

ACCT 3303 – Intermediate Accounting I

Course Description/Overview

Financial reporting: conceptual framework and principles, determination of income, and classification and valuation of assets and liabilities.

Prerequisite Knowledge

Officially the prerequisite for the course is ACCT 2302, although very little knowledge from ACCT 2302 is required. The main prerequisite is ACCT 2301, and you must have a very good knowledge of the topics covered in ACCT 2301, particularly debits and credits and the accounting cycle.

Course Technology

The ability to retrieve materials from Blackboard and use a four-function calculator is essential for this course. In addition, all homework assignments will be completed through the MyBusinessCourse website, Blackboard, and the SUA website (see below for more information regarding the SUA project).

Technical Support

For technical help with MyBusinessCourse contact Cambridge Business Publishers at <https://support.cambridgepub.com/support/home>.

For technical help with the SUA contact Armand Dalton Publishing Company at 517-351-8520 (7:00 AM to 3:00 PM San Angelo time) or <https://www.armonddalton.com/contact-us/>.

For Blackboard or general ASU related technology issues, the Technology Service Center (TSC) may be contacted by calling (325) 942-2911 or 1-866-942-2911 or by email at helpdesk@angelo.edu.

Class Meeting Times

All coursework will be completed online. There are no face-to-face meetings or live sessions. Work at your own pace around your own schedule, but be mindful of due dates (see schedule below). All due dates and times on this syllabus are based on Central Daylight Time (San Angelo).

Faculty/Instructor Information

Name: Landri Ognowski, MAcc, CPA

Instructor, Department of Accounting, Economics and Finance

Office: RAS 250

E-Mail: Landri.Ognowski@angelo.edu (preferred)

Phone: 325-486-6454 (office/voicemail)

Office Hours: Monday and Wednesday 9:15 – 11:00 a.m. and 3:15 – 4:45 p.m.
Tuesday 12:15 – 1:45 p.m. and 3:15 – 4:15 p.m.
Thursday 12:15 – 1:15 p.m.

Unless otherwise noted, visits can be virtual or in-person. Feel free to drop by unannounced in the time windows above. If you're more comfortable setting up a specific time, or you want to set up a virtual visit, please visit my calendar at <https://calendly.com/mrs-ognowski>.

When emailing, please include ACCT 3303.D10 in the subject line.

Course Objectives

Learning Objectives

Upon successful completion of this course, you will be able to:

1. Identify factual accounting knowledge, such as terminology, fundamental principles, classifications, generalizations and methods.
2. Apply accounting principles in unique situations.
3. Solve problems and make decisions based on the results of the solutions to the problem.
4. Prepare monthly, month-end, and year-end accounting procedures, including finding and correcting errors and the preparation of financial statements using accounting documents.
5. Understand flowcharts, documents, records, internal controls, and their role in the accounting process.
6. See the big picture of accounting by doing all phases of an accounting project.

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

Assessment Methods

This class is divided into seven modules. The first three modules cover material from the textbook and will consist of lectures, problem solving of selected exercises for homework, and exams. We will utilize the MyBusinessCourse system extensively throughout the first three modules. The last four modules consist of the Systems Understanding Aid (SUA) project and related quizzes.

1. **Textbook Modules:** There are several types of materials from each of the chapters of the textbook that we will cover in this course. Some of the items are optional and some are required. These materials will aid you in learning and understanding the concepts necessary to complete the required homework and exams, and ultimately, successful completion of the course. Material for the textbook modules can be accessed through the MyBusinessCourse website.

- i. Reading (optional). There is a link to the eBook for each Chapter. The information found in the eBook is exactly the same as the information found in the hard copy of the textbook.
- ii. Overview (optional). In the Overview section you will find short (3 to 5 minute) videos that the authors have created for each learning objective that we will cover in that chapter. These videos are professionally produced and may cover more information than I have decided to cover, or they may not cover as much information, or in as much detail as I cover in class.
- iii. Demos (optional). These are again, publisher-provided videos that cover the Demo problems in each chapter.
- iv. Reviews (optional). These are videos that the publisher has provided to go over the reviews of problems at the end of each learning objective. You should attempt to do these reviews on your own before watching these solution videos.
- v. Highlights & Tips (optional). These are shorter videos that hit the highlights of each learning objective and will help to serve as a review of the main topics.
- vi. **Homework (required)**. This is exactly like it sounds: true-false, multiple choice, exercises and problems.

Accounting is like math and you cannot expect to be successful without working problems. Homework is so important to success in this course that your total homework grade (150 points; 15% of your grade) is equal to one exam grade. Your exams will consist of true-false, multiple choice, exercises and problems so this is where you can practice before the exam.

You will access these homework assignments directly in MyBusinessCourse. All assignments will close and be automatically graded based on the work you have completed at 11:59 p.m. on the due date.

- vii. **Examinations (required)**. There will be a total of three (3) exams covering the material in the textbook. Each exam is 150 points (15% of your grade).

All exams will be taken online on the days designated below. Each exam will be open from 12:01 a.m. – 11:59 p.m. on exam day. **Failure to take an exam during the scheduled time will result in a grade of zero (0).**

2. **Systems Understanding Aid (SUA) Modules**: The SUA is a comprehensive, manual accounting project that includes flowcharts, documents and internal controls. It uses a hands-on approach to help you understand basic business documents and visualize information flow in the accounting process.

This project should take you between 16 and 20 hours in total and is worth a total of 400 points (40% of your course grade).

The first three of the SUA modules will consist of you working through the accounting cycle project and completing a quiz on the items within that module.

For the first three SUA modules and quizzes you will have the opportunity to make corrections and earn back some of the points that you missed on your initial attempt. For each of the incorrect questions that you accurately correct, you will earn half of the missed points back. You can view your quiz attempt to see what needs to be corrected after its due date passes.

The fourth SUA module will consist of a quiz over the entire project. Corrections are not allowed on the fourth quiz. **You will also be required to manually submit your completed project.**

Course Textbook and Required Readings

1. Intermediate Accounting, Volume 1 (Chapters 1 – 14); 2nd Edition, 2020, by Hanlon, et al. Published by Cambridge Business Publishers. ISBN: 978-1-61853-313-5.

You will need the MyBusinessCourse Homework Manager access code for the class in order to complete the homework assignments. You are not required to purchase the physical copy of the book if you are okay with using an e-textbook.

You will need to go to the publisher's website to sign into the course. You can go to the Blackboard page for this class and there is a link on that page to direct you to the website to sign in to MyBusinessCourse.

Do not sell your textbook back to the bookstore if you plan to take Intermediate Accounting II because the last half of this textbook will be used in that course.

2. Systems Understanding Aid, 10th Edition, by Arens and Ward. Published by Armond Dalton Publishers, Inc. ISBN 978-0-912503-75-2.

The Systems Understanding Aid (SUA) is a manual accounting system with its own instruction packet.

We will use the SUA in the second half of the course and more information will be provided on Blackboard prior to starting this area of the course. Please be careful if you open the SUA package before we get to that part of the course. There are numerous papers, documents, and booklets included in the SUA package and you do not want to lose them.

The SUA project will take you through all the steps in an accounting system and illustrates most of the important documents. The objective of the SUA is to apply the accounting principles you have learned in ACCT 2301 and the first half of this course to accounting transaction cycles and also extend your knowledge of accounting information systems, business cycles, and internal controls. Please note that the project has many steps which must be completed before proceeding to the next and will take a considerable amount of time (16 to 20 hours on average) to complete so you will need to plan accordingly.

The required quizzes for the SUA will be completed via Blackboard and the online grading system provided by the publisher, Armond Dalton. **Your completed project must also be manually submitted for grading.**

Grading Policies

This course employs the following to measure student learning:

Grade Calculations	Percent of Grade	Due Date
Exam 1: Textbook chapters 2 & 3	150 points (15%)	Tuesday, February 8, 2022 12:01 a.m. – 11:59 p.m.
Exam 2: Textbook chapters 4 & 5	150 points (15%)	Tuesday, March 1, 2022 12:01 a.m. – 11:59 p.m.
Exam 3: Textbook chapters 7 & 8	150 points (15%)	Tuesday, March 29, 2022 12:01 a.m. – 11:59 p.m.
MyBusinessCourse homework (HW)	150 points (15%)	See <i>Course Outline</i> section below for tentative full schedule
SUA Quiz: Monthly Transactions	80 points (8%)	Thursday, April 7, 2022 by 11:59 p.m.
SUA Quiz: Month-End Procedures	80 points (8%)	Tuesday, April 19, 2022 by 11:59 p.m.
SUA Quiz: Year-End Procedures	80 points (8%)	Thursday, April 28, 2022 by 11:59 p.m.
SUA Quiz: Completed Project	80 points (8%)	Thursday, May 5, 2022 by 11:59 p.m.
SUA Completed Project	80 points (8%)	Friday, May 6, 2022 by 5:00 p.m.

Three exams @ 150 points each	450 points
Homework	150 points
SUA project and related quizzes @ 80 points each	<u>400 points</u>
Total	1,000 points

Angelo State University employs a letter grade system. Grades in this course are determined on a percentage scale:

A = \geq 900 points
B = 800 – 899 points
C = 700 – 799 points
D = 600 – 699 points
F = $<$ 600 points

I do not curve individual exams or the final course grades. It is my policy to strictly adhere to the course grading scale; in other words, 799 points is a “C” not a “B”.

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 are absolutely **NO** extra credit or grade improvement opportunities offered in this course

Participation/Attendance

Regular and active participation is an essential and important aspect of any class. Absenteeism, failure to do the required work or noncommunication will severely impact your success in this course. It is required that you complete each assignment by 11:59 PM CT on the due date.

Response Time

I will do my best to respond to all emails within 24 hours and voicemails within one business day. Response times may be slower on weekends.

When emailing, please include ACCT 3303.D10 in the subject line.

Homework assignments will be graded as completed and your grade posted in MyBusinessCourse immediately. Homework grades will also be added in Blackboard. SUA quiz grades will be available in Blackboard after the quiz due date has passed. For exams, SUA quiz corrections, and the SUA completed project, which require manual grading, your grade will be available within one week.

Missed/Late Work

As a general policy, assignments, quizzes and exams are required to be completed as scheduled. I do not accept late work except for documented emergencies. These emergencies, along with required documentation, **MUST** be reported to me within 48 hours of the assignment/exam due date.

Course Policies

General Policies Related to This Course

All students are required to follow the policies and procedures presented in these documents:

- [Angelo State University Student Handbook](#)
- [Angelo State University Catalog](#)

Academic Integrity

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

Copyright Policy

Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

Plagiarism

Plagiarism is a serious topic covered in ASU's Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center.

Code of Ethics

Students, faculty, administrators and professional staff of the Norris-Vincent College of Business should always:

- Be forthright and truthful in dealings with all stakeholders
- Take responsibility for one's actions and decisions
- Serve as an example of ethical decision-making and behavior to others
- Admit errors when they occur, without trying to conceal them
- Respect the basic dignity of others by treating them as one would wish to be treated

Courtesy and Respect

Courtesy and respect are essential ingredients to this course. We respect each other's opinions and respect others points of view at all times while in our class sessions. The use of profanity and harassment of any form is strictly prohibited (Zero Tolerance), as are those remarks concerning one's ethnicity, life style, religion, etc.; violations of these rules will result in appropriate disciplinary actions.

Accommodations for Disability

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student's responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website at www.angelo.edu/ADA. The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Mrs. Dallas Swafford
Director of Student Disability Services
Houston Harte University Center, Suite 112
325-942-2047
Dallas.Swafford@angelo.edu

Student Absence for Observance of Religious Holy Days

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 [Student Absence for Observance of Religious Holy Day](#) for more information.

Title IX

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Miller, J.D. You may submit reports in the following manner:

- Online: www.angelo.edu/incident-form
- Face to Face: Mayer Administration Building, Room 210
- Phone: 325-942-2022
- Email: michelle.miller@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State's policy please visit: www.angelo.edu/title-ix.

Course Drop

To view information about how to drop this course or to calculate important dates relevant to dropping this course, you can visit https://www.angelo.edu/current-students/registrar/course_drop_provisions.php.

Incomplete as a Course grade

It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 [Grading Procedures](#) for more information.

Grade Appeal Process

As stated in the Angelo State University Operating Policy and Procedures (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, has experienced inequitable evaluation procedures, or inappropriate grading practices, 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 grade appeal process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 [Grade Grievance](#).

Course Outline

See TENTATIVE schedule below:

I am sure of only one thing in this class; this schedule will change. So, listen in class and watch for Blackboard announcements for any changes. We will not cover all the material in each chapter. Any material not covered in class will not be tested.

Again, information on this calendar is TENTATIVE. In the event of conflicts between this calendar and what is mentioned in class or on the MyBusinessCourse website – and there will be conflicts – the order of precedence will be: 1) MyBusinessCourse website for homework; 2) class; 3) Blackboard; and 4) this calendar. *This calendar is nothing more than a “rough guide” to the course schedule.*

Note: The last day to drop this class is THURSDAY, APRIL 28, 2022

Module	Chapter	Assignments Due – 11:59 PM (unless otherwise noted below)	Exam Availability Dates
1	2 – Accounting Information System	Thursday, January 27 th	
	3 – Income Statement and Comprehensive Income	Monday, February 7 th	
	Exam One (Chapters 2 & 3)		Tuesday, February 8th 12:01 AM to 11:59 PM
2	4 – Balance Sheet and Financial Reporting	Thursday, February 17 th	
	5 – Statement of Cash Flows and Financial Analysis	Monday, February 28 th	
	Exam 2 (Chapters 4 & 5)		Tuesday, March 1st 12:01 AM to 11:59 PM
3	7 – Revenue Recognition	Thursday, March 10 th	
	8 – Cash and Receivables	Monday, March 28 th	
	Exam 3 (Chapters 7 & 8)		Tuesday, March 29th 12:01 AM to 11:59 PM
4	Systems Understanding Aid – Monthly Transactions	Quiz – Thursday, April 7 th	
		Quiz Corrections – Sunday, April 10 th	
5	Systems Understanding Aid – Month-End Procedures	Quiz – Tuesday, April 19 th	
		Quiz Corrections – Friday, April 22 nd	
6	Systems Understanding Aid – Year-End Procedures	Quiz – Thursday, April 28 th	
		Quiz Corrections – Tuesday, May 3 rd	
7	Systems Understanding Aid – Completed Project	Quiz – Thursday, May 5 th	
		Manually submit completed project – Friday, May 6 th by 5:00 p.m.	