

SYLLABUS
ACC-2301 PRINCIPLES OF ACCOUNTING I, 3 CREDIT HOURS
LECTURE – Briscoe 317
TR 11:00am – 12:15pm
Spring 2020

INSTRUCTOR: Dr. Deborah Pendarvis

OFFICE: BAB 316

OFFICE HOURS: Tuesday 9:30 – 10:30; 12:30 – 2:00
Wednesday 10:00 – 12:00; 1:30 – 3:00
Thursday 9:30 – 10:30; 12:30 – 1:30
Other Times by Appointment

OFFICE PHONE: 432- 837-8066

CELL PHONE: 352- 238-6282 (your calls and texts are welcome!)

E-MAIL: deborah.pendarvis@sulross.edu

PREREQUISITES: none

TEXT: “Accounting Principles” with WileyPlus; 13th edition; by Weygandt, Kimmel and Kieso; Wiley Publishing

COURSE DESCRIPTION: 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.

STUDENT LEARNING OBJECTIVES (SLO):

- **SLO 1:** Students will be able to analyze and solve business problems across major business functions, using fundamental business principles and strategies.
- **SLO 2:** Students will be able to communicate about contemporary business-related topics.
- **SLO 3:** Students will be able to comprehend the impact of ethical and social responsibility in business.

STUDENT MARKETABLE SKILLS:

- **Marketable Skill 1:** Students will have the ability to apply the principles of business they learn to the management of existing businesses or the creation of new businesses.
- **Marketable Skill 2:** Students will have the ability to use research and analysis to make informed decisions.
- **Marketable Skill 3:** Students will have the ability to write business letters, emails, resumes and reports.
- **Marketable Skill 4:** Students will have the ability to make effective oral presentations to both professional and general audiences.

COURSE OBJECTIVES: Upon successful completion of this course, students will be able to

- Explain the functions, uses and influence of accounting in society and in ethical financial decision-making.
- Describe and apply the steps of the accounting cycle, using mathematics to organize and analyze financial data.
- Explain fundamental generally accepted accounting principles, especially as they apply to accrual accounting and decision-making.
- Identify, prepare and explain the content and reporting aims of the four basic financial statements: Income Statement, Statement of Owner's/Stockholders' Equity, Balance Sheet and Statement of Cash Flows.
- Define the elements of internal control and apply internal control procedures to business organizations.
- Prepare bank reconciliation for the purpose of understanding the importance of cash and internal control.
- Describe and apply accounting procedures for Cash, Receivables, Plant Assets, and Liabilities.

REQUIREMENTS: Students are expected to attend class regularly and to actively participate in class activities. Exams and some group activities will be completed in class. In unusual circumstances, a student may be given permission to take an exam late. In those cases, the instructor reserves the right to reduce the grade. The grade will be reduced by 10% for each date late. In extenuating circumstances, upon approval by the Instructor, the grade on the comprehensive final exam may replace a missing grade. There are no extra credit projects / assignments. All exams count.

Students need to bring a four-function calculator to class. **Only the four-function calculator may be used during any quiz or examination. You must have your own calculator---no sharing.** 😊 Also, students need to have access (outside of class) to the internet, WORD, PowerPoint and EXCEL.

Cell phones can be distracting. So, please turn your cell phone off during class.

GRADES:

Exam #1 (Chapter 1 – 4)	15%
Exam #2 (Chapter 5, 6, 8, 9)	15%
Exam #3 (Chapter 10, 11, 12, 13)	15%
Comprehensive Final Exam	20%
Wiley Plus Assignments (13 assignments)	20%
Group project (“Create your Company” – weeks 2- 6)	5%
SEC 10-K Report Project (weeks 7 -13 – due April 21 st)	<u>10%</u>
Total	100%

ATTENDANCE POLICY: Missing classes usually has a dramatic and negative effect on a student's grade. Many of the classes will include graded activities. If you miss a class, you will miss those points. If you need to miss a class, stop by my office, email me or call me at 352-238-6282 (ideally before you need to miss a class) so that we can discuss your options.

ACADEMIC HONESTY: The following is copied from the Student Handbook and will be adhered to:

The University expects all students to engage in all academic pursuits in a manner that is beyond reproach and to maintain complete honesty and integrity in the academic experiences both in and out of their classroom. The University may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials.

“Cheating” includes:

- 1. Copying from another student’s test paper, laboratory report, other report, or computer files, data listings, and/or programs, or allowing another student to copy from same.*
- 2. Using, during a test, materials not authorized by the person giving the test.*
- 3. Collaborating, without authorization, with another person during an examination or in preparing academic work.*
- 4. Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of a non-administered test.*
- 5. Substituting for another student; permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit.*
- 6. Bribing another person to obtain a non-administered test or information about a non-administered test.*

7. *Purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm. This section does not apply to the typing of a rough and/or final version of an assignment by a professional typist.*

8. *"Plagiarism" means the appropriation and the unacknowledged incorporation of another's work or idea in one's own written work offered for credit.*

9. *"Collusion" means the unauthorized collaboration with another person in preparing written work offered for credit.*

10. *"Abuse of resource materials" means the mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course materials.*

11. *"Academic work" means the preparation of an essay, dissertation, thesis, report, problem, assignment, or other project that the student submits as a course requirement or for a grade.*

12. *"Falsification of Data" means the representation, claim, or use of research, data, statistics, records, files, results, or information that is falsified, fabricated, fraudulently altered, or otherwise misappropriated or misrepresented.*

SRSU DISABILITY SERVICES: ADA (Americans with Disabilities Act)

Sul Ross State University is committed to equal access in compliance with the Americans with Disabilities Act of 1973. It is the student's responsibility to initiate a request for accessibility services. Students seeking accessibility services must contact Ms. Rebecca Greathouse Wren, M.Ed., LPC-S, Director/Counselor, Accessibility Services Coordinator, Ferguson Hall (Suite 112) at 432.837.8203; mailing address is P.O. Box C-122, Sul Ross State University, Alpine, Texas 79832.

Grades: Your grade will be based on the following scale:

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F 59% and below

January 29th is the last day to drop the class - no academic record of your enrollment.

“Create Your Company” Group Project: (weeks 3- 6): Note -- you need to create a service business and not a merchandising business.

- **Step 1 (week 3):** In the first page, provide your company description: business name, location, legal structure (i.e., [sole proprietorship](#), [LLC](#), [S Corporation](#), or [partnership](#)), ownership / management team, mission statement, description of services and how they meet the needs of the marketplace, target market (who will use your services)

Reference: <https://www.thebalancesmb.com/how-to-write-a-company-description-2951558>

- **Step 2 (week 3):** Create a chart of accounts—for this class, assume a sole proprietorship. **Please review an example on page 2-13 of your accounting textbook.** Personalize the account titles to fit your business.
- **Step 3 (week 4):** List at least 14 activities for your company’s first month of operations. See page 2-42 in your textbook for an example. Prepare journal entries using EXCEL for these 14 activities. Post the journal entries to general ledger accounts using EXCEL. Prepare the unadjusted trial balance at the end of the month – using EXCEL. Here is a link to some EXCEL templates:
<https://sites.google.com/site/mrwileysdigitalclassroom/accounting/excel-templates>
- **Step 4 (week 5):** Use the example of the Cookie Creations problem on pp 3-54 and 3-55 to help you to complete the following requirements.
 - List additional information for five different events –affecting the first month of operations ---that would require adjusting entries.
 - Record the adjusting entries in the general journal and post to the accounts in the general ledger.
 - Prepare an (EXCEL) adjusted trial balance at the end of the first month.
- **Step 5 (Week 6):**
 - Using WORD, prepare (in good form) an income statement, a statement of owner’s equity (page 3-22) and a classified balance sheet (see page 4-23 and 4-24 for an example) at the end of the first month of operations.
 - Assuming that your first month of operations is the month of December and you have decided that your year end is December 31st, prepare and post closing entries as of the end of your first month of operations---your accounting year-end. (see Chapter 4 of your textbook)

Two to three Page Report-- SEC 10-K Report and Presentation Project:

(weeks 7 – 13)-- Select a publicly traded manufacturing or retail / merchandising U.S. corporation you would like to study. Do not select a service company. Your company must include an Accounts Receivable and Inventory Account listed on its balance sheet. Your company must be ranked in the top 500 on the Fortune 500 list for the current year.

<https://fortune.com/fortune500/2019/search/?jobgrowth=true>

- (50% of points) You will write a 2 - 3 page paper, **single spaced, one inch margins, 12 pt font, with double spacing between paragraphs. Page count does not include title page, reference page and appendix.** Your paper should comment on the financial statements for your company as they relate to the information presented through week 11 material for our class, including the notes to the financial statements. ** Use headings in your paper such as Accounts Receivable and Inventory (topics from our textbook; other examples would be Balance Sheet and Income Statement).
- Use HEADINGS! All papers that you write in college should include an "Introduction" and a "Conclusion." The body of the paper should include several headings. Based on the topics we studied, you may wish to consider the following headings: Introduction, Income Statement, Balance Sheet, Discussion of Selected Accounts, Auditors Report and Certifications by Management, Conclusion, References, Appendix (include the most recent Income Statement and Balance Sheet).
- (35% of points): deliver a 5 minute PPT presentation to your class.
- (15% of points): Participate in the SEC 10-K discussions –weeks 7 – 11.

Important Dates:

- January 29th: Last day to drop the class – no academic record on transcripts
- March 9 – 15: Spring Break
- April 3rd: Last day to withdraw from class with a “W” –no grade will be assigned.
- April 29th: Last class day before finals
- May 5th: Comprehensive Final Exam

TENTATIVE CLASS SCHEDULE (subject to change): *WileyPlus assignments
are due on Tuesday of the following week.

Week of January 13th

Read: Chapter 1; watch PPT video presentation
Homework: Chapter 1 WileyPlus Assignment*

Week of January 20th

Read: Chapter 2; watch PPT video presentation
Homework: Chapter 2 WileyPlus Assignment*

Week of January 27th

Read: Chapter 3; watch PPT video presentation
Homework: Chapter 3 WileyPlus Assignment*

Week of February 3rd

Read: Chapter 4; watch PPT video presentation
Homework: Chapter 4 WileyPlus Assignment*
Thursday, Feb 6th: Review for Exam #1 (on chapters 1 – 4)

Week of February 10th

Tues: Exam #1 on chapters 1 – 4
Read: Chapter 5; watch PPT video presentation
Homework: Chapter 5 WileyPlus Assignment

Week of February 17th

Read: Chapter 6; watch PPT video presentation
Homework: Chapter 6 WileyPlus Assignment*

Week of February 24th

February 24th: Submit your “Create Your Company” Group Project
Read: Chapter 8; watch PPT video presentations
Homework: Chapter 8 WileyPlus Assignment*

Week of March 2nd

Read: Chapter 9; watch PPT video presentation
Homework: Chapter 9 WileyPlus Assignment*

Week of March 9th

SPRING BREAK !

Week of March 16th

Tuesday, March 17th: Review for Exam #2 (Chapters 5, 6, 8, 9)
Exam #2 (Chapters 5, 6, 8 & 9) on Thursday, March 19th

Week of March 23rd

Read: Chapter 10; watch PPT video presentation

Homework: Chapter 10 WileyPlus Assignment*

Week of March 30th

Read: Chapter 11; watch PPT video presentation

Homework: Chapter 11 WileyPlus Assignment*

Week of April 6th

Read: Chapter 13, watch PPT video presentation

Homework: Chapter 13 WileyPlus Assignment*

Week of April 13th

Tuesday, April 14th: Intro to Chapter 12, Partnerships

Tuesday, April 14th: Review for Exam #3 (Chapters 10, 11, 12, 13)

Thursday, April 16th: Exam #3 (Chapters 10, 11, 12, 13)

Week of April 20

Tuesday April 21st: Submit SEC 10-K Report (two to 3 pages –single spaced between lines; double spaced between paragraphs; 12 point font; 1” margins;

Tuesday April 21st: SEC 10-K Student PPT presentations

Thursday, April 23rd: Review for Comprehensive Final Exam

Week of April 27th

Tuesday, April 28th (last class day before final exam): Review for Comprehensive Final Exam

Tuesday, May 5th: Comprehensive Final