

ACCT 2301, SECTION 007
PRINCIPLES OF ACCOUNTING I (Financial Accounting)
FALL 2015
COURSE SYLLABUS AND SCHEDULE

INSTRUCTOR: William H. Wilson, CPA, CFA
OFFICE: TBA
EMAIL: bwilson@uta.edu
PHONE: 972-612-1382
FACULTY PROFILE: <http://www.uta.edu/profiles/william-wilson>
*The best way to communicate with me is via email.

CLASS TIME AND LOCATION: MW 5:30 – 6:50 PM COBA 256

OFFICE HOURS: MW 4:30-5:30 PM

COURSE DESCRIPTION: The accounting process and its informational output. Financial accounting concepts, basic procedures, and the resulting reports. Recognition and creation of accounting information as bases for decisions.

COURSE PREREQUISITE: 30 credit hours

COURSE OBJECTIVES: The primary objective of this course is to help students understand how accounting meets the information needs of various users by developing and communicating information that is useful for decision-making. This course introduces students to basic financial accounting concepts, financial statement preparation, and analysis. Specific learning outcomes for students in this course include:

- Being able to identify the users and uses of financial statements and determine the relationship among the four statements.
- Being able to define elements of financial statements and determine how business transactions affect the accounting equation and the financial statements.
- Being able to define the accounting cycle, construct journal entries, prepare basic financial statements, and compute basic financial ratios.
- Being able to tell the impact of accountants and financial reports on the economy and financial markets.

In order to enroll in Acct 3311 Intermediate Accounting, you will either need to: (1) score in the top one-third of your Acct 2301 section's comprehensive final exam (with no less than a B on that examination) and a final grade of no less than a B in the course, or (2) pass an entrance examination based mostly on the topics covered in this course. Information about the entrance examination is available at <http://web.uta.edu/accounting/default.aspx?folder=EntranceExam&page=intermediate.exam.html>. Not meeting the above criteria does not prevent you from taking Acct 2302.

TEXT: Horngren's Financial and Managerial Accounting
(Miller-Nobles, Mattison & Matsumura 5th Ed. Pearson 2016).

You are required to purchase one of the following:

1. Online version only (eText) -accessible with Pearson MyAccountingLab Access Code
2. Binder version of the textbook + Pearson MyAccountingLab Access Code
3. Hardcover version of the textbook + Pearson MyAccountingLab Access Code

Calculator: A four function calculator is required for all examinations (four function means the calculator can only perform addition, subtraction, multiplication, and division). You are not allowed to use (1) a programmable calculator or (2) a cell phone as a calculator.

COURSE WEBSITE: A variety of additional resources for this course can be found in the Pearson MyAccountingLab system (<http://www.pearsonmylabandmastering.com/northamerica/>). These

resources include practice questions, videos, guided examples, PowerPoint presentations, and other multimedia resources. All quizzes, adaptive learning, and homework assignments will be taken online through the Pearson MyAccountingLab website.

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:

Points Distribution for Grading

		<u>Grading Scale</u>
Homework* (10 pts x 12 assignments)	120	A 1440 – 1296 points
Pre-Quizzes* (5 pts x 12 assignments)	60	B 1295 – 1152 points
Dynamic Study Modules* (5 pts x 12 assignments)	60	C 1151 – 1008 points
EXAM I	200	D 1007 – 864 points
EXAM II	200	F 863 – 0 points
EXAM III	200	
Exam IV	200	
Comprehensive Final Common Examination	<u>400</u>	
Total Point	<u>1440</u>	

*Only the top 12 of the 13 assignments will be included. (Your lowest grade is dropped.)

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels.

GRADING NOTES:

- No other work can be substituted for the required work.
- Your grade will be determined based on the criteria noted above under Course Point Distribution.
- Note: You will receive a zero on an exam and will be referred for academic dishonesty if for any reason you remove an exam from the classroom or my office. Electronic images of exams are not permitted and will result in a grade of zero on the exam and referral for academic dishonesty.*** If you believe that an error was made on the grading of your exam, you must bring it to my attention within two weeks of the exam grades being posted on Blackboard. After that time, I will not alter your recorded exam score.

CLASS ATTENDANCE: At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I have decided that attendance at class meetings is not required but strongly encouraged. Regular attendance and class preparation are essential elements for your success in this course. To fully understand this material you should avail yourself of all of the text 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. 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. **Announcements may be made and supplemental material will be provided in class, and students are responsible for these, irrespective of attendance or nonattendance at the time of announcement.**

EXAMS: Five 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 schedule. The fifth exam will be a Comprehensive Final Exam. The best preparation for all of the exams will be: 1) careful reading of the text material, 2) working all assigned homework problems in MyAccountingLab, 3) completing all of the Pre-Quizzes in MyAccountingLab, 4) completing all of the Dynamic Study Modules

in MyAccountingLab, 5) use of the MyAccountingLab website supplementary materials (DemoDocs, Videos, Study Plan, etc.), and 6) practice with any supplemental problems and materials provided by me. Additionally, review of the key terms and review problems provided at the end of each chapter of the textbook will be 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, your score on the Comprehensive Final Exam will replace the previously recorded zero. 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 as well as via an Announcement on Blackboard.
- f. Should you have to miss an exam, it is your responsibility to notify me BEFORE the exam takes place via email regarding the absence. Written documentation must be provided to qualify for an excused absence. **Excused absences** are those due to official participation in University-sponsored events, a death in the family, illness, mandatory court appearances, and U.S. military service. The instructor may also allow an excused absence if **in the opinion of the instructor** the absence was due to a dire set of circumstances beyond the student's control.

EXAM RULES:

- a. **All students should bring a Form 882-E Scantron to all examinations.**
- b. Phones and Electronic Devices: On exam days, please have cellular phones and/or other electronic devices turned off and removed from the desk surface. Please remove all phone ear pieces and/or Blue-Tooth devices. You may not use your cellular phone as a calculator or as a time piece on exam days. On lecture days, as a courtesy to me and to your classmates, I will appreciate your having cellular phones and other electronic devices turned off. If you believe you need an exception to this policy, please discuss it with me.
- c. Calculators: A four function calculator is required for all examinations (four function means the calculator can only perform addition, subtraction, multiplication, and division). You may not use your cell-phone as a calculator.
- d. No books or notes may be used during exams. All material you bring to class with you must be placed on the floor.
- e. No "scratch" paper is allowed in the examination, unless it has been provided by the instructor.
- f. I reserve the right to seat and/or re-seat any student before or during an exam.
- g. Please come to class ten (10) minutes early on exam days.
- h. You **must be prepared to present some form of personal identification that includes your picture** (your student ID or driver's license) at the regular exams and the final exam.
- i. Once a regular exam or final exam has started, **no student may leave the examination room** until he or she has finished the exam and turned it in to the exam proctor.
- j. **Any exam that is removed from the exam proctor's presence will receive an automatic grade of zero.**
- k. At the end of exams when I call "Time" 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 will be recorded for your exam grade.

BLACKBOARD: We will use Blackboard in this class. You can reach the Blackboard site at <https://elearn.uta.edu/>. Once on the site please log in with your UTA 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.

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. Reading the text material and using the resource material on the MyAccountingLab website 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.

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 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.

PRE-QUIZZES: You will need to purchase access to Pearson's MyAccountingLab (<http://www.pearsonmylabandmastering.com/northamerica/>). MyAccountingLab contains a quiz for each chapter called Pre-Quiz. You will be required to complete the Pre-Quiz before we discuss the chapter in class, and you will receive a grade. There are 13 Pre-Quizzes, each of which is worth 5 points. Only the top 12 of the 13 assignments will be included in the Course Point Distribution in calculating your grade for the course. (You may drop your lowest Pre-Quiz grade.) Thus, you can earn a total of 60 grade points for the correctly completed Pre-Quiz assignments. The Pre-Quiz for each chapter must be completed by **8:00 AM Central Time by the date listed on the Class Schedule**. You will not be able to complete the Pre-Quiz after the due date has passed, and there will be no opportunities to makeup missed Pre-Quiz assignments.

HOMEWORK ASSIGNMENTS: MyAccountingLab also contains an assignment for each chapter called Homework. You will be required to complete the Homework problems, and you will receive a grade. There are 13 assignments, each of which is worth 10 points. Only the top 12 of the 13 assignments will be included in the Course Point Distribution in calculating your grade for the course. (You may drop your lowest Homework grade.) Thus, you can earn a total of 120 grade points for the correctly completed Homework problems. The homework assignment for each chapter must be completed by **8:00 AM Central Time by the date listed on the Class Schedule**. You will not be able to complete the homework after the due date has passed, and there will be no opportunities to makeup missed homework assignments. These homework assignments are designed to be a "learning experience" to help reinforce those skills necessary to do well on the examinations. You must follow the problem instructions for inputting your answer or the system will mark it wrong.

DYNAMIC STUDY MODULES: Dynamic Study Modules are adaptive learning tools that maximize productivity and identify the most important learning objectives for each student to master at a given point in time. Dynamic Study Modules also know when students are likely to forget specific information and bring that content back so students can advance the knowledge from their short-term to their long-term memory. Pearson claims that the tool is proven to improve academic performance. In the MyAccountingLab system, there are 13 separate Dynamic Study Module assignments, each of which is worth 5 points. Only the top 12 of the 13 assignments will be included in the Course Point Distribution in calculating your grade for the course. (You may drop your lowest Dynamic Study Module grade.) Thus, you can earn a total of 60 grade points for the correctly completed Dynamic Study Modules. The Dynamic Study Module assignment for each chapter must be completed by **8:00 AM Central Time by the date listed on the Class Schedule**. You will not be able to complete the Dynamic Study Module after the due date has passed, and there will be no opportunities to makeup missed assignments. These homework assignments are designed to be a "learning experience" to help reinforce those skills necessary to do well on the examinations.

DROP POLICY: The last day to drop this course is **Wednesday, November 4, 2015**.

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late

registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/aao/fao/>).

It is the policy of the University that students who have not paid by the census date and are dropped for non-payment cannot receive a grade for the course in any circumstance. Therefore, a student dropped for non-payment who continues to attend the course will not receive a grade for the course. Emergency loans are available to help students pay tuition and fees. Students can apply for emergency loans by going to the Emergency Tuition Loan Distribution Center at E.H. Hereford University Center (near the southwest entrance).

Undergraduate students who drop a course on or before the Drop Date will receive an automatic grade of —W regardless of whether or not they have completed assignments. Neither a faculty member nor the departmental staff can process a student's drop. Only the Academic Advisor for their major (or designee) can complete the drop. This is done in the Advising Center on the 1st floor. No student may be dropped after the Drop Date.

Undergraduate students who entered college for the first time in fall 2007 are limited to a total of six dropped courses during their undergraduate career. Discuss the impact of this when you meet with your adviser to discuss dropping a course.

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 for this opportunity, the student must notify me in writing of exams scheduled on dates he or she will be absent to observe a religious holy day. Notification must be made within the first fifteen (15) calendar days of the semester by written correspondence, delivered to me, and acknowledged as received by me.

AMERICANS WITH DISABILITIES ACT (ADA): UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the **Office for Students with Disabilities (OSD)**. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364.

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671.

Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

If you are a student who requires accommodations in compliance with the ADA, please consult with me during the first week of the semester. 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.

ACADEMIC INTEGRITY: Honesty and integrity are very important characteristics of an accountant or any business person. Students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

GRADE GRIEVANCES: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current undergraduate / graduate catalog. For undergraduate courses, see <http://catalog.uta.edu/academicregulations/grades/#undergraduatetext>.

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. Please continue to monitor your e-mail for *MavWire EXTRA* notices that will provide the latest information. Notices will also be posted on the University's home page and will be distributed to local media outlets. Additionally, the University's Emergency Information Hotline at 1-866-258-4913 always has the current status of all operations. We will have class on all days that the University is open.

STUDENT SUPPORT SERVICES: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

ELECTRONIC COMMUNICATION: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

I communicate with students using only their MavMail accounts. Please monitor your UTA email account for all course announcements.

STUDENT FEEDBACK SURVEY: At the end of each term, students enrolled in classes categorized as "lecture," "seminar," or "laboratory" shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

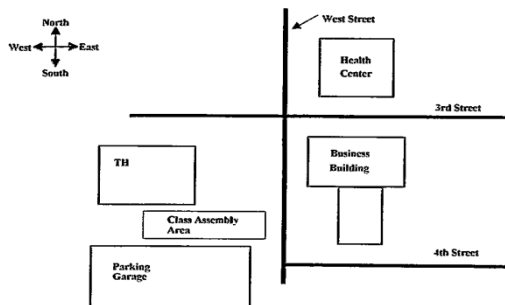
FINAL REVIEW WEEK: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified*

in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

COLLEGE OF BUSINESS BOMB THREAT POLICY: To reduce the number of class disruptions due to bomb threats, the College of Business has adopted the following policy:

1. Section 22.07 of the Texas Criminal Law Statutes governs terrorist threats and classifies bomb threats as Class A misdemeanors. Section 12.21 of the Texas Criminal Law Statutes states that a Class A misdemeanor is punishable by: (1) a fine not to exceed \$4,000, (2) a jail term of not more than one year, or (3) both such a fine and confinement.
2. If you are tempted to call in a bomb threat, be aware that technology is available to trace phone calls and identify callers via the use of voice print techniques.
3. Every effort will be made to avoid cancellation of presentations/tests caused by bomb threats to the Business Building. Unannounced alternative sites will be available for these classes. If a student who has a class with a scheduled test or presentation arrives and the building has been closed due to a bomb threat, the student should immediately check for the alternative class site notice which will be posted on/near the main doors on the south side of the Business Building. If the bomb threat is received while class is in session, your instructor will ask you to leave the building and reconvene at another location.
4. Students who provide information leading to the successful prosecution of anyone making a bomb threat will receive one semester's free parking in the Maverick Garage across from the Business Building. UTA's Crime Stoppers will provide a reward to anyone providing information leading to an arrest. To make an anonymous report, call 817-272-3381.

On test days, students should arrive at the classroom site at least 10 minutes before the beginning of class. If a bomb threat precludes entry into the Business Building, you should immediately proceed to our class assembly area at the southwest corner of the intersection of West Street and 3rd Street. From there, at 5 minutes to the class time, we will proceed to an alternate test site. Because we will leave the assembly area at 5 minutes to the hour, you must arrive at the assembly area prior to that time.



TITLE IX: The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos. For information regarding Title IX, visit www.uta.edu/titleIX.

EMERGENCY EXIT PROCEDURES: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

<p>Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. The non-emergency number is 817-272-3381.</p>

This syllabus does not constitute a contract.

Changes to this syllabus may occur during the semester when necessary.

ACCT 2301 Wilson Fall 2015 Class Schedule*

Material	Topic	Dates		
Chapter 1	Business and Accounting	31-Aug	2-Sep	
Chapter 2	Transaction Analysis	2-Sep	9-Sep	
Chapter 3	Adjusting Process	14-Sep	16-Sep	
Chapter 4	Closing Process	21-Sep	23-Sep	
Exam One	Chapters 1-4	28-Sep		
Chapter 5	Merchandising	30-Sep	5-Oct	
Chapter 6	Inventory	5-Oct	7-Oct	12-Oct
Chapter 7	Cash/Internal Controls	12-Oct	14-Oct	
Exam Two	Chapters 5-7	19-Oct		
Chapter 8	Receivables	21-Oct	26-Oct	
Chapter 9	PPE/Intangibles	28-Oct	2-Nov	
Chapter 11	Current Liab./Payroll	4-Nov	9-Nov	
Exam Three	Chapters 8-9+11	11-Nov		
Chapter 12	Long-Term Liab.	16-Nov	18-Nov	
Chapter 13	Stockholder's Equity	18-Nov	23-Nov	
Chapter 14	Stmnt of Cash Flows	25-Nov	30-Nov	
Exam Four	Chapters 12-14	2-Dec		
Final Exam Review	Review	7-Dec	9-Dec	
Common Final Exam will be held on Wednesday 12/16 5:30 pm - 8:00 pm.				

*Instructor reserves the right to change the schedule, including exams and assignment due dates during the semester.

ACCT 2301 Wilson Fall 2015 Assignment Due Dates*

All assignments are due by 8:00 AM Central Time by the date listed below.

Material	Topic	Pre-Quizzes	Homework	Dynamic Study Modules
Chapter 1	Business and Accounting	9-Sep	11-Sep	27-Sep
Chapter 2	Transaction Analysis	9-Sep	11-Sep	27-Sep
Chapter 3	Adjusting Process	14-Sep	18-Sep	27-Sep
Chapter 4	Closing Process	21-Sep	25-Sep	27-Sep
Chapter 5	Merchandising	30-Sep	7-Oct	18-Oct
Chapter 6	Inventory	5-Oct	14-Oct	18-Oct
Chapter 7	Cash/Internal Controls	12-Oct	16-Oct	18-Oct
Chapter 8	Receivables	21-Oct	28-Oct	10-Nov
Chapter 9	PPE/Intangibles	28-Oct	4-Nov	10-Nov
Chapter 11	Current Liab./Payroll	4-Nov	10-Nov	10-Nov
Chapter 12	Long-Term Liab.	16-Nov	20-Nov	2-Dec
Chapter 13	Stockholder's Equity	18-Nov	25-Nov	2-Dec
Chapter 14	Stmnt of Cash Flows	25-Nov	2-Dec	2-Dec

*Instructor reserves the right to change the schedule, including exams and assignment due dates during the semester.