

ACCOUNTING 2010
PRINCIPLES OF ACCOUNTING I (Financial Accounting)
Summer 5Wk1, 2014 COURSE SYLLABUS AND SCHEDULE

INSTRUCTOR: Suzanne Perry
OFFICE: BLB 357C
EMAIL: Suzanne.Perry@unt.edu
CLASS TIME: Monday – Thursday (Daily) 8:00 AM – 9:50 AM Section 001
OFFICE HOURS: Tuesday & Thursday 10:00 AM – 11:00 AM

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.
- Analyzing 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:

Chapter Quizzes	100
EXAM I	100
EXAM II	100
EXAM III	100
Exam IV	<u>100</u>
Total Points	<u>500</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. During the class meeting following an exam, I will discuss 3 or 4 of the most frequently missed questions on the 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 if you would like to pick-up your exam.
- d. For each exam during the semester I will post your exam scores on Blackboard at the earliest possible time, usually by the next class period. I will not post any quiz scores until the end of the semester at which time I will post your average quiz grade. 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. 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. I will not alter your recorded exam score beyond one week following the date the exam is taken.

EXAMS: Four 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 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 additional problems, 3) working all assigned problems and quizzes, 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 (**with documentation**), your score on Exam IV 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.**
- 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, UNT approved travel such as participation in a sport, accident, or work (in some cases)) and **must be supported by documentation**. A flat tire, car trouble, I slept through my alarm, no baby sitter, tired, I went out of town and my car broke down, etc. are not worthy of "excused absence" status. Excused absences due to attendance at sanctioned university activities qualify for the application of this policy PROVIDED you have told me in advance of the exam that will be missed and that you **provide documentation**.

EXAM RULES:

- a. **Phones:** On exam days, please have cellular phones 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, buzzes, or an alarm goes off, I will take up your exam and you will 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 turned off. If you believe you need an exception to this policy, please discuss it with me.
- b. **Calculators:** You may use your own basic 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 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.

The best method of study with which to approach this course is to first read the material, and then 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 (referred to as MAL in the rest of the syllabus). All quizzes are required and will be taken online at the MAL site. You may also obtain extra practice by completing optional online assignments for each chapter including, Class Discussion Problems (most of which will be discussed in class) and Practice and Review Problems.

I will expect you to come to class with your textbook as we will be using it frequently during our classroom discussions.

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!

To register for MAL see the instructions and course ID in the MAL registration document handed out in class.

Make sure to register with an email address that you will check regularly. I will send class emails and announcements to that email address throughout the semester. To watch an instructional video on how to register go to: <http://www.pearsonmylabandmastering.com/northamerica/students/get-registered/index.html>

MAL QUIZZES: During the semester there will be 11 chapter quizzes for you take on MAL. The quizzes will contain conceptual and/or calculation questions that will test you over what you have learned in that chapter. I will drop your lowest quiz score leaving you with 10 quizzes that will count. Each quiz will be worth 10 points for a total of 100 points available to you from quizzes. Quizzes will be timed. From the time you begin a quiz, you will have thirty (45) minutes in which to complete it. **Quizzes will be due according to the due dates listed on the course schedule.** Quizzes WILL NOT be made up...no exceptions.

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 textbook *and* working problems.

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 the problem or answer the question. Therefore, your regular class attendance will contribute significantly to your understanding of the course material, and should result in a greater knowledge base during examinations. ***Past experience suggests that the grade a student earns in the course is usually highly correlated with their 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. To be eligible, the student must notify me in writing of exams scheduled on dates he or she will be absent in order to observe a religious holy day. Students should inform me as early in the semester as possible if they will miss an examination or assignment to observe a religious holy day as the term is defined by state law.

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

DROPPING THE CLASS: University policy relative to withdrawals will be followed. Wednesday, **June 25, 2014**, is the last day that a student will be allowed to drop the class with the consent of the instructor. You should consult with your academic advisor 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 the number of students I have 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. I prefer that you email me directly at Suzanne.Perry@unt.edu, that way I will be able to reply on my mobile device instead of having to login to Blackboard Learn to reply. However, if you choose to email me through Blackboard Learn, please make sure to set up your Blackboard Learn email settings carefully before you begin to send emails. To do so, you will need to input your preferred email address under the Personal Information tab on Blackboard Learn. Failure to do so will result in you not receiving my reply emails. Also, please include the section number of the course in the subject line of your email.

- 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.
- c. I will be sending class emails and announcements to the email address you used to register for the MAL site. Please make sure to check that email address regularly.

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.

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. Class time goes by very quickly making your timely arrival to class very important. Your late arrival is a distraction to me as well as to your classmates. Please show everyone the courtesy of arriving on a timely manner. Likewise, your departure from class should be at the same time as your classmates. Leaving early 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, class will still take place. You must use your own judgment with regard to your personal safety in coming to campus.

BLACKBOARD: In addition to MAL, we will also use Blackboard Learn. You will find the following items posted on Blackboard:

1. Class Syllabus, Class Schedule, and MAL Registration Document
2. Slides
3. Course Gradebook
4. Other Miscellaneous postings and class announcements.

I will post your exam scores on Blackboard Learn throughout the semester. I will post your MAL quiz average to the Blackboard Learn 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.

Additionally, the UNT Learning Center is now offering a tutoring service for students taking the initial accounting courses. You may learn more about this service by looking at the Learning Center website: <http://learningcenter.unt.edu/tutoring>.

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/

www.rutgers.edu/Accounting/raw/fasb/

www.sec.gov/

www.imanet.org (Institute of Management Accountants)

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
Summer 5wk1, 2014
Mon.- Thurs. Class

Day	Date	Chapter	Topics	To Be Discussed in Class
M	2-Jun	Ch 1	Syllabus, Schedule, and Ch 1	
T	3-Jun	Ch 1	Financial Statements	E1-16A,18A,21A,22A P1-58A
W	4-Jun	Ch 2	Transaction Analysis	E2-14A,15A,16A,18A,20A,22A
Th	5-Jun	Ch 3	Accrual Accounting & Income	E3-21A,22A,23A,24A,25A,27A,29A
M	9-Jun	EXAM I	Chapters 1, 2, & 3 (Quizzes 1, 2 & 3 due by 8 am)	
T	10-Jun	Ch 4	Internal Control & Cash	E4-16A,17A,20A,24A,25A P4-51A
W	11-Jun	Ch 5	Short-Term Investments & Receivables	E5-21A,22A,24A,25A,26A P5-62A
Th	12-Jun	Ch 6	Inventory & Cost of Goods sold	E6-15A,17A,19A,21A,26A,27A P6-63A
M	16-Jun	EXAM II	Chapters 4, 5 & 6 (Quizzes 4, 5 & 6 due by 8 am)	
T	17-Jun	Ch 7	Plant Assets, Natural Resources, & Intangibles	E7-15A,16A,18A,21A,26A,27A P7-60A
W	18-Jun	Ch 7	Plant Assets, Natural Resources, & Intangibles	
Th	19-Jun	Ch 9	Liabilities	E9-16A,17A,18A,20A,22A,23A,30A,31A
M	23-Jun	Ch 9	Liabilities	
T	24-Jun	Ch 10	Stockholder's Equity	E10-20A,21A,22A,24A,27A,28A,32A,40B
W	25-Jun	Ch 10	Stockholder's Equity	
Th	26-Jun	Exam III	Chapters 7, 9 & 10 (Quizzes 7, 9 & 10 due by 8 am)	
M	30-Jun	Ch 11	Income Stmt., Stmt. of Comp. Income, & Stmt Sh Eq.	S11-2,3,8,9,12,14 E11-20A,22A,24A
T	1-Jul	Ch 12	Statement of Cash Flows	E12-16A,17A,22A,29B,30B,31B,32B,
W	2-Jul	Ch 12	Statement of Cash Flows	
Th	3-Jul	Exam IV	Chapters 11 & 12 (Quizzes 11 & 12 due by 8 am)	