



## Dillard College of Business Administration

### Syllabus: Financial Accounting, Spring 2023

ACCT 2143.203, Tuesday and Thursday 12:30 am to 1:50 pm  
Meets in Dillard Building, Room 178

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#### Contact Information

Instructor: Terry Patton, Ph.D.

Office: Dillard 293

Office hours: Tuesday and Thursday 9:30 to 10:00 am and 2:00 to 2:30 pm; Wednesday 9:00 to 12:00; and by appointment

Office phone: (940)-397-4542

Email address: [terry.patton@msutexas.edu](mailto:terry.patton@msutexas.edu)

#### Course Materials

1. **Required:** *Connect Access and Textbook* for Fred Phillips, Robert Libby, and Patricia Libby, *Fundamentals of Financial Accounting, 7th ed.*, McGraw-Hill.

Required digital materials for this course are part of the Courseware Access and Affordability Program at MSU Texas. Students are charged for required course materials on their student account with the Business Office. Any students who wish to opt-out of the Program and purchase the required course materials on their own must do so based on instructions sent to you. Opt-out instructions are sent to students' official my.msutexas.edu email address after the first day of class. Please contact the MSU Bookstore if you have any questions about the opt-out process.

2. The link for completing the assignments online is <https://connect.mheducation.com/class/t-patton-spring-2023--acct-2143-sec-203-financial-accounting-tr-1230-150>
3. 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 SmartBook assignments will be completed online via Connect. The Desire2Learn (D2L) website will be utilized extensively for posting grades and information about the class. You should have access to a PC/laptop/tablet with webcam capability (Chromebooks won't work due to insufficient computing power) in the event that COVID-19 disrupts our plan to meet face-to-face..
4. You must register a "Preferred" email address in Banner/WebWorld. 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 GAAP 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.** 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.

If you know in advance that you are going to miss a class, please contact me *before* that class. If you must miss a class due to illness or other emergency, please contact me as soon as possible. If you must leave early, contact me **before** class begins. **Documentation of excuses is required.** If you do not contact me, your absence will be unexcused.

Tardiness is not acceptable. Tardy arrival is disruptive to your classmates. Attendance will be taken only once at the beginning of each class. If you arrive late, you are welcome to discuss your circumstances with me after class.

You are responsible for any material or announcements missed due to absence or tardiness.

## 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 a disruptive conduct.” (Midwestern State University Student Handbook, p. 52)

## 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 4-function 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. Exam grades will be posted on D2L. The final letter grade will be posted on Banner only. **Grades are not negotiated. You will receive the grade you earn, based on your performance on graded material in the class.**

## 6. Grading and Evaluation

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

Table 1 Grading Scheme

Activity	Points
Exams (see paragraph immediately below)	300
Connect Homework (10*7 points)	70
Connect SmartBook (10*3 points)	30
<b>Total Points</b>	<b>400</b>

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.

Table 2 Letter Grade Assignment

Total Points Earned	Minimum Letter Grade
340 - 400	A
300 - 339	B
260 - 299	C
220 - 259	D
0 - 219	F

**Extra credit:** There is no extra credit available for this class.

**Midterm Progress Report:** In order to help students keep track of their progress toward course objectives, the instructor for this class will provide a Midterm Progress Report through student's WebWorld account for students who are at risk of earning a D or an F. 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 schedule a meeting with the professor and seek out free tutoring services from Tutoring and Academic Support (TASP), as well as the Academic Counselors.

## 7. Exam Protocol

You will need:

- 1) 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 4-function, 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.
- 4) Caps must be turned bill back during exams.

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 exam will consist of multiple-choice questions. Exams will cover assigned chapters, in-class lectures, homework, SmartBook and any assigned problems. All examinations are equally weighted at 100 points each. The final is comprehensive. 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. SmartBook and Homework Assignments

**Homework Assignments:** Each homework assignment is worth 7 points. 10 out of 11 homework assignments with higher scores will count, and one assignment with the lowest score will be dropped. All of your homework assignments are due via Connect by the date and time on Connect (may be different from the syllabus). Monitor due dates and times for homework carefully. Late completion will receive a grade of zero. You will have unlimited attempts at online homework problems, so **submit your homework each time you work on it**. 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 zero points, no matter the reason with no excuses including Connect being down.**

**SmartBook Assignments (Pre-chapter assessments):** You have to complete assigned chapter reading and assessment on Connect SmartBook. Due dates are available on Connect. The chapter assessments allow you to read the chapter in the most efficient and productive manner by specifically providing the most important material to you at the time you are studying. It is a personalized system and helps prepare you to learn at a higher level in class, participate and also prepares you for exams. Each chapter assessment will take approximately 30 minutes, though there is no time limit, and it involves reading key areas of the chapter while demonstrating mastery of the concepts in Connect. Your score on these is based on completion and you are not scored lower for incorrect answers, you are only asked to work on each module until it is 100% complete. Late completion receives a grade of zero. 10 out of 11 SmartBook assignments with the highest scores will count, and the one with the lowest score will be dropped.

If you have technical problems with the Connect software, you need to contact customer service ((800) 331-5094 or [website](http://mpss.mhhe.com/) at <http://mpss.mhhe.com/>). The instructor will not be able to resolve any technical issues.

## 10. 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.

## 11. 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 2022-2023. 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.**

## 12. 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.

## 13. Additional Information

- If you miss a class, you should always contact one of your classmates. It is your sole responsibility to find out what you missed, such as what was covered in the lecture or changes in homework assignments, class schedule, assignment due dates, or exam dates. It is not the instructor's responsibility to individually inform students of the changes.
- **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](https://mwsu.edu/campus-carry/rules-policies) at <https://mwsu.edu/campus-carry/rules-policies>.

Week	Day	Date	Class Topics	Estimated Due dates of SmartBook & Homework Assignments
1	T	01/17	Syllabus and Course Overview; Chapter 1 – Business Decisions and Financial Accounting	Get access to Connect and start working on SmartBook #1 before class on 01/19
	R	01/19	Chapter 1	SmartBook #1 Due: 01/20 at 11 p.m. HW#1 (Ch.1) Due: 01/22 at 11 p.m.
2	T	01/24	Chapter 2 - The Balance Sheet	SmartBook #2 (Ch.2) Due: 01/25 at 11 p.m.
	R	01/26	Chapter 2	HW#2 (Ch.2) Due: 01/27 at 11 p.m.
3	T	01/31	Chapter 3 - The Income Statement	SmartBook #3 (Ch.3) Due: 02/01 at 11 p.m.
	R	02/02	Chapter 3	HW#3 (Ch.3) Due: 02/03 at 11 p.m.
4	T	02/07	Chapter 4 - Adjustments, Financial Statements, and Financial Results	SmartBook #4 (Ch.4) Due: 02/08 at 11 p.m.
	R	02/09	Chapter 4	
5	T	02/14	Chapter 4	HW#4 (Ch.4) Due: 02/15 at 11 p.m.
	R	<b>02/16</b>	<b>Exam 1: Chapters 1, 2, 3, 4</b>	
6	T	02/21	Chapter 5 - Fraud, Internal Control, and Cash	SmartBook #5 (Ch.5) Due: 02/22 at 11 p.m.
	R	02/23	Chapter 5 - Fraud, Internal Control, and Cash	HW #5 (Ch.5) Due: 02/24 at 11 p.m.
7	T	02/28	Chapter 6 - Merchandising and the Multistep I/S	SmartBook #6 (Ch.6) Due: 03/01 at 11 p.m.
	R	03/02	Chapter 6	HW #6 (Ch.6) Due: 03/03 at 11 p.m.
8	T	03/07	Chapter 7 - Inventories and Cost of Goods Sold	SmartBook #7 (Ch.7) Due: 03/08 at 11 p.m.
	R	03/09	Chapter 7	HW #7 (Ch.7) Due: 03/17 at 11 p.m.
	T	03/14	Spring Break—No Classes	
	R	03/16	Spring Break—No Classes	
9	T	<b>03/21</b>	<b>Exam 2: Chapters 5, 6, 7</b>	
	R	03/23	Chapter 8 - Receivables, Bad Debt Exp., & Int. Rev.	SmartBook #8 (Ch.8) Due: 03/27 at 11 p.m.
	M	03/27		<b>Last day to drop a class and receive a “W” @ 4:00 p.m. on 03/21/2022. Drops after 03/21 receive an “F”</b>
10	T	03/28	Chapter 8	HW #8 (Ch.8) Due: 03/31 at 11 p.m.
	R	03/30	Chapter 9 - Long-Lived Tangible & Intangible Assets	SmartBook #9 (Ch.9) Due: 04/03 at 11 p.m.
11	T	04/04	Chapter 9	HW #9 (Ch.9) Due: 04/07 at 11 p.m.
	R	04/06	Holiday Break - No Classes	
12	T	04/11	Chapter 10 - Liabilities	SmartBook #10 (Ch.10) Due: 04/12 at 11 p.m.
	R	04/13	Chapter 10	HW #10 (Ch.10) Due: 04/14 at 11 p.m.
13	T	04/18	Chapter 11 - Stockholder’s Equity	SmartBook #11 (Ch.11) Due: 04/19 at 11 p.m.
	R	04/20	Chapter 11	HW #11 (Ch.11) Due: 04/26 at 11 p.m.
14	T	04/25	Chapter 11	
	R	<b>04/27</b>	<b>Exam 3: Chapters 8, 9, 10, 11</b>	
15	T	05/02	Discuss the final exam & end of course information	
	R	05/04	Review – No Class	
	Sat	<b>05/06</b>	<b>Final Exam 1:00 PM-3:00 PM</b>	Location to be determined