

ACCT 2301-02E – Principles of Accounting I

BA 258 – Monday, Wednesday 2:00 – 3:15 PM

Fall Semester, 08/30/21 through 12/17/21

INSTRUCTOR INFORMATION

Instructor: Dan G. Teed, Ph.D., CPA

Office Location: BA113B

Phones: Office: (903) 886-5659, Home: (580) 583-9666

Virtual Office Hours: Monday/Wednesday 11:30 AM-12:30 PM, 4:00-5:30 PM
or by appointment

University Email Address: Dan.Teed@tamuc.edu

Preferred Contact Method: Email

COURSE INFORMATION

Mandatory Meeting for Accounting Majors

When: Thursday, October 28th

Time: 12:30 or 5:15

Location: TBD

**All accounting majors enrolled in face-to-face classes are required to attend this meeting face-to-face.

**For students attending only on-line classes, a Zoom meeting is scheduled on Monday, November 1st at 6:00.

Please use the following link to attend:

<https://tamuc.zoom.us/j/99861299627?pwd=OENuYUIJYWJMVfZxeXBCQWM3TU9CZz09>

Required Materials (Provided in D2L Inclusive Access):

Miller-Nobles, T., B. Mattison, and E. Matsumura. *Horngrén's Financial and Managerial Accounting* PLUS My Accounting Lab (MAL) with Pearson E-text – D2L Inclusive Access, (6th Ed.). London: Pearson Education, Inc., 2018. ISBN: 9780134486840. Order print copies through MAL registration.

MyLeo D2L opens the first day of class. When you register for this class, you are automatically charged for access and the e-text. You will log in to MAL from the content area of D2L. Upon login/registration to MAL, you will be given the option of ordering a print copy of the textbook. Used copies of the text are fine and should be readily available. I have found that being able to

make notes in margins and highlighting data in the textbook are very useful. The **print** version is highly recommended for this reason. Homework, quizzes, and exams will be completed in MAL.

You will need access to a computer and high-speed Internet to complete the graded accounting cycle project assignment in MAL. See the class schedule on p. 7. **The only platform that works well with D2L is Google Chrome.** If your computer does not have access to this platform, I recommend you seek TAMUC IT assistance ASAP.

Note: Personal computer and Internet connection problems do not excuse the requirement to complete all coursework in a timely and satisfactory manner. You need to have a backup method to deal with these inevitable problems. Such methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, at a local library, at office service companies, at Starbucks, at a TAMUC campus open computer lab, etc. If you must use the backup site, normal COVID-19 precautions should be followed.

Course Description

This course is an introduction to financial accounting concepts and financial reporting, with the focus being on how external decision makers analyze, interpret, and use accounting information. Emphasis is given to how accounting measures, records, and reports economic activities for corporations and on the relationship between accrual and cash flow measures in interpreting accounting information.

CPA Exam Candidates – State of Texas

Exam/Qualifications – Requirements for examination

You must meet the following qualifications to take the CPA exam:

- Complete the electronic fingerprint process for a background check of the criminal history files of the Texas Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI).
- Hold a baccalaureate or higher degree from a board-recognized United States college or university, or an equivalent degree as determined by board rule from an institution of higher education in another country.
- Complete 150 semester hours or quarter-hour equivalents of college credit.
- Complete 30 semester hours or quarter-hour equivalents of upper level accounting courses from a board-recognized college or university. Within the coursework two semester hours of accounting or tax research and analysis are required.
- Complete 24 semester hours or quarter-hour equivalents of upper level related business courses. Within the coursework two semester hours of accounting or business communications are required.
- Complete a 3-semester board-approved ethics course.

The first step to determine your eligibility to take the CPA exam is to submit an Application of Intent.

Course Objectives

Upon satisfactory completion of this course, you should be able to:

- apply the fundamental concepts and assumptions that underlie financial accounting principles.
- demonstrate an understanding of (1) the steps of the accounting cycle, and (2) the elements of three of the four basic financial statements (balance sheet, income statement, retained earnings statement).
- identify, record, and report transactions in accordance with generally accepted accounting principles (GAAP).

Classroom Policies/Procedures

- I am frequently asked to provide work for earning extra credit in the course. Upon occasion, I will make extra credit available to the entire class. For example, I have offered extra credit points for students who support certain causes, such as Toys for Tots at Christmastime. On the other hand, I do not offer extra credit to individual students who want to use this method to bring their grade up. **Please do not ask for this.**
- You will be expected to communicate in class with civility, conduct yourself with respect for other persons, and demonstrate professionalism. Profane and/or offensive communication are not to be used in this class.
- At a minimum, you will need to bring textbooks, pencils, erasers, and calculators (no graphing calculators) to each class.
- This course has a MyLeo online presence. I will post your grades to D2L, as well as announcements, and you are expected to check that area, as well as your TAMUC email, **daily.**
- The following items will not be allowed in the classroom:
 - Ear buds
 - Smart watches
 - Cell phones
 - iPads and laptops
 - Hoodies, sunglasses, ball caps, etc.You will be asked to leave electronic items with me, to be picked up after the class is finished.

Student Responsibilities

Each of you may learn in a different way. Some of you are capable of reading text and understanding information presented therein. Others may be visual learners, understanding information from pictures, graphs, and the like. Regardless of your particular learning style, each of you is expected to accomplish the following:

- Read/study the assigned material according to the class schedule on p. 7 and ask questions about concepts you do not understand

- Complete the MAL accounting cycle project timely
- Prepare diligently for class, for quizzes, and for examinations

If you come to class prepared to “hit the ground running” and stay focused, you are likely to find your grade will follow positively. More importantly, you will achieve a basic understanding of the Language of Business, something that is a key element in any business endeavor.

Assessments

Item	Points	% of Grade
Chapter quizzes	120	17.6%
Regular exams – 3 @ 120 points	360	52.9%
Comprehensive accounting cycle project	40	6.0%
Final exam	160	23.5%
	680	100.0%

90 percent of the 680 points (612 points) or more will ensure that you receive an A in the class; 544 points to 611 points will ensure a B; 476 points to 543 points will ensure a C; 408 points to 475 points will ensure a D; and 407 points or less will likely ensure you receive an F in the class (but see the next paragraph). As shown on the class schedule on p. 7, regular exams will cover the chapters indicated (1-4, 5-6, 7-10). The final exam will cover three chapters – 11-13.

I reserve the right, at my sole discretion, to elevate your grade where I deem it necessary. In no case will your grade ever be lowered from the grade you have achieved.

Exams 1, 2, and 3 Information

All examinations will be conducted in class on the date indicated on p. 7. You will not be allowed extra time on the exams if you arrive late to class. You will need a pencil (not a ball point or other pen), an eraser, and a simple, 4-function calculator. Graphing calculators are not allowed; programmable calculators are permissible. Cell phones may not be used for a calculator. Smart watches and ear buds may not be worn during exams. I will supply Ziploc bags with your name on them, and all cell phones, smart watches, and ear buds must be placed therein prior to the start of the exam.

Makeup examinations will be considered **only under extenuating circumstances** and will be scheduled within three (3) days after the circumstances cease to exist. “Extenuating circumstances” are considered to be the following:

- School-sponsored excused events. These exams must be scheduled and taken in the TAMUC accounting conference room **prior to departure** for the event.
- Hospitalization
- Medical emergency
- Physical injury or death of an **immediate** family member (please do not attempt to use this excuse for your spouse’s third cousin’s uncle, etc.)

You will be required to **provide proof** of an extenuating circumstance to be approved for a makeup examination.

Final Exam Information

Information shown above for regular exams also pertains to the final exam. ***The final exam will be available ONLY on 12/15/21.*** That is, the final exam does not have makeup or alternative dates available. If any of the extenuating circumstances above apply to your final exam, you should consider an incomplete grade (X) in the course. See p. 10 of this syllabus.

Homework Exercises

Homework will be made available to you on D2L at 12:01 AM on Monday of the week in which the chapter is studied. ***Homework will not be graded.*** These assignments are for your practice and preparation for exams.

Quizzes

With the exception of Chapter 1, there will be a 10-point quiz on each chapter which will be given at the end of the chapter's session. **Makeup quizzes will not be offered.**

Comprehensive Accounting Cycle Project

A comprehensive accounting cycle project will be assigned on Monday, 11/22/21, at 12:01 AM and will be completed on MAL. Valuation assigned this project is 40 points. This assignment is due by 11:59 PM on Sunday, 12/05/21 – see the class schedule on p. 7.

Academic Dishonesty

A TAMUC academic dishonesty form will be provided to you during the first class period. You are required to read and understand the form's provisions, sign the form, and return it to me at the second class session. Failure to submit the form will result in a 40-point decrease in your course grade – no exceptions.

I have absolutely **zero** tolerance for **any** academic dishonesty. If you participate in academic dishonesty, you will receive an immediate F in the course and will be dismissed from the class.

Drop/Withdrawal/Academic Calendar Information

Information is at www.tamuc.edu/admissions/registrar/academiccalendars/default.aspx.

COVID-19 Considerations

Unfortunately, the Coronavirus pandemic may not be over, particularly with the existence of variants. University guidelines for COVID-19 protection are located at

<https://new.tamuc.edu/wp-content/uploads/2020/07/20092-Fall-2020-Return-Plan-for-Students-Faculty-and-Staff-RTV.pdf>. You should read this plan immediately. Many of its provisions may be put back in place in this semester, depending on circumstances. No student will be allowed to sit in either the front or back row of the classroom.

You should not attend class when ill or after exposure to anyone with a communicable disease. Any such instances must be reported to me immediately via email.

Texas A&M-Commerce Supports Students' Mental Health

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel.

Zoom Sessions

I will conduct a Zoom session for each chapter at 7:00 PM on Thursday evening of the week in which the chapter is studied, with the exception of Thanksgiving Day. That Zoom session, over Chapter 11, will be done at 7:00 PM on Friday, 11/26. You are not required to attend these sessions, but you are strongly encouraged to do so to increase your understanding of the concepts being taught. These sessions will be uploaded in a Zoom Session module under the Course Content area in D2L and will be available for your review throughout the semester.

CLASS SCHEDULE

Date	Chapter	Points		
		Quiz	Project	Exam
08/30	Chapter 1			
09/01	Chapter 1			
09/06	Labor Day -- No Class			
09/08	Chapter 2	5		
09/13	Chapter 2	5		
09/15	Chapter 3	5		
09/20	Chapter 3	5		
09/22	Chapter 4	5		
09/27	Chapter 4	5		
09/29	Exam #1 -- Chapters 1 - 4			120
10/04	Chapter 5	5		
10/06	Chapter 5	5		
10/11	Chapter 6	5		
10/13	Chapter 6	5		
10/18	Exam #2 -- Chapters 5 - 6			120
10/20	Chapter 7	5		
10/25	Chapter 7	5		
10/27	Chapter 8	5		
11/01	Chapter 8	5		
11/03	Chapter 9	5		
11/08	Chapter 9	5		
11/10	Chapter 10	5		
11/15	Chapter 10	5		
11/17	Exam #3 -- Chapters 7 - 10			120
11/22, 12:01 AM	Accounting cycle project open on MAL			
11/22	Chapter 11	5		
11/24	Thanksgiving -- No Class			
11/29	Chapter 11	5		
12/01	Chapter 12	5		
12/05, 11:59 PM	Accounting cycle project due		40	
12/06	Chapter 12	5		
12/08	Chapter 13	5		
12/13	Chapter 13	5		
12/15	Final Exam -- Chapters 11 - 13			160

This class schedule is subject to change as the class progresses. You will be notified immediately of any changes.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Using the learning management system, using Microsoft Word and PowerPoint, using presentation and graphing programs, etc.

Student Responsibilities and Tips for Success in the Course

Regularly logging in to the course website, amount of weekly study and participation time expected, etc. Be sure to read/study all chapters assigned before attempting graded homework, quizzes, and exams. Outline the chapter and work some of the problems found at the end of each chapter.

TECHNOLOGY REQUIREMENTS

All course sections offered by Texas A&M University–Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Technical requirements are as follows:

LMS requirements:

<https://community.brightspace.com/article/Brightspace-Platform-Requirements>

LMS browser support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU virtual classroom requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at (903) 468-6000 or helpdesk@tamuc.edu.

Note: Personal computer and Internet connection problems do not excuse the requirement to complete all coursework in a timely and satisfactory manner. You need to have a backup method to deal with these inevitable problems. Such methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, at a local library, at office service companies, at Starbucks, at a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact me via the information on p. 1 of this syllabus. I will respond to your email within at least 24 hours, and more likely within 12 hours unless circumstances prevent my doing so. I will email the class if these circumstances occur.

If you are having technical difficulties with any part of Brightspace, please contact Brightspace technical support at (877) 325-7778, or at <https://community.brightspace.com/support/s/contactsupport>

COURSE AND UNIVERSITY POLICIES/PROCEDURES

Course-Specific Policies/Procedures

See the data on p. 2 and following in this syllabus. The Pandemic situation may mean we will need to amend/modify the syllabus and/or class schedule at different times. Any such changes will be emailed to you immediately. I expect each of you to monitor your TAMUC email box on at least a once-a-day basis. Your TAMUC email box should **never** be classified as unable to accept an email because of being full.

University-Specific Procedures

- All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook at <https://www.tamuc.edu/Admissions/onsStopShop/undergraduateAdmissions/studentGuidebook.as.px>
- You should also consult the Rules of Netiquette for more information regarding how to interact with other students in an online forum. Netiquette rules are at <http://www.albion.com/netiquette/corerules.html>
- Information on the attendance policy at TAMUC may be found at www.tamuc.edu/admissions/registrar/generalinformation/attendance.aspx, *Procedure 13.99.99.R0.01*, and www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf.

Drop/Withdrawal/Incomplete

Students who wish to drop a course or withdraw from the University are responsible for initiating this action. Again, **students** are responsible for these actions. Faculty have the option of initiating a course drop for a student who has excessive absences, but no student should assume the instructor is going to facilitate a drop. Drop date information is at www.tamuc.edu/admissions/registrar/academicCalendars/default.aspx.

Students who, because of circumstances beyond their control, are unable to attend classes during or after Review Week will, upon approval of the instructor, receive a grade of incomplete (“X”) in the course **providing** the student has a passing grade as of the date the incomplete is requested. An X grade will not be counted in the calculation of the grade point average for one semester. If the X has not been removed at the end of one semester, it will be changed automatically to a grade of F. If you feel your grade is incorrect, please contact me and explain your reasoning. If we agree your grade is incorrect, I will petition for a grade change. This petition must be approved by the department head and the dean, with final approval from the office of the registrar.

Academic Integrity

As a student at Texas A&M University-Commerce, you are expected to maintain high standards of integrity and honesty in all of your scholastic work. If you need further specific information, please see

www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

ADA STATEMENT

The Americans With Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment which provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library – Room 162

Phone: (903) 886-5150 or (903) 886-5835

Fax: (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website:

www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Texas A&M University-Commerce will comply, in the classroom and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information, or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

CAMPUS CONCEALED-CARRY STATEMENT

Texas Senate Bill 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings **only** by persons who have been issued, and are in possession of, a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and Texas A&M University-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of these location, please refer to www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Note: Pursuant to PC 46.035, the open carrying of handguns is prohibited on all Texas A&M University-Commerce campuses.

Report any violations immediately to the University police department, telephone (903) 886-5868, or call 911.