

ACCT 2301, SECTION 006
PRINCIPLES OF ACCOUNTING I (Financial Accounting) Fall 2017
COURSE SYLLABUS AND SCHEDULE

INSTRUCTOR: Dr. Richard S. Mark
OFFICE: COBA 418
EMAIL: richmark@uta.edu*
PHONE: 817-272-3059
*The best way to communicate with me is via email.

CLASS TIME AND LOCATION: Tuesday and Thursday
5:30 to 6:50 PM

OFFICE HOURS: Tuesdays from 4:00 PM – 5:30 PM,
and other times by appointment

This syllabus does not constitute a contract.

COURSE DESCRIPTION: This course introduces students to the accounting process and its informational output. It reviews financial accounting concepts, basic procedures, and the resulting reports and acquaints the students with recognition and creation of accounting information as bases for business 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.

FACULTY PROFILE

You can find my faculty profile at <https://mentis.uta.edu/explore/profile/richard-mark>.

REQUIRED TEXTBOOKS AND OTHER COURSE MATERIALS:

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..

CLASS ATTENDANCE: At The University of Texas at Arlington, taking attendance is not required, but attendance is a critical indicator in student success. 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 either in class or through Blackboard or e-mail, and students are responsible for these, irrespective of attendance or nonattendance at the time of announcement. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

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	75	A	600 – 540 points
Chapter Quizzes	25	B	539 – 480 points
EXAM I	100	C	479 – 420 points
EXAM II	100	D	419 – 360 points
EXAM III	100	F	359 – 0 points

Exam IV	100
Comprehensive Final Common Examination	<u>200</u>
Total Point	<u>600</u>

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. Exam grades will be posted on Blackboard. Homework and quiz grades are posted on MyAccountingLab.

GRADING NOTES:

- No other work can be substituted for the required work.
- Your grade will be determined exclusively on the criteria noted above under Course Point Distribution. Please do not ask me for any extra credit opportunities.
- When students are given the opportunity to review exams in class, the instructor will collect them and keep them on file in my office, where they will be available for students' subsequent inspection and review. **You may not keep the examination or otherwise copy it by any means. The examination is the property of the instructor and must be returned. (Note: You will receive a zero on an exam if for any reason you fail or forget to return the exam at the end of the review.)** If you believe that an error was made on the grading of your exam, you must bring it to my attention on the day the tests are returned or within one week of the exam grades being posted on Blackboard. After that time, I will not alter your recorded exam score.
- For each exam during the semester, I will post your exam scores on Blackboard.

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:

- careful reading of the text material,
- working all assigned homework problems in MyAccountingLab,
- completing all of the Pre-Quizzes in MyAccountingLab,
- completing all of the Dynamic Study Modules in MyAccountingLab,
- use of the MyAccountingLab website supplementary materials (DemoDocs, Flashcards, Videos, Study Plan, etc.), and
- 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:

- It is required that you take each of the Exams in this course.
- When you take an Exam, the grade will be recorded and CANNOT be dropped.
- If you miss an Exam a zero will be recorded.
- If you miss an Exam and have an excused absence, your score will be based on a comparison of the points you achieved on the exams taken compared to the total points available on unexcused exams. **Make-up exams are not given.**
- If I curve any of the exams, any student requesting a re-calculation (for any reason other than an addition or subtraction error in their total on the exam) **will be deemed to have waived the curve and substituted the requested recalculation score. This may result in a reduction of your grade on the exam based on the results of my review of your request.**
- 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.
- 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. Students who anticipate the necessity of being absent from the course due to the observation of a major religious holiday must provide notice of the date(s) to the instructor, in writing, during the first fifteen calendar days of the semester.

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 cellular 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. You may not keep the examination or otherwise copy it by any means. The examination is the property of the instructor and must be returned. **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.

I will post your individual scores on exams to Blackboard. We will be using this system extensively during the semester. If you have had no previous experience with the system, you should take advantage of the available training resources early in the semester.

CLASS PREPARATION AND OUT-OF-CLASS STUDY: 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 review the due dates for pre-quizzes and complete these assignments as part of your preparation for class.

Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 6 to 9 hours per week of their own time in course-related activities, such as reading required materials, completing assignments, preparing for exams, etc.

DROP POLICY: Please check on the University's website for drop date for this course.

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 (see above). 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/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.

Note: You cannot drop this course unless I sign your withdrawal slip. Since I am not here every day, I have authorized the Department of Accounting's Administrative Assistant to sign on my behalf. Under no circumstances should you expect to be able to call me and get my signature on the same day.

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.

DISABILITY ACCOMMODATIONS:

The University of Texas at 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 (ADAA)*, 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 that disability. 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 accommodation by contacting: **The Office for Students with Disabilities (OSD)** at www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Students seeking accommodation for a disability for this course must provide me with official documentation in the form of a **letter certified** by the Office for Students with Disabilities (OSD), University Hall 102.

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. I recognize that any disclosure by a student of their need for accommodation is extremely sensitive. I assure you that all conversations and other communications will be kept protected and confidential and disclosed only on a need-to-know basis.

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

students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy: *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.*

Title IX Policy: The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.

ACADEMIC INTEGRITY: Honesty and integrity are very important characteristics of all business persons, but particularly accountants. 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 catalog at <http://web.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 www.uta.edu/resources.

CAMPUS CARRY: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the

University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

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. Students' anonymity will be protected to the extent that the law allows. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregated results are posted online. Data from SFS is also used for faculty and program evaluations. Students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

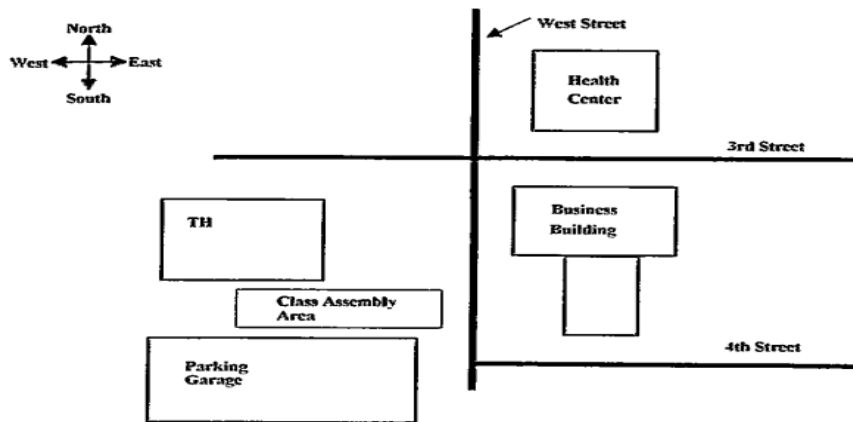
EMERGENCY EXIT PROCEDURES: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals. Should this be a real emergency, the Arlington Fire Department and UTA Police will also be here to help.

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.

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.



FINAL REVIEW WEEK: for semester long classes, 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.

Accounting 2301, Fall 2017						
Week Dates		Chapter(s)	Topic(s)	Test Date & Coverage	Pre-Quiz Due Dates (1)	Homework Due Dates (1)
1	Aug 24	1	Business & Accounting		Aug 29	Aug 29
2	Aug 29	2	Transaction Analysis		Aug 29	Sep 1
	Aug 31	2				
3	Sep 5	3	Adjusting Process		Sep 5	Sep 12
	Sep 7	3				
4	Sep 12	Exam 1		Chapters 1, 2, 3.		
	Sep 14	4	Closing Process		Sept 7 - Sept 14	Sep 21
5	Sep 19	4				
	Sep 21	5	Merchandising		Sep 21	Sep 28
6	Sep 26	5	Inventory		Sep 28	Oct 10
	Sep 28	5,6				
7	Oct 3	6				
	Oct 5	6				
8	Oct 10	Exam 2		Chapters 4, 5, 6.		
	Oct 12	7	Cash & Internal Controls		Oct 5 - Oct 12	Oct 17
9	Oct 17	8	Receivables		Oct 10 - Oct 17	Oct 24
	Oct 19	8				
10	Oct 24	9	PPE & Intaigibles		Oct 24	Oct 31
	Oct 26	9				
11	Oct 31	Exam 3		Chapters 7, 8, 9.		
	Nov 2	11	Current Liabilities		Oct 26 - Nov 2	Nov 9
12	Nov 7	11				
	Nov 9	12	Long-Term Liabilities		Nov 9	Nov 16
13	Nov 14	12	Stockholders' Equity		Nov 16	Nov 28
	Nov 16	13				
14	Nov 21	13				
	Nov 23	THANKSGIVING				
15	Nov 28	Exam 4		Chapters 11, 12, 13.		
	Nov 30	14	Cash Flows		Nov 21 - Nov 30	Dec 5
16	Dec 5	14				
Final						

* As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. As such, please keep in mind that this schedule is proposed only and may change as we progress through the semester.

(1) Quizzes and Homework will become inactive at 5:00 pm on the date indicated.