



Dillard College of Business Administration

SYLLABUS: Financial Accounting, Fall 2020

ACCT 2143-103, Tuesday and Thursday 9:30 – 10:50 a.m. meets in DB Room 336

Contact Information

Instructor: Terry Patton, Ph.D.

Office: DB 287A

Office hours: Tuesday from 11:00 to 11:30 a.m. and 2:00 to 3:00 p.m.; Wednesday from 9:30 to 11:30 a.m. and 2:00 to 3:00 p.m.; and Thursday 11:00 to 11:30 p.m., and by appointment

Office phone: (940) 397-4364

E-mail: terry.patton@msutexas.edu

Tutor Available to assist you: Mr. David Bellot, DB 288, Monday 2:00 p.m. to 5:00 p.m., Tuesday 12:00 p.m. to 5:00 pm, Wednesday 2:00 p.m. to 5:00 p.m., Thursday 12:00 p.m. to 5:00 p.m., and Friday 12:00 p.m. to 3:00 p.m.

Course Materials

1. *Connect Plus (required)*, which includes the *Connect Access Code* and *eTextbook* for Fred Phillips, Robert Libby, and Patricia Libby, *Fundamentals of Financial Accounting*, 6th ed., McGraw-Hill. Once you have registered for Connect, you can buy a loose-leaf copy of the book for about \$60 from McGraw-Hill. See page 7 in this syllabus for instructions.

The Connect Access Code is a registration code for completing homework assignments on the Connect online system.

2. The link for completing the homework online is

<https://connect.mheducation.com/class/t-patton-fall-2020-930-tr-1>

3. A PC/laptop/tablet with webcam capability (Chromebooks won't work due to insufficient computing power). You must have access to the Internet. (It will also be helpful to have access to a printer, but that is not mandatory.) All homework and LearnSmart assignments will be completed online via Connect. The Desire2Learn (D2L) website will be utilized extensively for posting grades and information about the class.
4. **If you take any online examinations for this class, including the Final Exam, you will be required to have a webcam on the computer you use to take the exam. In addition, you may be required to pay a proctoring fee, expected to be in \$25 to \$35 range.**
5. You must register a "Preferred" email address in Banner/WebWorld and in D2L. This should be an email address that you monitor closely, since I will communicate with you periodically via email.

Course Description

Introduction to fundamental concepts and principles underlying accounting information; the accounting cycle; service and merchandising operations; and sole proprietorships, partnerships, and corporations.

Course Prerequisites

Many of the skills required for success in this course are components of the general education requirements. Basic computer skills are necessary prior to enrollment. Students must have completed MATH 1203 or 1233.

Learning Goals

1. General Learning Goals:

Students will demonstrate **problem solving** and **decision making abilities** through the critical analysis, evaluation, and interpretation of business information. Classroom discussion, problem assignments, and examinations will require students to use critical thinking skills to apply accounting concepts and principles to various situations. Demonstrations of problem solving and decision making abilities will be included in class lectures. Students will develop these skills by completing assigned homework. The development of each student's abilities will be assessed through examinations which require problem solving and decision making.

2. Course Specific Learning Goals

This course seeks to provide the undergraduate business student with a foundation in financial accounting. Upon completion of this course, the student will be capable of producing basic financial statements. Specifically, a student who successfully completes this course should be capable of:

- analyzing business activities for proper accounting
- recording business transactions in the accounting records
- completing the accounting cycle
- accounting for financial assets
- accounting for inventories
- accounting for plant assets
- accounting for liabilities
- accounting for stockholders' equity
- producing a Balance Sheet, Statement of Retained Earnings, and Income Statement
- interpreting these financial statements

Course Policies

1. Attendance Policy

Regular, on-time attendance is expected and roll will be taken. Students should read the assigned material and attempt assignments *prior* to coming to class and be prepared to discuss and ask questions relating to class material. I follow the university's policies with respect to class attendance (See **MIDWESTERN STATE UNIVERSITY UNDERGRADUATE CATALOG**). This catalog is electronic only and may be found on the MSU website using the Registrar button then University Catalogs button. University class attendance policy is then found under Registrar.

2. Participation

Learn is a verb, which means it is an action or activity. Learning requires action and effort on your part. Participation, especially when I ask a question in class, is encouraged and will help you learn. Also, if you have a question or comment, please raise your hand and wait to be recognized.

3. Instructor Drop

"An instructor may drop a student any time during the semester for excessive absences, for consistently failing to meet class assignments, for an indifferent attitude, or for disruptive conduct." (Midwestern State University Student Handbook, p. 27) I do not want to drop anyone from the class, but I will not tolerate disruptive conduct in any form and will drop a disruptive student.

4. Classroom Behavior

Your requirements for each class are as follows:

- Be on time and remain seated (except for emergencies)
- Be prepared (reading requirements)
- Remain awake and attentive and be prepared to engage in class discussions at all times
- Bring a non-programmable calculator for examinations
- **Turn off your cell phones**, laptops/tablets/similar devices and put them away, unless you are using your laptop or tablet for the ebook or to take notes. You may not electronically or manually record any information or class discussion without written permission of the professor or at all when a graded test is being taken or reviewed. Use of cell phones is prohibited with one exception. You may receive text messages in class except when tests are being given or reviewed. If you need to send a text or make a cell phone call, you may leave the class to do the same. However, you are expected not to return to the class for the remainder of the period. I reserve the right to lower a student's final grade by two letter grades for violation of this policy (e.g., A to C).
- **No food or drinks** are permitted in the classroom, except clear water in a bottle with a cap (Dillard College of Business Administration policy).

If a student comes in late, the student must tell me at the end of that class period. If you plan to leave the classroom before class ends, notify me of your reason for leaving early before the class.

If students arriving late becomes a problem, I may lock the doors at the beginning of class and people arriving late will not be admitted.

5. Questions Regarding Course Grade

Grades are confidential by law. Therefore, I do not reveal grades over the telephone or by e-mail/fax. Grades will be posted on D2L. The course letter grade will be posted on Banner only.

6. Grading and Evaluation

Grading and evaluation for this course will be assigned as follows:

Table 1 Grading Scheme

ITEM	POINTS
Examinations (see paragraph immediately below)	300
Connect Homework and LearnSmart Average	100
Total Points	400

There will be three midterm exams plus a comprehensive Final Exam, which will function as a comprehensive make-up exam. If you are happy with your grade after the third midterm exam, you do not need to take the Final Exam. If you miss an exam or if you want to replace one of your midterm exams, you must take the Final Exam. **If you take the final exam, it will replace your lowest midterm exam (even if it is lower than the grade it replaces) and count as part of your grade.** If you miss an exam you will receive a 0 for that exam and it will be replaced by the Final Exam. **The Final Exam will be online and will require you to have a webcam and pay a proctoring fee.**

Letter grades for this course will be assigned according to the table below.

Table 2 Letter Grade Assignment

Total Points Earned	Minimum Letter Grade
360 - 400	A
320 - 359	B
280 - 319	C
240 - 279	D
0 - 239	F

7. Exam Protocol for In-class Exams

You will need:

1. A Scantron Form 882-E. These may be purchased at the MSU Bookstore (no Scantron means no points).
2. Several No. 2 pencils for marking answers on your Scantron.
3. A basic, non-programmable calculator with only a single line of display. **You will not be permitted to use your cell phone as a calculator.** If I see you with a **cell phone, watch, or glasses with a camera out for any reason during an exam, that will be considered cheating** and you will receive the maximum punishment allowed by the University. In addition, I will confiscate your device. In no case will the punishment be less than a grade of zero on the exam and being reported to the Dean of Students. It will most likely be that and much more.

CAUTION: If you erase an answer on your Scantron Form, the Scantron grading machine may incorrectly grade your answers. Consequently, you must erase completely, if you erase a Scantron answer. Additionally, your answer blocks must be completely shaded in to ensure proper grading. Items counted wrong by the Scantron machine due to improper shading or erasing will receive zero points. For multiple choice questions, your exam is graded according to your Scantron Forms, rather than your answers on the exam paper.

8. Exams

Each chapter has a set of "Multiple Choice Questions." You should review all multiple choice questions from each chapter because some of these questions may appear on the examinations.

Neither make-up nor early exams will be given for any of the Exams! If you miss any of the midterm exams for any reason, you will receive a 0 for the missed exam. In that case, you must take the Final Exam to replace the 0. The final exam will replace the 0 you receive for one missed exam.

Incomplete Grade Policy: A grade of "incomplete" is given **only** in the case of emergencies and comprehensive documentation of the situation is required.

9. Homework

For LearnSmart, Connect does not accept late assignments. Those assignments are generally due, the day before the Homework assignments are due, which will usually be either the day we finish the chapter in class or on a Saturday evening. For LearnSmart, you read the chapter and periodically answer questions to make sure you understand. They should take about 30 to 45 minutes each on average, but will help you understand the material.

For the Homework assignments, I do have Connect set to accept late homework; therefore, I cannot set it to automatically submit your homework at the due date. **You must submit your homework yourself.** I allow you unlimited attempts, so **submit your homework each time you work on it.** Late homework will receive a 5% reduction each day it is late. All of your homework assignments are due via Connect by the date and time on Connect, generally 11:00 p.m. of the day before we begin the next chapter or two days before an exam.

Monitor due dates and times for homework and LearnSmart assignments carefully. Note that any website, including Connect, can go down from time to time. Do not wait until the last minute to submit your assignment. Late homework will always get the reduction, no matter the reason, **no excuses including Connect being down.**

To access Connect, you will need a registration code which can be purchased in the bookstore or from the McGraw-Hill website at the time of registration. You can register without a code, but you will only have about 2 weeks to purchase the code or Connect will delete your account.

10. COVID 19

Students must wear facemasks while in the Dillard Building at all times, except when making a class presentation with at least 10' separation from others. We'll maintain at least 6' social distancing at all times in the classroom. If you have concerns about being in a classroom, speak with me to make appropriate arrangements ASAP. If you are feeling ill (no matter how minor), please do not attend the physical classroom session and instead attend class via the Zoom live stream. I plan to live stream every class session, so while you should notify me, if feasible, about any absence in advance as a professional courtesy, the live stream should be available even without advance coordination.

11. Academic Integrity

With regard to academic honesty, students are referred to the "Student Honor Creed" in the Midwestern State University Undergraduate Catalog (and provided below).

In short, cheating, collusion, and plagiarism will not be tolerated. The term "cheating" generally means representing someone else's work as your own and includes, but is not limited to:

1. Copying someone's homework and turning it in as your own.
2. Soliciting answers from a fellow student before or during an exam or quiz.
3. Looking or glancing at another student's paper or answer sheet during an exam or quiz.
4. Removing a page or pages from an examination booklet before, during, or after an exam.
5. Using a cell phone, Internet watch, or programmable calculator during an exam.
6. Acquiring tests or other academic material belonging to a member of the university faculty or staff.

The minimum penalty is an "F" in this course and referral to the Dean of Students for disciplinary action, which may result in expulsion from the University. The full text of the Student Honor Creed in the Student Handbook is as follows:

Student Honor Creed

"As an MSU Student, I pledge not to lie, cheat, steal, or help anyone else do so."

As students at MSU, we recognize that any great society must be composed of empowered, responsible citizens. We also recognize universities play an important role in helping mold these responsible citizens. We believe students themselves play an important part in developing responsible citizenship by maintaining a community where integrity and honorable character are the norm, not the exception.

Thus, we, the Students of Midwestern State University, resolve to uphold the honor of the University by affirming our commitment to complete academic honesty. We resolve not only to be honest but also to hold our peers accountable for complete honesty in all university matters.

We consider it dishonest to ask for, give, or receive help in examinations or quizzes, to use any unauthorized material in examinations, or to present, as one's own, work or ideas which are not entirely one's own. We recognize that any instructor has the right to expect that all student work is honest, original work. We accept and acknowledge that responsibility for lying, cheating, stealing, plagiarism, and other forms of academic dishonesty fundamentally rests within each individual student.

We expect of ourselves academic integrity, personal professionalism, and ethical character. We appreciate steps taken by University officials to protect the honor of the University against any who would disgrace the MSU student body by violating the spirit of this creed.

Written and adopted by the 2002-2003 MSU Student Senate.

Americans with Disabilities Act

This class follows the guidelines suggested by the Center for Counseling and Disabilities Services for those students who qualify for disability services. See Midwestern State University Undergraduate Catalog 2019-2020. Students with disabilities must be registered with Disability Support Services before classroom accommodations can be provided. **You must provide the documentation to the instructor within the first two weeks of the semester.**

Syllabus Change Policy

This syllabus is a guide for the course and is subject to change. Syllabus changes will be communicated in class and may or may not result in document changes. The number of homework assignments is subject to change. Assignment due dates and exam dates are also subject to change. The tentative schedule included with this syllabus will be changed as necessary to accommodate the progress of the class.

Additional Information

- **Campus Concealed Handgun Carry Statement** – Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage at <https://msutexas.edu/campus-carry/rules-policies>
- **Midterm Grade Policy** – In order to help students keep track of their progress toward course objectives, the professor for this class will provide a Midterm Progress Report for students earning less than a C through each student's WebWorld account. Midterm grades will not be reported on the students' transcript; nor will they be calculated in the cumulative GPA. They simply give students an idea of where they stand at the midpoint of the semester. Students earning below a C at the midway point should meet with their professor.

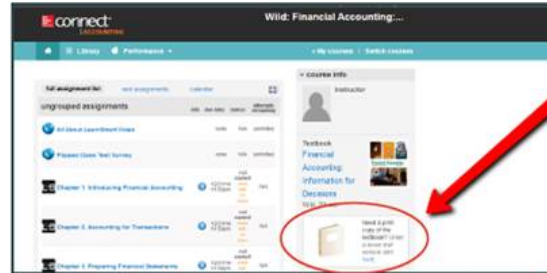
Connect Your Way

Purchase your loose-Leaf color print copy directly from McGraw-Hill for **\$60.00** (including shipping + handling!)

Once a student purchases an access code and registers for a course, there are 3 places on the Connect site where students can find this offer.

Option 1:

Looseleaf text purchase option from course home page



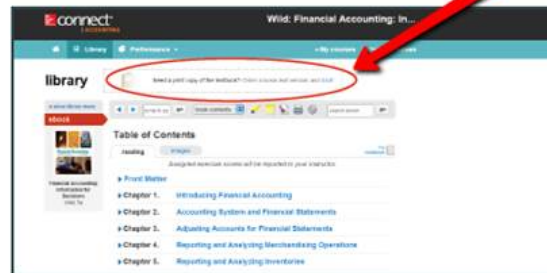
Option 2:

Looseleaf text purchase option from library tab



Option 3:

Looseleaf text purchase option from inside the eBook



Course Calendar

Date	Reading Assignment	Estimated Connect Due Dates
Aug 25	Course Overview	NA
Aug 27	Ch. 1 – Business Decisions and Financial Accounting	Ch. 1 LearnSmart due 9/1/2020
Sept 1	Ch. 1 & start Chapter 2	Ch. 1 Homework due 9/2/2020
Sept 3	Ch. 2 – The Balance Sheet	NA
Sept 8	Ch. 2 – The Balance Sheet	Ch. 2 LearnSmart due 9/12/2020
Sept 10	Ch. 2 & start Chapter 3	Ch. 2 Homework due 9/13/2020
Sept 15	Ch. 3 – The Income Statement	Ch. 3 LearnSmart due 9/19/2020
Sept 17	Ch. 3 & start Chapter 4	Ch. 3 Homework due 9/20/2020
Sept 22	Ch. 4 – Adjustments, Financial Statements,	Ch. 4 LearnSmart due 9/26/2020
Sept 24	Ch. 4 - and Financial Results	Ch. 4 Homework due 9/27/2020
Sept 29	Exam 1 (Chapters 1, 2, 3, & 4)	NA
Oct 1	Ch. 5 – Fraud, Internal Control, and Cash	Ch. 5 LearnSmart due 10/6/2020
Oct 6	Ch. 5	Ch. 5 Homework due 10/7/2020
Oct 8	Ch. 6 – Merchandising and the	Ch. 6 LearnSmart due 10/13/2020
Oct 13	Ch. 6 - Multistep Income Statement	Ch. 6 Homework due 10/14/2020
Oct 15	Ch. 7 – Inventories and Cost of Goods Sold	Ch. 7 LearnSmart due 10/20/2020
Oct 20	Ch. 7	Ch. 7 Homework due 10/21/2020
Oct 22	Exam 2 (Chapters 5, 6, & 7)	NA
Oct 27	Ch. 8 – Receivables, Bad Debt Exp.,	Ch. 8 LearnSmart due 10/31/2020
Oct 29	Ch. 8 – and Interest Revenue	Ch. 8 Homework due 11/1/2020
Nov 3	Ch. 9 – Long-Lived Tangible and	Ch. 9 LearnSmart due 11/7/2020
Nov 5	Ch. 9 – Intangible Assets	Ch. 9 Homework due 11/8/2020
Nov 10	Ch. 10 – Liabilities	Ch. 10 LearnSmart due 11/14/2020
Nov 12	Ch. 10	Ch. 10 Homework due 11/15/2020
Nov 17	Ch. 11 – Stockholder’s Equity	Ch. 11 LearnSmart due 11/21/2020
Nov 19	Ch. 11	Ch. 11 Homework due 11/22/2020
Nov 24	Exam 3 (Chapters 8, 9, 10, & 11)	NA
Nov 26	Thanksgiving holidays – no class	NA
Dec 1	Discuss Exam 3, the Final Exam, & End of Course Information via an online YouTube post	NA
Dec 2	Homework Assignments will not be accepted after noon this date	NA
Dec 3	Available by phone, email, or in my office December 4—Last Day to drop a class and receive a “W”—Drop before 2:00 p.m.	NA
Dec 5	(Saturday) Online Comprehensive Final Exam/Make-up Exam from 1:00 to 3:00 p.m.	NA