & Cash	
M	7-Oct	Ch 5	Short-Term Investments & Receivables	E5-21A,22A,24A,25A,26A P5-62A
W	9-Oct	Ch 5	Short-Term Investments & Receivables	
M	14-Oct	Ch 6	Inventory & Cost of Goods Sold	E6-15A, 17A, 19A, 21A, 26A, 27A; P6-63A
W	16-Oct	Ch 6	Inventory & Cost of Goods Sold	
M	21-Oct	<b>EXAM II</b>	<b>Chapters 4, 5, &amp; 6</b>	
W	23-Oct	Ch 7	Plant Assets, Natural Resources, & Intangibles	E7-15A, 16A, 18A, 21A, 22A, 23A, 27A; P7-60A
M	28-Oct	Ch 7	Plant Assets, Natural Resources, & Intangibles	P7-72B,73B
W	30-Oct	Ch 9	Liabilities	E9-16A, 17A, 18A, 20A, 22A, 23A, 30A, 31A
M	4-Nov	Ch 9	Liabilities	P9-74A
W	6-Nov	Ch 10	Stockholders' Equity	E10-20A, 21A, 22A, 24A, 27A, 28A, 32A, 40B
M	11-Nov	Ch 10	Stockholders' Equity	
W	13-Nov	<b>Exam III</b>	<b>Chapters 7, 9, &amp; 10</b>	
M	18-Nov	Ch 11	The Income Statement, Stmt. Of Comp. Income & Stk Eq.	S11-2,3,8,9,12,14; E11-20A,22A,24A
W	20-Nov	Ch 11	The Income Statement, Stmt. Of Comp. Income & Stk Eq.	
M	25-Nov	Ch 12	Statement of Cash Flows	E12-16A, 17A, 22A, 29B, 30B, 31B, 32B
W	27-Nov	Ch 12	Statement of Cash Flows	
M	2-Dec	<b>Exam IV</b>	<b>Chapters 11 &amp; 12</b>	
W	4-Dec		Last day of class--return Exam IV	
W	11-Dec	<b>Final</b>	4pm-6pm Location To Be Announced	