ANGELo STATE UNIVERSITY
Department of Accounting, Finance and Economics
ACC 2301 Principles of Accounting I - Financial Accounting
Fall 2017

PROFESSOR: Mr. Travis Whitehead
OFFICE: Rassman Hall Room 255
TEL: 325-942-2046 (office/voice mail)
E-mail: twhitehead2@angelo.edu

CLASS MEETING TIMES: Tuesday and Thursday in RAS 105 from 8:00am TO 9:15am.

OFFICE HOURS: Tuesday and Thursday 7:00-8:00am
Other times by appointment (e-mail or call). You are welcome to stop by anytime that I am
in my office or before and after class.

COURSE DESCRIPTION/OVERVIEW:
Accounting concepts and their application in transaction analysis and financial statement preparation;
analysis of financial statements; and asset and equity accounting in proprietorships, partnerships, and
corporations.

LEARNING OBJECTIVES:
At the completion of this course, the student will:
- Identify factual accounting knowledge, such as terminology, fundamental principles, classifications,
generalizations and methods.
- Apply accounting principles in unique situations.
- Complete a basic accounting cycle problem from beginning to end.
- Solve problems and make decisions based on the results of the solutions to the problems.

You will meet the objectives through a series of exams and homework that will measure your learning.

COURSE MATERIALS:

We will be using a special version of this text that comes bundled with an e-book, Connect
Homework Management System and LearnSmart. This total package is available for around $130 at
the link provided below. In addition, if you would like a loose-leaf edition of the textbook one is
available for an additional $60, which includes shipping and handling. The price for the text and
material is a very good price compared to what is available online for just the textbook only ($170 to
$200).
The website to order the course material is:

https://connect.mheducation.com/class/t-whitehead-fall-2017---t-th-800am

You may also purchase the materials at the ASU bookstore. The cost for the bundle, which includes
the e-book, Connect and LearnSmart is around $190.00.

PREREQUISITES:
A. Knowledge:
    Officially: Math 1302, 1332, or 1324 (however, if you can add, subtract, multiply and divide you will be
    okay).
B. Technology
    The ability to retrieve materials from Blackboard and use a four-function calculator. In addition all
    homework assignments will be handled through the McGraw Hill Connect system.
C. Technical Support
    For Connect issues, please contact McGraw Hill directly at 800-331-5094. You can also contact them
    through a “Chat” function at this link: http://mpss.mhhe.com/
For Blackboard or general ASU related technology issues you can contact the Technology Service Center (TSC) by calling (325) 942-2911 or 1-866-942-2911 or by email at helpdesk@angelo.edu.

**COURSE POLICIES:**

A. INSTRUCTIONAL METHODOLOGY: This class will consist of lectures and problem solving of selected exercises. In addition we will utilize the McGraw Hill Connect system extensively throughout the class. This system will automatically grade homework and force you to either read or work through problem in each chapter.

B. ATTENDANCE: ATTENDANCE IS EXPECTED. Attendance will not be taken for this class, but it will be necessary for you to come to class to pass the course. There is a lot of material to be covered and missing just one day can jeopardize your test grade.

C. COURSE REQUIREMENTS:
1. **Homework:** As we move through the material I will place assignments in Connect, the online homework manager that is part of the textbook package. These assignments may consist of advanced readings and problems and homework problems following material we cover in class. The deadlines for these assignments will always be at 11:59PM on the day they are due and due dates will be announced in class and in the homework manager. At that time (11:59PM) the system will close and you will be graded on the work completed prior to that time. I will make every effort to remind you of due dates in class, but ultimately you are responsible for meeting the deadlines that are clearly listed under Assignments on the Connect page for this course. In case of conflicts between due dates the due dates listed in Connect are the final word.

   As mentioned above, you must work problems and understand the concepts behind those problems to be successful. The homework is algorithmic and covers the main topics we discuss in class and you will find on the exams. Let me warn you now. **There are large amounts of homework for the first exam.** That is because this is the foundation of the entire course. Chapters 2 and 3 in particular have homework assignments that will be very long. After Chapter 3 the amount of homework will decrease but it is still a major component of the course and your success in the course.

   We are all different and have different learning styles. In addition to homework there are also video lectures and other materials that may be beneficial to your understanding of the topics we cover. While these videos will not be graded or give you any credit they may help in areas where you have questions.

   You can earn a maximum of 75 points (3/4 of an exam grade) for the correct completion of all of the assigned Connect activities. Points for this will be awarded at the end of the course. I will take the total number of points you get and divide that number by the total points possible. That will give me a percentage which I will multiply by 75 to get your homework point total.

   For example, if there are a possible 2,500 points available for homework and you get 2,173; then \(2,173 \div 2,500 = 0.8692\). Therefore you will get 65.19 of the 75 available points (75 X 0.8692 = 65.19).

   The homework is a two-edged sword in this course. It can increase your grade in this course if you diligently do all of the assignments. If you get 2/3 of the homework points for the course it will increase your letter grade approximately 3.5% (an 86.5% test average + 67% of Homework will get you an “A”). On the other hand, you will definitely decrease your grade if you do none of the assignments (a 90% test average + 33% of Homework will get you a "B").

   My reasoning for assigning homework in this course is simple; accounting, much like math, cannot be learned by just reading or watching a video. To truly learn the material you must work problems and understand the concepts behind those problems to be successful.

   Thinking you can learn accounting just by watching the internet is as silly as thinking you can learn to swim just by watching the internet:
   [https://www.youtube.com/watch?v=MnKoQbFXemE&feature=em-share_video_user](https://www.youtube.com/watch?v=MnKoQbFXemE&feature=em-share_video_user)

2. **Examinations:** There will be a total of four (4) exams in this course. Because we all have some days that are better than others, you will be allowed to drop your lowest exam grade. **However, in order to drop an exam you must have taken the exam and scored at least a grade of 30**
on that exam. In other words, if you decide to not take an exam you will receive a zero (0) on that exam. Since that exam is not eligible to be dropped the zero will count and the next lowest exam grade will be the one dropped. There is always five points of bonus material on each exam, so a student can earn 105 points for each exam.

Make-up Examinations: THERE WILL BE NO MAKEUP EXAMINATIONS GIVEN! Failure to take an exam at the scheduled time will result in a zero (0). In those extreme cases where you have what I consider a legitimate excuse and supporting documentation, I will allow the missed exam to be the exam grade which is dropped. A second missed examination for any reason will result in a grade of zero (0) for that exam.

Exams for this class will be scheduled during the regular class time on the following dates:

Exam #1 Tuesday, September 26th
Exam #2 Tuesday, October 17th
Exam #3 Thursday, November 9th
Exam #4 (Final) Tuesday, December 12th @ 8:00 AM

Please note: These exam dates are tentative and may change to accommodate the areas that we cover in class. You need to come to class and/or check your email to know the exact date for each exam.

D. GRADING POLICY: Your grade in this course will be determined from the total points earned from the following chart:

<table>
<thead>
<tr>
<th>Highest three semester exams</th>
<th>300 points</th>
<th>A</th>
<th>≥ 310 points</th>
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<tbody>
<tr>
<td>Homework</td>
<td>75 points</td>
<td>B</td>
<td>280-309 points</td>
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<tr>
<td>Total</td>
<td>375 points</td>
<td>C</td>
<td>250-279 points</td>
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<td>D</td>
<td>215-249 points</td>
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<td>F</td>
<td>&lt;215 points</td>
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All final point totals are rounded up to the next highest whole number (i.e., 309.03 = 310).

I do not curve individual exams or the final course grades. I do not do this because I have already built into the course one opportunity for extra points (105 possible points on each 100 point exam), and you are allowed to drop the lowest exam grade. It is my policy is to strictly adhere to the course grading scale; in other words, 309 points is a “B” not an “A”.

I do not give grades. You earn your grade. I merely record your scores. If you need a particular grade in this class to maintain a scholarship, to make the Dean’s List, to graduate, or for whatever reason, plan now to DO THE WORK TO EARN THE POINTS that equals that grade. There will be some opportunity to earn a few extra credit homework points by doing extra assignments in Connect. That being said, **there are absolutely NO extra credit or grade improvement opportunities offered other than what is spelled out in this syllabus.**

E. CLASSROOM POLICIES: Students are expected to display professional conduct during class. You should arrive on time and be in your seat at the scheduled class start time. In general I will start exactly on time at the beginning of class. However, if you must be late, please still come to class. I would rather you come I late than miss the material.

In addition to the above the following rules will also apply:

1. Programmable calculators, cell phone calculators, and mp3 players cannot be used during exams in this course. There are no exceptions to this rule.
2. Please do not disrupt the class by talking to others. If you have a question please ask me.
3. Please turn off your cell phones so that it does not distract others. Also refrain from texting or “surfing the internets (sic)” during class. If you feel the need to do this please leave the room and do not distract those around you.
4. **You are the only one that can drop you from this course. I cannot drop you from the course. The last day to drop this class is Monday, June 27, 2016.** Do not just quit coming to class. If you do you will receive an “F” in the course. You should have the results of the first two exams so that you can make a informed decision regarding your expected course grade.
5. Don't assume the class period after the exam will be used only to go over the exam. We will discuss the exam some however, we will probably only spend about 30 minutes going over the test and then start new material. In-depth questions will have to be addressed during office hours because there is so much material to cover and this is a fast-moving course.

6. **As mentioned in #5, this is a very fast moving and intense course. It is very easy to get behind and lost if you miss classes. You must be willing to dedicate time outside of class to study and do homework, especially in the beginning if you hope to pass this course. You cannot expect to pass this class by just showing up every day and taking the tests. If you take this course lightly you will not be successful. That said, the first few weeks is absolutely critical to your success in this course. The rest of the course depends on you understanding these important foundational elements. If you miss days during the first few weeks you will be hard pressed to pass any of the exams in this course.**

**F. Accounting Tutoring:**
We are hoping to have tutoring available through the Center for Student Success on the second floor of the Rassman building and in the tutoring center in the third floor of the library. As more information is available I will let you know.

**G. COURTESY AND RESPECT**
Courtesy and Respect are essential ingredients to this course. We respect each other's opinions and respect their point of view at all times while in our class sessions. The use of harassment of any form is strictly prohibited, as are those remarks concerning one's ethnicity, life style, race (ethnicity), religion, etc., violations of these rules will result in immediate dismissal from the course.

**H. STUDENT ABSENCE FOR RELIGIOUS HOLY DAYS**
As stated in the Angelo State University Operating Policy and Procedure (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

**I. ACADEMIC INTEGRITY:**
Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the University Academic Honor Code (http://www.angelo.edu/forms/pdf/Honor_Code.pdf) and the ASU Student Handbook (http://www.angelo.edu/cstudent/documents/pdf/Student_Handbook.pdf).

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code, which is contained in both print and web versions of the Student Handbook.

It is the professor's intention to be as fair and impartial as is humanly possible. Therefore, all students will be asked to adhere to the same set of guidelines and rules UNLESS there are disabilities or documented extenuating circumstances that have been discussed with the professor and the Student Life Office. Please make sure you inform the professor as soon as any situation arises. Do NOT wait until the problem is compounded by poor class performance, poor attendance, etc.

Academic integrity is expected. This includes, but is not limited to, any form of cheating, plagiarism, unauthorized sharing of work, or unauthorized possession of course materials. The professor assumes that all students can be trusted. Please do not violate this trust. Violation of academic integrity will result in a failing grade for the course.

**J. ACCOMMODATIONS FOR DISABILITY**
As stated in the Angelo State University Operating Policy and Procedure (OP 10.15 Providing Accommodations for Students with Disabilities), the Student Life Office is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student's responsibility to initiate such a request by contacting the Student Life Office at (325) 942-2191 or (325) 942-2126 (TDD/FAX) or by e-mail at Student.Life@angelo.edu to begin the process. The Student Life Office will establish the particular documentation requirements necessary for the various types of disabilities.
K. COURSE DROP
To view information about how to drop this course or to calculate important dates relevant to dropping this course (Friday, March 31, 2017), you can visit:

L. INCOMPLETE AS A COURSE GRADE
As stated in the Angelo State University Operating Policy and Procedure (OP 10.11 Grading Procedures), the grade I is given when the student is unable to complete the course because of illness or personal misfortune and has completed most of the course requirements. An I that is not removed before the end of the next long semester automatically becomes an F. A graduate student will be allowed one year to remove a grade of I before it automatically becomes an F. To graduate from ASU, a student must complete all I’s.

M. GRADE APPEAL PROCESS
As stated in the Angelo State University Operating Policy and Procedure (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at: http://www.angelo.edu/content/files/14196-op-1003-grade-grievance
N. TENATIVE COURSE SCHEDULE: I am sure of only one thing in this class; this schedule will change. So listen in class for any changes. We will not cover all the material in each chapter.

Again, information on this calendar is TENTATIVE. In the event of conflicts between this calendar and what is mentioned in class or on the Connect website, and there will be conflicts, the order of precedence will be: 1) Connect website; 2) email from me; 3) Class notes; 4) Blackboard; and FINALLY 5) this calendar. So you can see this calendar is nothing more than a “rough guide” to the course schedule.

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<tr>
<th>Class Number</th>
<th>Date</th>
<th>Day</th>
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<td>9</td>
<td>9/26</td>
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<td>Exam #1</td>
<td>CHAPTERS 1, 2, 3 AND 4</td>
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<td>10/17</td>
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<td>Exam #2</td>
<td>CHAPTERS 5, 6 AND 7</td>
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<td>Thanksgiving Holiday: NO CLASS</td>
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<td>Note: Thursday (12/7/2017) will be a review day!</td>
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<td>30</td>
<td>12/12</td>
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<td>Exam #4</td>
<td>CHAPTERS 10, 11 and 12</td>
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<td>Note: Begins at 8:00am</td>
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Homework: ALL HOMEWORK DUE DATES WILL BE IN CONNECT!!
Note: The last day to drop this class is Friday, November 3, 2017!