

ACCOUNTING 2010
PRINCIPLES OF ACCOUNTING I (Financial Accounting)
FALL, 2014 COURSE SYLLABUS AND SCHEDULE

INSTRUCTOR: Sonja Hightower, CPA, CMA, CGMA, CIA
OFFICE: BLB 338C
PHONE: (940) 565-3082
EMAIL: Sonja.Hightower@unt.edu

CLASS TIME& LOCATION: Monday, Wednesday, Friday
Section .001 9:00 - 9:50 a.m. BLB 070
Section .002 10:00-10:50 a.m. BLB 015
Section .003 12:00-12:50 p.m. BLB 010

OFFICE HOURS: Monday, Wednesday, Friday 8:00 - 8:50 a.m.
11:00-11:30 a.m.
1:00 - 1:50 p.m.
or by appointment.

TEXT: Harrison, Horngren, & Thomas, Financial Accounting 10e, and
Prentice-Hall My Accounting Lab (hereafter MAL).

COURSE DESCRIPTION: This course deals with uses of accounting information by persons external to the firm; the analysis of financial statements and the interpretation of accounting data; income and cash flow analysis; the nature of assets and liabilities; and understanding the accounting reporting process.

PLEASE NOTE: that this course may not be taken more than twice at UNT. Students may not retake this course once they have completed (with a C or better) a course for which this is a prerequisite.

PREREQUISITES: ECON 1100 (may be taken concurrently); MATH 1100 or higher (MATH 1180 preferred).

ACCT 2010 IS A PREREQUISITE OF ACCT 2020. YOU MAY NOT BE ENROLLED IN BOTH AT THE SAME TIME.

COURSE OBJECTIVES: This course is the first course in Accounting, and it focuses on Financial Accounting. It is designed to teach the concepts and procedures underlying the measurement and reporting of financial information. This course is central to the education of any student who aspires to a career as a professional accountant. In addition, this course provides valuable information for students whose career goals are in other business fields that are dependent on financial accounting and reporting as an important source of data.

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
EXAM I	100
EXAM II	100
EXAM III	100
Exam IV	100
Exam V	100
Exam VI	100
Comprehensive Final	<u>100</u>
Total Points	<u>800</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. There are no opportunities for extra credit in this course. Your grade will be determined exclusively on the criteria noted above under Course Point Distribution. Please do not ask me for any extra credit opportunities.
- c. I will return your exams to you. The exams are yours to keep. 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 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.
- d. 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, therefore, you should keep up with your accumulated quiz and homework grades during the semester. When your exam is returned to you, should you find an error in its grading or should you have a question concerning how a particular question was graded, you should bring the question to my attention immediately. 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 brought the question to my attention within one week of our in-class review. After that time I will not alter your recorded exam score. I cannot discuss your exam scores on the telephone; therefore, you must see me in person to discuss your exams.

EXAMS: Seven exams will be administered during the semester as per the attached course schedule. Exams I through VI will cover material from specific chapters as noted on the class schedule. The seventh 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) working all assigned problems, 3) extensive practice time with My Accounting Lab (MAL) problems as well as the comprehensive MAL customized learning materials, and 4) practice with any supplemental problems and materials provided by me. 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. There is one circumstance (1. below) in which a student may be allowed to take the exam at a later date. For items 2-4 below, there may be only one missed exam for the entire semester. Other missed exams will be given a grade of zero. The four possible situations are:
 1. **ABSENCES BASED ON RELIGIOUS BELIEFS:** A student who misses an exam due to the observance of a religious holy day will be able to replace the recorded zero with the percentage score on the comprehensive Final Exam. **To be eligible for this exception**, the student must notify me **in writing** of an exam scheduled on a day he or she will be absent due to observance of a religious holy day. **Notification must be made as soon as possible** by written correspondence, delivered to me, and acknowledged as received by me.
 2. **DOCUMENTED MEDICAL REASON:** If you miss an Exam for **Medical** reasons the following must occur: you (or your spouse or your parent) must communicate with me within 18 (eighteen) hours of the missed Exam, and you must subsequently provide a written doctor's excuse. The written doctor's excuse must include a telephone number at which I can reach the doctor's office to confirm the validity of the excuse. I will not inquire about private medical information, but rather time affirmation. **If** the doctor's written excuse and paperwork are in order **then** you may take the missed exam at a mutually agreeable time but in no event later than seven (7) days after the originally scheduled exam. Remember that any UNT student may visit the UNT Health Center for medical assistance.
 3. **UNT TRAVEL:** If a student misses one of the scheduled exams because of official UNT travel, then you may take the missed exam at a mutually agreeable time but in no event later than seven (7) days after the originally scheduled exam. Documentation from a UNT official must be provided in advance of the absence.

4. **DEATH OF IMMEDIATE FAMILY MEMBER:** If a student misses one of the scheduled exams because of the death of an immediate family member then you may take the missed exam at a mutually agreeable time but in no event later than seven (7) days after the originally scheduled exam. The student will be required to submit the obituary notice or other appropriate documentation to support this claim.

IMPORTANT NOTE: The following are **NOT** on the list of four items noted: car trouble, vacation travel, travel scheduled by someone other than yourself, weddings, work responsibilities, illness of spouse or child.

- e. 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. Any other missed exam (regardless of the reason for missing the exam) will retain the recorded score of zero. **Make-up exams are not given.**
- f. The Exam dates are listed on the attached Class Schedule. Although I do not expect to change any of the exam dates shown on the Class Schedule, please be advised that the dates are subject to change. Any change will be announced in class as well as via an Announcement on Blackboard.
- g. Should you have to miss an exam, it is your responsibility to notify me BEFORE the exam if possible.

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. **I have a zero tolerance policy regarding cellular phones ringing on exam day....if your phone rings, I take up your exam and you receive the grade you have earned on the work completed to that point.** 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 calculator on exam days. 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 when I ask you to surrender your exams, I expect you to respond to my request. I will collect all outstanding exams and leave the room. If you do not relinquish your exam upon my request and prior to my departure from the room, 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 will expect you to have attempted to work the Short Exercises at the end of each chapter and to 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 in which a chapter is discussed will aid in your understanding of the material. When we begin the discussion of a new chapter, I will briefly discuss any of the concepts contained therein but by no means will my lectures be comprehensive with respect to the material covered in the text.

Please come to class prepared to ask questions regarding any concepts from the chapter that you do not understand. Rather than spend class time lecturing about all of the concepts from each chapter, my expectation will be that you have carefully read the text material so that class time can be spent solving exercises and problems....applying the concepts about which you have read in the text. The exercises and problems listed in the Class Schedule as Class Discussion Problems are those which we will work and discuss in class. I expect you to have attempted to solve those problems prior to class. The 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. The best method of study with which to approach accounting 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. The 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.

We will be referring to the textbook often during class. Therefore, I will expect that you come to class with your textbook (you cannot bring an e-book to class without your laptop.....I prefer that you not have your laptop operating during class).

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. I urge you to make use of the system to the fullest extent possible!

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 but **will not be graded**. Rather, you are expected to attempt to work these exercises prior to the class in which they are to be discussed. You will find the class discussion problems at the end of the chapter being discussed. 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 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 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. But you should understand that working only the assigned Class Discussion and Homework problems may not be sufficient to assure your success in this course.**

HOMEWORK PROBLEMS: THESE ARE THE ONLY PROBLEMS ASSIGNED ON MAL FOR WHICH YOU WILL RECEIVE A GRADE. The other problems are for your benefit only and will NOT be graded. MAL 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 1 thru 12 for a total of 12 assignments. I will drop the lowest score you earn on one chapter's Homework assignment. Therefore, you can earn a total of 100 grade points for the correctly completed Homework Problems of 11 chapter assignments worth approx. 9 points each. The homework assignment for each chapter must be completed by 11:55PM (Central Standard Time) on the dates indicated on the Homework Manager site.

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.

PRACTICE AND REVIEW PROBLEMS: These problems are for your benefit, do not have due dates and **are not graded**. These assignments are available to you through the entire semester. It is strongly suggested that you practice these problems as a way of mastering the materials.

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. My lectures will be limited to the material from the text that I believe needs additional clarification and material that you have asked to have clarified. 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 with the logic and thought processes you need to develop 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 course examinations. Past experience suggests that your course grade is highly correlated with your class attendance.

I will be taking roll at the beginning of class. If you are not in class when the sheet is passed around, you cannot later sign the roll as present. In the event that your final grade is borderline, I will consider your attendance as

one of many factors in determining whether your final grade should be curved upwards. "Borderline" means the student is within one-half a point from the next letter grade.

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 discontinuance in 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 recently revised academic integrity policy can be found at <http://vpaa.unt.edu/academic-integrity.htm>.

WITHDRAWALS: University policy relative to withdrawals will be followed. **Friday, 10/3/2014:** Last day to drop a course or withdraw from the semester with a grade of W for courses that the student is not passing. **Monday, 11/3/2014:** Last day for a student to drop a course with the consent of the instructor; W or WF may be assigned. I am not permitted give you a W after November 3 even if I want to, so please be aware of the drop dates! 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 in compliance with the ADA, please consult with me during the first week of the semester. As a faculty member, 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 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 and disclosed only on a need-to-know basis.

COMMUNICATING WITH THE INSTRUCTOR: I want to be responsive to you when you reach out to me for my assistance. 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. If you email me, do not assume that I received your email unless I confirm receipt.
- c. 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 will be 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.

CLASSROOM BEHAVIOR: Please be on time for each class. Your late arrival is a distraction to me as well as to your classmates. Likewise, your departure from class should be at the same time as your classmates. I am very offended when a student, in the middle of class, simply gathers his or her things and departs. That 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.

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csr

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.

BLACKBOARD LEARN: We will use BlackboardLearn in this class. You can reach the Blackboard site at www.ecampus.unt.edu. Once on the site please log in with your UNT Username and Password. That will take you to your personal page that lists all of the classes for which you are registered that are using Blackboard.

I will post your individual scores on exams to Blackboard. We will be using this system extensively during the semester. If you have had no previous experience with the system, you should take advantage of the available training resources early in 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.

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

Your success not only in this course but throughout your UNT career is important to me, to the Department of Accounting, and to 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!

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

WEBSITES OF INTEREST:

www.tsbpa.state.tx.us/
www.rutgers.edu/Accounting/raw/fasb/
www.sec.gov/
www.aicpa.org
www.fasb.org
www.austincc.edu/accting/toolbox/ (Accounting Toolbox)
www.youtube.com (Search: Susan Crosson)
www.principlesofaccounting.com

Accounting 2010, Class Schedule
Fall, 2014
Monday-Wednesday-Friday Classes

Day	Date	Chapter	Topics	To Be Discussed in Class
M	25-Aug		Course Introduction, MAL	
W	27-Aug	Ch. 1	The Financial Statements	
F	29-Aug		The Financial Statements	E1-16,17,20,21,32,33 P1-52,53,55
M	1-Sep	No Class	Labor Day Holiday	
W	3-Sep		The Financial Statements	
F	5-Sep	Ch. 2	Transaction Analysis	E2-15,16,17,18,19,20,21,22,23,24,34
M	8-Sep		Transaction Analysis	
W	10-Sep		Transaction Analysis	
F	12-Sep	Exam I	Chapters 1 & 2	
M	15-Sep	Ch. 3	Accrual Accounting & Income	E3-19,21,22,23,24,25,26,27,39
W	17-Sep		Accrual Accounting & Income	P3-57,60,68,74,75
F	19-Sep		Accrual Accounting & Income	
M	22-Sep	Ch. 4	Internal Control & Cash	E4-16,17,19,20,21,22,23,24,28 P4-52,53
W	24-Sep		Internal Control & Cash	
F	26-Sep		Internal Control & Cash	
M	29-Sep	Exam II	Chapters 3 & 4	
W	1-Oct	Ch. 5	Short-Term Investments & Receivables	E5-14,15,16,17,18,19,20,21,22
F	3-Oct		Short-Term Investments & Receivables	P5-52,55,62,63
M	6-Oct		Short-Term Investments & Receivables	
W	8-Oct	Ch. 6	Inventory & Cost of Goods Sold	E6-11,12,13,14,15,16,17,18,19,21,35
F	10-Oct		Inventory & Cost of Goods Sold	P6-57,58,61,65,67
M	13-Oct		Inventory & Cost of Goods Sold	
W	15-Oct	Exam III	Chapters 5 & 6	
F	17-Oct	Ch. 7	Plant Assets, Natural Resources & Intangibles	E7-15,16,17,18,19,20,21,22,23,25,26,27,28
M	20-Oct		Plant Assets, Natural Resources & Intangibles	P7-66,67,71,74,75
W	22-Oct		Plant Assets, Natural Resources & Intangibles	
F	24-Oct	Ch. 8	Long term investments and the Time Value of Money	E8-13A, 15A, 16A, 19A
M	27-Oct		Long term investments and the Time Value of Money	P8-47A, 51A
W	29-Oct		Long term investments and the Time Value of Money	
F	31-Oct	Exam IV	Chapters 7 & 8	
M	3-Nov	Ch 9	Liabilities	E9-16,17,18,19,20,21,22,23,24,25,29,30
W	5-Nov		Liabilities	P9-68,73
F	7-Nov		Liabilities	
M	10-Nov	Ch. 10	Stockholders' Equity	E10-19,21,22,23,24,25,26,27,28,29,30,31
W	12-Nov		Stockholders' Equity	P10-74,76,77,78,83
F	14-Nov		Stockholders' Equity	
M	17-Nov	Exam V	Chapters 9 & 10	
W	19-Nov	Ch 11	Evaluating Performance	E11-15,16,17,18,21,22,23,24 P11-59,58
F	21-Nov		Evaluating Performance	
M	24-Nov	Ch. 12	The Statement of Cash Flows	E12-16,18,19,20,21,22,23,24,25
W	26-Nov		The Statement of Cash Flows	P12-58,59,61,65,78
F	28-Nov	No Class	Thanksgiving Holiday	
M	1-Dec		The Statement of Cash Flows	
W	3-Dec	Exam VI	Chapter 11 and 12	
			SUBJECT TO CHANGE	

Final Examination Schedule:

Departmental Final Exam

Wednesday, December 10, 2014

4 - 6 PM

Location: TBA