

ACCT 2301 – Principles of Accounting I

ONLINE SYLLABUS

Fall 2022

INSTRUCTOR INFORMATION

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

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Virtual Office Hours: Monday - Friday 11:30 AM-12:30 PM, 4:00-5:30 PM
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COURSE INFORMATION

Required Materials (Provided in D2L Inclusive Access):

Miller-Nobles, T. and B. Mattison. *Horngren's Financial and Managerial Accounting – The Financial Chapters* PLUS My Accounting Lab (MAL) with Pearson E-text – D2L Inclusive Access, (7th Ed.). London: Pearson Education, Inc., 2021. ISBN: 9780136505273.
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 printed textbook are very useful. Homework, quizzes, and exams will be completed in MAL.

You will need access to a computer and high-speed Internet to complete graded assignments in MAL. **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.

Special Notice: The 14th chapter in your textbook (*The Statement of Cash Flows*) will be the first chapter you will study in your next required accounting class (Principles II – ACCT 2302). The e-text you will receive with Principles II will not contain this chapter, so you will need to retain your Principles I textbook (Financial Chapters).

Important: 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 the art of accounting measures, records, and reports economic activities for corporations and on the relationship between accrual and cash flow measures in interpreting accounting information.

To give students as much of the benefits of face-to-face instruction as possible in an online class, 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. 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 module under the Course Content area in D2L and will be available for your review throughout the semester.

Course Student Learning Outcomes

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).

College of Business Student Learning Outcomes

- Students will demonstrate proficiency in spoken communications by delivering clear and well-structured business presentations
- Students will demonstrate proficiency in written communications by creating clear and well-structured business documents
- Students will identify and evaluate ethical business issues
- Students will identify and evaluate global business challenges
- Students will be analytical problem solvers in business environments

Online 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 all 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 assignments and announcements to MAL, and **you are expected to check that area, as well as your TAMUC email, daily.**

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 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.

Assessments

Item	Points	% of Grade
Chapter homework	130	16.1%
Chapter quizzes	120	14.8%
Regular exams – 3 @ 120 points	360	44.4%
Comprehensive accounting cycle project	40	4.9%
Final exam	160	19.8%
	810	100.0%

90 percent of the 810 points (729 points) or more will ensure that you receive an A in the class; 648 points to 728 points will ensure a B; 567 points to 647 points will ensure a C; 486 points to 566 points will ensure a D; and 485 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.

Homework Assignments

Homework will be made available to you at 12:01 AM on Monday of the week in which the chapter is studied and will be due by 11:59 PM on the following Sunday. Before you attempt the homework problems, I recommend you outline information while reading/studying chapters. You will have three attempts to do the homework before your submission is considered final. No late homework assignments will be accepted ***for any reason***. Homework assignments will be worth 10 points each and will be completed on MAL. Depending on circumstances, you may be excused from a homework submission, in which case your total point possibility for the course will be reduced by the weight of the assignment(s). In general, such circumstances need to meet the criteria listed for makeup examinations listed under “Exams 1, 2, and 3 Information” below. I will post your grades to D2L (Brightspace).

Quizzes

With the exception of Chapter 1, there will be a 5-point quiz on each chapter. These will be completed on MAL. Quizzes will be made available to you at 12:01 AM on **Friday** of the week in which the chapter is studied and will be due by 11:59 PM on the following Sunday. **Makeup quizzes will not be offered**, but being excused from a quiz may be considered under the same criteria as for homework.

Comprehensive Accounting Cycle Project

A comprehensive accounting cycle project will be assigned on Monday, 11/21/22, 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, 12/04/22 – see the class schedule on p. 7.

Exams 1, 2, and 3 Information

Exams 1, 2, and 3 will be taken online during the week designated for the exam. See the class schedule on p. 7 of this syllabus. These exams will be made available at 12:01 AM on Monday of the designated week and closed down at 11:59 PM on the following Sunday. You will be given 90 minutes to complete these exams from the time you begin. Exams will cut off after the time amount allotted, so you will need to judge your time accordingly. These exams will be open-book, open-note.

Makeup examinations will be considered **only under extenuating circumstances** and 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, so I will need to be notified of the event(s) well in advance.

- 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

The final exam will be taken online and will be open-book, open-note. You will be allowed 120 minutes to complete the final exam. You may take the final exam at any time during the period shown on p. 7, but your exam will cut off after the allotted 120 minutes. **Please note that this final week is a short week.**

Drop/Withdrawal/Academic Calendar Information

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

Academic Dishonesty

The TAMUC form on academic dishonesty is available on your D2L in a module within the Course Content area. **VERY IMPORTANT!** All students are required to read this Academic Dishonesty Policy form, sign a copy of the form, and return the signed copy to me via email or through D2L on or before the end of September. This form is required regardless of whether you have submitted it prior to this semester. **Failure to submit the signed form to me by the 09/30/22 deadline will result in a 30-point decrease in your course grade – no exceptions.**

I have absolutely **zero** tolerance for academic dishonesty. If you participate in academic dishonesty, you will receive an immediate F in the course and will be dismissed from the class. Do not do this to yourself!

COVID-19 Considerations

Unfortunately, the Coronavirus pandemic is not over, particularly with the existence of variants. Most of the rules implemented for your protection from the pandemic will apply to classes conducted on campus and will not affect this class. I would suggest that you always continue to maintain the normal expected precautions, however – social distancing, wearing of masks, etc. I would also suggest that you wash your hands thoroughly and frequently, since this one act seems to be as important as any in defeating the virus.

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.

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.

CPA Exam Candidates – State of Texas

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

Week	Dates	Assignment	HW, Other	Quizzes	Exams
1	08/29-09/04	Chapter 1	10		
2	09/05-09/11	Chapter 2	10	10	
3	09/12-09/18	Chapter 3	10	10	
4	09/19-09/25	Chapter 4	10	10	
5	09/26-10/02	Exam #1 (Chapters 1-4)			120
6	10/03-10/09	Chapter 5	10	10	
7	10/10-10/16	Chapter 6	10	10	
8	10/17-10/23	Exam #2 (Chapters 5-6)			120
9	10/24-10/30	Chapter 7, Chapter 8	20	20	
10	10/31-11/06	Chapter 9	10	10	
11	11/07-11/13	Chapter 10	10	10	
12	11/14-11/20	Exam #3 (Chapters 7-10)			120
13	11/21, 12:01 AM	Accounting Cycle Project open on MAL			
13	11/21-11/27	Chapter 11	10	10	
14	11/28-12/04	Chapter 12	10	10	
14	12/04, 11:59 PM	Accounting Cycle Project Due	40		
15	12/05-12/11	Chapter 13	10	10	
16	12/12, 12:01 AM	Final Exam (Chapters 11-13) open on MAL			
16	12/14, 11:59 PM	Final Exam (Chapters 11-13) closed down			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 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

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.