

SYLLABUS
ACC-2301 001: PRINCIPLES OF ACCOUNTING I, 3 CREDIT HOURS
LECTURE – Briscoe 317
9:00 am – 9:50 am MWF
Fall 2020

INSTRUCTOR: Dr. Deborah Pendarvis

OFFICE: BAB 316

OFFICE HOURS: 1:30 – 4:30 Monday/Wednesday;
10:00 – 12:00; 2:00 – 4:00 Tuesday;
Other Times by Appointment

CONTACT

DR. PENDARVIS: Office Phone: 432- 837-8071
Cell Phone: 352- 238-6282 (your calls and texts are welcome)
Email: 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.

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.

AUTHORIZED / EXCUSED ABSENCES: An absence because of participation in an official University activity is considered to be an authorized/excused absence. While every effort will be made by departments to minimize missed class time of students by careful scheduling of authorized University activities, when a student has to miss a class due to an authorized University activity, it will be the responsibility of the student to notify the instructor of the class in advance. The department responsible for the authorized University activity will also notify instructors through the Student Life Office by providing an excused absence list to the office. Instructors will give students participating in an authorized University activity the opportunity to make up class work, including tests, within a reasonable time and at the convenience of the instructor. Should an instructor have an attendance policy that allows for the dropping of a student after a certain number of absences, authorized/excused absences will not be counted towards that number of absences. Any student dropped for excessive absences will receive either an "F" or a "W" depending upon the faculty member's discretion.

CLASSROOM BEHAVIOR: Distracting behavior such as uninvited casual talk among students, use of cellular phones, beepers or inappropriate behavior toward fellow students or faculty is unacceptable. Turn off your cell phone and any other electronic equipment before class starts. If you turn your phone to vibrate, do not answer it in class and do not leave the classroom to answer your phone. Exceptions to this are emergency personnel.

QUIZZES and In CLASS WORK: Engaging in class activities is important to understanding the concepts. Therefore, I will assign a problem or a short quiz to be completed for many of the Monday and Wednesday classes. If you are absent, you will not be able to make up this work. However, I will drop the lowest grade.

GRADES:

Exam #1 (Chapter 1 – 4)	10%
Exam #2 (Chapter 5, 6, 8)	10%
Exam #3 (Chapter 9, 10, 11)	10%
Exam #4 (Chapters 12 & 13)	10%
Short Quizzes and In Class Work	10%
Comprehensive Final Exam (online)	10%
Wiley Plus Assignments	30%
Group project ("Create your Company" wks 2- 6 – Due Oct 7)	5%
SEC 10-K Report Project* (weeks 7 -13 – due Nov 18)	<u>5%</u>
Total	100%

*This is an individual project.

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

Important Dates:

- Sept 7th: Labor Day Holiday – no classes
- Sept 9th: Last day to drop the class – no academic record on transcripts
- Nov 13th: Last day to withdraw from class with a “W” –no grade will be assigned.
- Nov 30th: Remainder of courses will be delivered remotely (no face to face classes)
- Dec 2nd: Comprehensive Final Exam (online)

CLASS SCHEDULE (subject to change) *There are two WileyPlus (WP) assignments each week. The first WP assignment is due on Wednesday 9:00 am of the week assigned and the second WileyPlus assignment is due on the Monday (at 9:00 am) of the week following the assignment. Late work is accepted—but there is a 30% late penalty.*

Week of August 24: Week 1

Read: Chapter 1; review the WileyPlus PPT slides, videos and other resources.

WP Homework Assignments (2): Chapter 1(a) due at 9:00 am Aug 26th ; Chapter 1(b) due Aug 31st

Week of August 31st: Week 2

Read: Chapter 2; review the WileyPlus PPT slides, videos and other resources.

WileyPlus Homework Assignments (2): Chapter 2(a) due at 9:00 am Sept 2nd ; Chapter 2(b) due Sept 7th

Week of Sept 7th: Week 3

Read: Chapter 3; review the WileyPlus PPT slides, videos and other resources.

WileyPlus Homework Assignments (2): Chapter 3(a) due at 9:00 am Sept 9th ; Chapter 3(b) due Sept 14th
Friday, Sept 11th: Group work on “Create Your Own Company”

Week of Sept 14th: Week 4

Read: Chapter 4; review the WileyPlus PPT slides, videos and other resources.

WP Homework Assignments (2): Chapter 4(a) due at 9:00 am Sept 16th ; Chapter 4(b) due 9am Sept 21st Friday, Sept 18th : Review for Exam #1 on Chapters 1-4.

Week of Sept 21st: Week 5

Exam #1 on Chapters 1 – 4 in class on Wednesday, September 23rd.

Read: Chapter 5; review the WileyPlus PPT slides, videos and other resources.

WP Homework Assignments (2): Chapter 5(a) due at 9:00 am Sept 23rd ; Chapter 5(b) due 9am Sept 28th Friday, Sept 25th: Group work on “Create Your Own Company”

Week of Sept 28th: Week 6

Read: Chapter 6; review the WileyPlus PPT slides, videos and other resources.

WP Homework Assignments (2): Chapter 6(a) due at 9:00 am Sept 30th ; Chapter 6(b) due 9am Oct 5th Friday, October 2nd: work on “Create Your Own Company”

Week of October 5th: Week 7

Submit your group’s work on project “Create your own company” on October 7th

Read: Chapter 8; review the WileyPlus PPT slides, videos and other resources.

WP Homework Assignments (2): Chapter 7(a) due at 9:00 am Oct 7th ; Chapter 7(b) due 9am Oct 12th Friday, Oct 9th : Review for Exam #2 on Chapters 5, 6 & 8.

Begin working on your SEC 10-K project...participate in the Week 7 SEC 10-K Discussion Board.

Week of October 12: Week 8

Exam #2 on Chapters 5, 6 & 8 in class on Wednesday, October 14th.

Read: Chapter 9; review the WileyPlus PPT slides, videos and other resources.

WP Homework Assignments (2): Chapter 9(a) due at 9:00 am Oct 14th ; Chapter 9(b) due 9am Oct 19th Friday: Work on SEC 10-K project --and post on the Week 8 SEC 10-K Discussion Board

Week of October 19th: Week 9

Read: Chapter 10; review the WileyPlus PPT slides, videos and other resources.

WP Homework Assignments (2): Chapter 10(a) due at 9:00 am Oct 21st ; Chapter 8(b) due 9am Oct 26th Friday: Work on SEC 10-K project --and post on the Week 9 SEC 10-K Discussion Board

Week of October 26th : Week 10

Read: Chapter 11; review the WileyPlus PPT slides, videos and other resources.

WP Homework Assignments (2): Chapter 11(a) due at 9:00 am Oct 28th ; Chapter 11(b) due 9am Nov 2nd Post on the Week 10 SEC 10-K Discussion Board

Friday, Oct 30th : Review for Exam #3 on Chapters 9, 10 & 11.

Week of November 2nd: Week 11

Exam #3 on Chapters 9, 10 & 11 in class on Wednesday, November 4th

Read: Chapter 12; review the WileyPlus PPT slides, videos and other resources.

WP Homework Assignments (2): Chapter 10(a) due at 9:00 am Nov 4th ; Chapter 10(b) due 9am Nov 9th Friday: Work on SEC 10-K project --and post on the Week 11 SEC 10-K Discussion Board

Week of November 9th: Week 12

Read: Chapter 13; review the WileyPlus PPT slides, videos and other resources.

WP Homework Assignments (2): Chapter 13(a) due at 9:00 am Nov 11th ; Chapter 13(b) due 9am Nov 16th

Friday: Work on SEC 10-K project --and post on the Week 12 SEC 10-K Discussion Board

Week of November 16th Week 13

Chapter 13 continued...

PPT Presentations on Monday and Wednesday

Submit your 2-3 page SEC 10-K Report on November 18th

Friday, Nov 20th : Review for Exam #4 on Chapters 12& 13

Week of November 23rd : Week 14

Exam #4 (Chapters 12 & 13) in class on Monday, November 23rd

Tuesday, November 24th, is last day of face-to-face classes

Week of November 30th: Week 15

Practice for the Comprehensive Final Exam online

December 4, 7-9, Friday, Monday-Wednesday: Comprehensive Final Exam will be available online during that 6 day period. Questions will be multiple choice and you will be allowed to take the exam three times and I will count your highest score.

“Create Your Company” Group Project: (*weeks 3- 6*): Note -- you need to create a service business and not a merchandising business. No inventory!

- **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 16 activities for your company’s first month of operations. No more than two repetitions. See page 2-42 in your textbook for an example. Prepare journal entries using EXCEL for these 16 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>

- (10% of points) Post in the weekly SEC 10-K Discussion Boards beginning the seventh week.
- (60% 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).
- (30% of points on this project): deliver a 5 minute PPT presentation to your class.
- (60% of points on this project): Report
- 10% of points on this project: Participation on Discussion Board