



UNIVERSITY OF
TEXAS
ARLINGTON

COLLEGE of BUSINESS

ACCT 2301-008 Principles of Accounting I
Syllabus – Fall 2015

Instructor: Ms. Paige Gee, CPA

How to reach me:

My office: COBA 404
Office hours: Thursday 10:30 – 11:30 pm by appointment only (*24 hour notice required* for appointments because room 404 is under construction and I need to find alternate location to meet)
Faculty profile: <https://www.uta.edu/profiles/paige-gee>
Email: paige.gee@mavs.uta.edu
Department Phone: 817-272-7029 (may take 48 hours or more to get message)

My mode of communication is email.

I am unable to monitor my email 24 hours a day. In order for you to know when to expect a response back from me regarding an email you have sent, please note that I will do my best to check email Monday through Friday at 6:30 pm. I typically try to respond to emails within one business day. I will not check email over the weekend. When you do email me, please include your full name. Email responses related to specific homework questions will be very brief (one to three sentences). If you need a detailed and lengthy response pertaining to homework, please see me in person during my official office hours.

Section Information: ACCT 2301-008

Meeting time: Tuesday and Thursday 12:30 pm – 1:50 pm, COBA 149

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

Required Material: I. 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

II. 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 a programmable calculator, a watch, a cell phone, etc. 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.

STUDENT LEARNING OUTCOMES:

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.

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:

- 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 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.**
- 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.

Exam Rules:

- All students should bring a Form 882-E Scantron to all examinations.**
- 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.
- 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.
- No books or notes may be used during exams. All material you bring to class with you must be placed on the floor.
- No "scratch" paper is allowed in the examination, unless it has been provided by the instructor.
- I reserve the right to seat and/or re-seat any student before or during an exam.
- Please come to class ten (10) minutes early on exam days.
- 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.
- 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.
- 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.

FAILURE TO OBEY THESE INSTRUCTIONS WILL RESULT IN A GRADE OF ZERO ON THE EXAMINATION.

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 2.5 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 30 grade points for the correctly completed Pre-Quiz assignments. The Pre-Quiz for each chapter must be completed by **9:00 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 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 Homework grade.) Thus, you can earn a total of 60 grade points for the correctly completed Homework problems. The homework assignment for each chapter must be completed by **9:00 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 2.5 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 30 grade points for the correctly completed Dynamic Study Modules. The Dynamic Study Module assignment for each chapter must be completed by **9:00 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.

ATTENDANCE & PROMPTNESS:

At The University of Texas at Arlington, taking attendance is required up to and including census day. After which, 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 highly suggested*. 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.**

Classes begin at the appointed time -late arrivals interrupt the flow of the class and are inconsiderate to your colleagues. At each regular class meeting a substantial amount of the total material will be presented. You are expected to attend the

full one hour and 20 minutes of each class and participate in class discussions.

You are expected to be prepared for each class session. **You will sign in before each class begins and if you leave early you will sign out.** In order to facilitate record keeping, **you will be asked to sit in an assigned seat of your choosing.** It is important that you sit in your assigned seat each time class meets. Students are expected to be an active part of the class. The benefit of participating in a class discussion cannot be garnered by copying someone else's notes. Out of respect for others and the learning environment, if a student is engaged in anything not pertaining to the class they will be asked to leave. Out of respect, all hoodies are not to be on and ear phones are not to be in ears.

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.

GRADING

I do consider this syllabus to be a contract between us. 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

Homework* (10 pts x 12 assignments)	120
Pre-Quizzes* (5 pts x 12 assignments)	60
Dynamic Study Module* (5 pts x 12 assignments)	60
Exam I	200
Exam II	200
Exam III	200
Exam IV	200
Comprehensive Final Common Exam	<u>400</u>
Total Points	1,440

Grading Scale

A	1,440 – 1,296 points
B	1,295 – 1,152 points
C	1,151 – 1,008 points
D	1,007 – 864 points
F	863 – 0 points

* 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 if their performance drops below satisfactory levels. No grades will be released by phone or email. I will utilize the UTA Blackboard system to post grades for examinations.

You have one week from the posting of a grade to dispute or raise questions about the grade.

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 her 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.

CLASS PREPARATIONS:

It will be necessary for you to spend a substantial amount of time doing accounting outside of class. While there is a vast difference in individual learning styles and existing knowledge bases, I think you should plan on spending a minimum of 6-8 hours per class session on reading the text, using the various e-tools and completing the assignments.

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.

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>.

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/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.

Note: You cannot drop this course unless I sign your withdrawal slip. Since I am not here every day, via email, you can make arrangements to meet me to sign your withdrawal slip. Under no circumstances should you expect to be able to email me and get my signature on the same day.

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.

TITLE IX:

The University of Texas at Arlington is committed to upholding U.S. Federal Law "Title IX" such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit www.uta.edu/titleIX.

ACADEMIC INTEGRITY:

Learning is both an individual and a cooperative undertaking. Asking for and giving help freely in all *appropriate* setting helps you to learn. You should represent only your own work as your own. *Personal integrity* is the basis for intellectual and academic integrity. Academic integrity is the basis for academic freedom and the University's position of influence and trust in our society. University and school rules and standards define and prohibit "academic misconduct" by all members of the academic community including students. You are asked and expected to be familiar with these standards and to abide by them. UT Arlington's Honor Code can be found on the University website and is reproduced below:

*"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 that I 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.

There will be substantial opportunities for you to demonstrate your abilities--but I will not grade you on the basis of someone else's labor. I absolutely will not tolerate academic dishonesty: **Any student caught cheating on any graded work will automatically fail the course—no exceptions—no excuses.**

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/oitlcs/email/mavmail.php>. I communicate with students using *only* their MavMail accounts. Please monitor your UT-A email account for all course announcements.

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.

Technology:

I will not assume responsibility for any technical difficulties experienced by your internet service provider. It is your responsibility to get a UT Arlington email account, so that you can be enrolled in Blackboard, and to ensure that you have met the technical requirements of your ISP to receive messages from UT Arlington's computer system. Please note that I have a listing of all of the students that have subscribed to Blackboard. If you are having difficulties, please see me as soon as possible.

To ensure no distraction during class time and for the consideration of all, students must shut off all laptops, readers, tablets, cell phones, watches, etc. while in the classroom and during class time. No technology zone. **Anyone who has one of these devices visible during any quiz, exam or other assessment will automatically fail the class.**

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.

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

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. The non-emergency number is 817-272-3381.

COLLEGE OF BUSINESS BOMB THREAT POLICY:

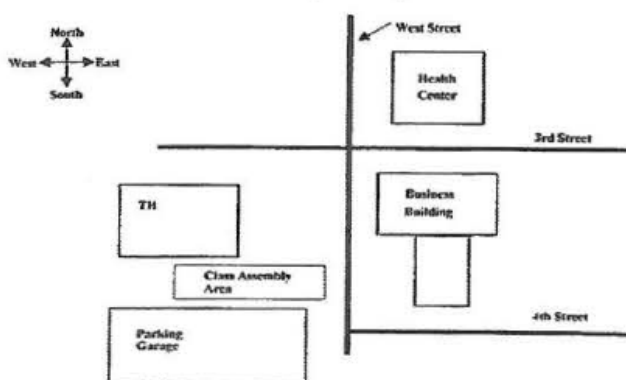
To reduce the number of class disruptions due to bomb threats, the College of Business has adopted the following policy:

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.



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>.

CLASS POLICIES & PROCEDURES:

I will not tolerate any humor that is mean spirited, derogatory or divisive—I will not allow any wit that comes at the expense of anyone but the speaker—self-deprecation is acceptable fodder for humor. I absolutely will not tolerate any racist, sexist, or homophobic remarks—we are all equal.

Simply put, students are expected to be respectful of one another and the professor in classroom discussions. The goal is to foster a safe learning environment where students feel comfortable discussing concepts and applying them in class. If for any reason your behavior is viewed as disruptive to the class, you will be asked to leave and you will be marked absent.

I insist on absolute academic integrity. *I have a “Zero Tolerance” policy with regard to cheating—if a student cheats on any assignment they will receive an “F” for the course.* The United States Military Academy at West Point has a simple honor code, it states “A cadet will not lie, cheat, steal, or tolerate those who do.” It is the code that I live by—I would recommend it to each of you.

ACCT 2301-008 Principles of Accounting I(Financial Accounting)
Tentative Class Schedule (T/R)
Fall 2015

Date	Chapter	Topic
27-Aug	Chapter 1	Accounting & the Business Environment
1-Sep	Chapter 1	Accounting & the Business Environment
	Chapter 2	Recording Business Transactions
3-Sep	Chapter 2	Recording Business Transactions
8-Sep	Chapter 3	The Adjusting Process
10-Sep	Chapter 3	The Adjusting Process
14-Sep		CENSUS DAY
15-Sep	Chapter 4	Completing the Accounting Cycle
17-Sep	Chapter 4	Completing the Accounting Cycle
22-Sep	Exam 1 Chapters 1-4	
24-Sep	Chapter 5	Merchandising Operations
29-Sep	Chapter 5	Merchandising Operations
	Chapter 6	Merchandise Inventory
1-Oct	Chapter 6	Merchandise Inventory
6-Oct	Chapter 6	Merchandise Inventory
	Chapter 7	Internal Control and Cash
8-Oct	Chapter 7	Internal Control and Cash
13-Oct	Exam 2 Chapters 5-7	
15-Oct	Chapter 8	Receivables
20-Oct	Chapter 8	Receivables
22-Oct	Chapter 9	Plant Assets, Natural Resources, & Intangibles
27-Oct	Chapter 9	Plant Assets, Natural Resources, & Intangibles
29-Oct	Chapter 11	Current Liabilities & Payroll
3-Nov	Chapter 11	Current Liabilities & Payroll
4-Nov		LAST DAY TO DROP
5-Nov	Exam 3 Chapters 8, 9, 11	
10-Nov	Chapter 12	Long-Term Liabilities
12-Nov	Chapter 12	Long-Term Liabilities
17-Nov	Chapter 13	Stockholders' Equity
19-Nov	Chapter 13	Stockholders' Equity
24-Nov	Chapter 14	The Statement of Cash Flows
26-Nov	NO CLASS	Thanksgiving Holiday
1-Dec	Chapter 14	The Statement of Cash Flows
3-Dec	Exam 4 Chapters 12-14	
8-Dec	Review	Final Exam Review
16-Dec	Final Exam 5:30 pm - 8:00 pm	

The instructor reserves the right to adjust this schedule, including exams and assignment due dates during the semester.
It is the students' responsibility to be aware of any changes.

ACCT 2301-008 Principles of Accounting I(Financial Accounting)
Tentative Assignment Schedule (T/R)
Fall 2015

		All assignments due by 11:00 pm (CST) on the date shown below.		
Chapter	Topic	Pre-Quiz	Homework	Dynamic Study Module
Chapter 1	Accounting & the Business Environment	31-Aug	5-Sep	21-Sep
Chapter 2	Recording Business Transactions	31-Aug	5-Sep	21-Sep
Chapter 3	The Adjusting Process	7-Sep	12-Sep	21-Sep
Chapter 4	Completing the Accounting Cycle	14-Sep	19-Sep	21-Sep
Chapter 5	Merchandising Operations	23-Sep	3-Oct	12-Oct
Chapter 6	Merchandise Inventory	28-Sep	10-Oct	12-Oct
Chapter 7	Internal Control and Cash	5-Oct	10-Oct	12-Oct
Chapter 8	Receivables	14-Oct	24-Oct	4-Nov
Chapter 9	Plant Assets, Natural Resources, & Intangibles	21-Oct	31-Oct	4-Nov
Chapter 11	Current Liabilities & Payroll	28-Oct	4-Nov	4-Nov
Chapter 12	Long-Term Liabilities	9-Nov	14-Nov	2-Dec
Chapter 13	Stockholders' Equity	16-Nov	21-Nov	2-Dec
Chapter 14	The Statement of Cash Flows	23-Nov	2-Dec	2-Dec

The instructor reserves the right to adjust this schedule, including exams and assignment due dates during the semester.
It is the students' responsibility to be aware of any changes.

Register and Enroll in a New Course

1. Go to <http://pearsonmylabandmastering.com> and click **Student** under Register.
2. Click **Register Now**.
3. Enter the course ID you received from your instructor for your new course, and click **Continue**.
Course ID: gee57678
4. After verifying your course information, enter your username and password, and click **Sign in**.
If you don't have a Pearson account, click **Create an account** and follow the onscreen instructions. Look for helpful hints to guide you.
5. On the Register page, select one of the following access options:
 - Use an Access Code
 - a. Click **Access Code** and paste the entire access code into the first box.
 - b. Click **Finish** to complete your registration.
 - Purchase Access Online
 - a. Under Use a Credit Card or PayPal, click the button for the access level you want. For example, a product might be offered with or without an eBook. The button shows the subtotal for your order.
 - b. Select whether you want to pay with a credit card or use PayPal, then enter payment information.
 - c. Click **Review** to review your order details. If you need to change anything, click **Change**. Click **Cancel** if you decide not to complete your purchase.
 - d. Click **Make Payment** to submit your order.
 - Request Temporary Access

If a student is waiting for financial aid, 14 days of temporary course access without payment may be available.

 - a. Click **Get temporary access without payment for 14 days** at the bottom of the Register page.
 - b. When a confirmation message appears, click **Yes** to complete your registration.
You will receive a confirmation email with payment instructions.
6. Click **Go to Your Course** to access your course.