

## ACCT 2301-01B – Principles of Accounting I

BA 243 – Monday, Wednesday, Friday 11:00 – 11:50 AM

Spring Semester, 01/12/22 through 05/13/22

### INSTRUCTOR INFORMATION

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

**Office Location:** BA 223A

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

**Office Hours:** Monday, Wednesday 10:00 – 11:00 AM

**Virtual Office Hours:** Tuesday, Thursday, Friday 2:00 – 5:00 PM  
or by appointment

**University Email Address:** [Dan.Teed@tamuc.edu](mailto:Dan.Teed@tamuc.edu)

**Preferred Contact Method:** Email

### COURSE INFORMATION

#### **Required Materials (Provided in D2L Inclusive Access):**

Miller-Nobles, T., B. Mattison, and E. Matsumura. *Horngren's Financial and Managerial Accounting* PLUS My Accounting Lab (MAL) with Pearson E-text – D2L Inclusive Access, (6<sup>th</sup> 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 the accounting cycle project will be completed online. Exams will be taken in class.

You will need access to a computer and high-speed Internet to complete the online graded assignments. See the class schedule on pp. 7-8. **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 planned 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 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.

This class is a blended class, which means that you will have face-to-face sessions on Mondays and Wednesdays and graded assignments online. Attendance in face-to-face classes will be required – see p. 5 of this syllabus. Your grade will be adjusted accordingly if you are absent and do not have a valid excuse that qualifies under the “extended circumstances” rule shown on p. 4 of this syllabus (under Exams 1, 2, and 3 Information). I will be available via email on Fridays during the class hour to discuss any questions you may have about the homework and/or the quizzes. Additionally, you may make an appointment for a one-on-one Zoom session during that Friday time period, as well as during other time period(s). Please keep in mind that these are one-on-one sessions and require an appointment.

## 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).

## 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.
- This course has a MyLeo online presence. I will post your grades to D2L, as well as announcements and graded homework/quiz assignments, and you are expected to check that area, as well as your TAMUC email, at least **daily**.
- Information in this syllabus is subject to changes. You will be notified of these ASAP.

## 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 pp. 7-8 and ask questions about concepts you do not understand
- Complete the online homework and quizzes on time
- 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.

## Homework and Quiz Assignments

Chapter homework and quiz assignments will be online and will be available from 12:01 AM on Thursday until midnight Sunday of the week in which the last face-to-face class on the chapter is held. Chapter 1 will have homework only – no quiz. **Makeup homework and quizzes will not be offered** – please do not ask for this.

## Assessments

<u>Item</u>	<u>Points</u>	<u>% of Grade</u>
Chapter quizzes	120	15.59%
Chapter homework	130	16.88%
Regular exams – 3 @ 120 points	360	46.75%
Comprehensive accounting cycle project	40	5.19%
Final exam	<u>120</u>	<u>15.59%</u>
	770	100.00%
	=====	=====

90 percent of the 770 points (693 points) or more will ensure that you receive an A in the class; 616 points to 692 points will ensure a B; 539 points to 615 points will ensure a C; 462 points to 538 points will ensure a D; and 461 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 pp. 7-8, 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**

Exams 1, 2, and 3 will be conducted in class on the dates indicated on pp. 7-8. These exams will be broken into two 50-minute sessions. 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. Ear buds, cell phones, and smartwatches are not allowed at exams. You will be asked to remove hoodies, sunglasses, and ball caps during exams.

Makeup examinations will be considered **only under extenuating circumstances**. In general, unless prior notification of extenuating circumstances is not possible, I must be notified **prior to the scheduled exam** about such circumstances. Makeups must be scheduled within three (3) days of after the circumstances cease to exist.

“Extenuating circumstances” are considered to be the following:

- Hospitalization
- Medical emergency
- School-sponsored excused events. Exams for participants in these activities must be scheduled and taken in the TAMUC accounting conference room **prior to departure** for the event.
- 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. Date/time for the final exam will be determined at a later date. You will receive an email with this information as it becomes available from the University. The final exam is expected to be two hours in length, rather than administered in two parts.

## **Academic Dishonesty**

A TAMUC academic dishonesty form will be provided to you during the first class period (01/12/22). You are required to read and understand the form’s provisions, sign the form, and return it to me by the end of January. Failure to submit the form will result in a 20-point decrease in your course grade – no exceptions. The form may be submitted electronically via D2L.

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.

## **Comprehensive Accounting Cycle Project**

A comprehensive accounting cycle project will be assigned on Monday, 04/18/22. Valuation assigned this project is 40 points. This assignment is due at the beginning of class on Wednesday, 05/04/22 – see the class schedule on pp. 7-8.

## **Drop/Withdrawal/Academic Calendar Information**

Information is at [www.tamuc.edu/admissions/registrar/academiccalendars/default.aspx](http://www.tamuc.edu/admissions/registrar/academiccalendars/default.aspx).

## **COVID-19 Considerations**

Unfortunately, the Coronavirus pandemic is not over, particularly with the existence of variants. University guidelines for COVID-19 protection are located at <https://storage.googleapis.com/stateless-new-tamuc-edu/2021/08/20d3bc45-new-fall-2021-covid-19-management-and-guidance-plan-8-13-2021-revised.pdf>. You should read this plan immediately. These guidelines are, as you might expect, subject to frequent change.

In particular, I am to be notified ***immediately*** via email if you test positive for COVID-19. I will consider failure to do so as grounds for dismissal from the course. **You should not attend class when ill or after exposure to anyone with a communicable disease.**

## **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](http://www.tamuc.edu/counsel).

## **Class Participation**

As noted on p. 2 of this syllabus, this class will have face-to-face class sessions on Mondays and Wednesdays. Fridays will be saved for work on homework and quizzes, plus any correspondence (including one-on-one Zoom sessions) concerning these assignments.

There are 34 face-to-face class sessions during the semester. You are expected to attend all these classes. Attendance will be taken, and unexcused absences will reduce your grade point total by 2 points per absence. If you have four unexcused consecutive absences, you will be removed from the class. Excused absences will, in general, follow the "extenuating circumstances" outlined on pp. 4-5, but also may include other plausible reasons, such as sickness, fever, etc.

## **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.

## CLASS SCHEDULE

Date	Chapter	Points		
		HW, Quiz	Project	Exam
01/12	Chapter 1			
01/13-01/16	No assignment			
01/17	No class – Martin Luther King, Jr. Day			
01/19	Chapter 1			
01/20-01/23	Online homework – Chapter 1	10		
01/24	Chapter 2			
01/26	Chapter 2			
01/27-01/30	Online homework, quiz – Chapter 2	20		
01/31	Chapter 3			
02/02	Chapter 3			
02/03-02/06	Online homework, quiz – Chapter 3	20		
02/07	Chapter 4			
02/09	Chapter 4			
02/10-02/13	Online homework, quiz – Chapter 4	20		
02/14	Exam #1, part A – Chapters 1-4			
02/16	Exam #1, part B – Chapters 1-4			120
02/17-02/20	No assignment			
02/21	Chapter 5			
02/23	Chapter 5			
02/24-02/27	Online homework, quiz – Chapter 5	20		
02/28	Chapter 6			
03/02	Chapter 6			
03/03-03/06	Online homework, quiz – Chapter 6	20		
03/07	Exam #2, part A – Chapters 5-6			
03/09	Exam #2, part B – Chapters 5-6			120
03/10-03/13	No assignment			
03/14-03/18	No class – Spring Break			
03/21	Chapter 7			
03/23	Chapter 8			
03/24-03/27	Online homework, quiz – Chapters 7-8	40		
03/28	Chapter 9			
03/30	Chapter 9			
03/31-04/03	Online homework, quiz – Chapter 9	20		
04/04	Chapter 10			
04/06	Chapter 10			
04/07-04/10	Online homework, quiz – Chapter 10	20		
04/11	Exam #3, part A – Chapters 7-10			
04/13	Exam #3, part B – Chapters 7-10			120
04/14-04/17	No assignment			
04/18	Accounting cycle project handed out in class			
04/18	Chapter 11			
04/20	Chapter 11			

04/21-04/24	Online homework, quiz – Chapter 11	20		
04/25	Chapter 12			
04/27	Chapter 12			
04/28-05/01	Online homework, quiz – Chapter 12	20		
05/02	Chapter 13			
05/04	Chapter 13			
05/04	Accounting cycle project due at beginning of class		40	
05/05-05/08	Online homework, quiz – Chapter 13	20		
05/11	Final exam – Chapters 11-13	—	—	<u>120</u>
		250	40	480
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This syllabus is tentative and subject to changes during the semester. You will be notified of any changes via email as soon as possible.

## 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](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](mailto: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](http://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](http://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](http://www.tamuc.edu/admissions/registrar/academicCalendars/default.aspx).

Students who, because of circumstances beyond their control, are unable to attend classes during or after Chapter 13 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](http://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](mailto:studentdisabilityservices@tamuc.edu)

Website:

[www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/](http://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](http://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.