Contact Information:
Dr. Bob Thomas, Ph.D., CPA
Assistant Professor of Accounting
Office hours in DB 286: Thursdays 7:30 AM – 12:00 PM; 1:00 PM – 4:00 PM, or by appt.
Office hours via e-mail: Wednesdays 7:00 PM – 9:30 PM
E-mail address: bob.thomas@mwsu.edu

Course Materials:
1. Fred Phillips, Robert Libby, and Patricia A. Libby, Fundamentals of FINANCIAL
   access is also required.
2. Course WebCT: where you will find the Syllabus, Calendar, Lesson Materials,
   Announcements, Grades, and a link to the Student Edition of the Text Web Site-
   http://highered.mcgraw-hill.com/sites/0073527106/student_view0/index.html, which
   provides a variety of helpful supplements.

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

Course Prerequisite:
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:
A. 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 and graded homework. The development of each student’s abilities will be
assessed through quizzes and examinations which require problem solving and decision making.
Students will be able to utilize available technology for common business applications. Homework is assigned which requires the student to use the computer. In addition, a course WebCT site is available for the student’s use as well as an Online Learning Center for the textbook.

B. 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 fully 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 and statements of income
- interpreting these financial statements

Course Policies:

A. Participation/Attendance Policy:
Participation/attendance will be monitored each class meeting. Class will begin at the scheduled time. Each student is expected to remain until class is finished. Promptness is an expected quality of individuals in any profession. These requirements are in accordance with the university attendance policy. (See Midwestern State University 2011-2012 Student Handbook, pages 43-44).

Attendance will be taken during each class. If a student comes in late, the student must tell me at the end of that class period in order for the attendance record to be changed. Coming to class late or leaving class early may be counted as an absence at my discretion.

Attendance will be taken into consideration in borderline grade situations. Please note that poor attendance typically results in a poor grade in the course.

B. Classroom Behavior:
It is important that the classroom environment be free of disruptions that may interfere with the learning process. To minimize classroom distractions, students should observe the following rules:

1. Remain seated while the class is in progress (unless you become ill).
2. Avoid conversing with colleagues while the class is in progress.
3. Turn off all cell phones, beepers, and other wireless communications prior to entering the classroom.
4. Avoid food and beverage consumption in the classroom. NO FOOD OR BEVERAGE (OTHER THAN BOTTLED WATER) IS ALLOWED IN THE CLASSROOMS IN THE DILLARD BUILDING. Food and beverages can be consumed in the public areas in the facility as well as in the conference rooms.
5. Use laptop computers only during specified times and, then, only for coursework.
6. All materials not directly related to the ongoing course lecture (e.g., magazines, newspapers, books and work from other classes, etc.) must remain closed and put away.
7. Remain awake and attentive and be prepared to engage in class discussions at all times.

Midwestern State University’s Code of Student Conduct contained in the *2011-12 Student Handbook*, pages 75-88, will be adhered to explicitly.

**C. 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. The instructor must give the student a verbal or written warning prior to being dropped from the class.

**THIS IS YOUR WRITTEN WARNING THAT YOU MAY BE Dropped FROM THIS CLASS OR ASSIGNED A GRADE OF “F” IN THIS COURSE, AT MY DISCRETION, IF YOU HAVE MORE THAN TWO (2) ABSENCES.**

**D. Questions Regarding Course Grade:**
Grades are confidential by law. Therefore, I do not post grades or reveal grades over the telephone or by e-mail/fax. Grades will be posted on WebCT for this class. After grade reports are issued, if you have a question about your grade, you must contact me within one month of the date your final examination was administered. Due to storage limitations, I normally must discard exams, papers, etc. after the first month into the following semester.

**E. Grading and Evaluation:**
Grading and evaluation will be as follows:

<table>
<thead>
<tr>
<th>Weight</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>14%</td>
<td>Exam 1</td>
</tr>
<tr>
<td>14%</td>
<td>Exam 2</td>
</tr>
<tr>
<td>14%</td>
<td>Exam 3</td>
</tr>
<tr>
<td>14%</td>
<td>Exam 4</td>
</tr>
<tr>
<td>16%</td>
<td>Exam 5</td>
</tr>
<tr>
<td>14%</td>
<td>Homework</td>
</tr>
<tr>
<td>14%</td>
<td>Quizzes</td>
</tr>
<tr>
<td>100%</td>
<td>Total</td>
</tr>
</tbody>
</table>

A course grade of 90% or better will result in a letter grade of A, 80-89% B, 70-79% C, 60-69% D, <60% F. Again, you may be dropped from this class or assigned a grade of “F” in this course, at my discretion, if you have more than two (2) absences.
F. Exam Protocol:
You will need:
  1. A ScanTron Form 882-E. These may be purchased at the MSU Bookstore.
  2. Several No. 2 pencils for marking answers on your ScanTron.
  3. A silent, basic four-function calculator that works throughout the exam (if the calculator fails for any reason, the student may not share someone else’s calculator, but may borrow one for the remainder of the exam). Programmable or alphanumeric calculators, calculators with display greater than a single line, scientific calculators, financial calculators, graphing calculators, adding machines, Palm Pilots (or equivalent), or cell phones may not be used for class work or exams.

Test dates may be changed as the semester progresses. If a student is absent, it is the student’s responsibility to determine if a test date has been changed by checking WebCT.

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.

Examinations are returned to the student and discussed in class after they are graded. The student should review the exam at this time as a learning tool and make note of any areas where performance was not acceptable. Examinations will be collected from the student after they are discussed in class and are retained as evidence of the student’s performance in this course. The examinations are the property of Midwestern State University.

G. Quizzes:
Quizzes 1 and 2 will consist of workout problems similar to homework problems and will be relatively short (30 minutes or less). Quiz 3 is a larger take-home quiz which is a great review of concepts. You may use a calculator as described above. The quizzes are designed to help reinforce topics. Quizzes will be returned and discussed in class once they are graded. Quiz dates may be changed as the semester progresses. If a student is absent, it is the student’s responsibility to determine if a quiz date has been changed by checking WebCT. Quizzes will be collected from the student after they are discussed in class and are retained as evidence of the student’s performance in this course. The quizzes are the property of Midwestern State University.

H. Missed Examinations/Quizzes:
The only valid excuses for missing an exam/quiz are illness requiring medical care, required university activities, or a personal emergency of a serious nature. Make-ups will be approved only in cases where there are valid excuses for missing, and the student promptly presents supporting documentation; otherwise, no make-up will be allowed, and a grade of zero will be assigned. Prior permission is required, if possible. Quiz 3 cannot be made up.

In cases where a make-up exam or make-up quiz is allowed, the Exam 5 score will be used to assign a grade for the missed item(s). For example, if you are allowed to make up Exam 3 and
Quiz 2 and score an eighty-five for the Exam 5 score, you will receive an eighty-five for Exam 3, an eighty-five for Quiz 2, and an eighty-five for Exam 5.

If you miss Exam 5 and a makeup exam is authorized, the makeup exam must be taken at a time of my designation on or before noon (12 PM) on December 1st. There will be no other opportunity to make up Exam 5.

I. Homework:
Late homework assignments will receive zero credit (no exceptions). I drop one homework grade by taking your total homework points earned from all graded assignments and by dividing that total by a number equal to the total number of assignments given minus one (that is, if we have eleven graded assignments, I will divide your total homework points earned from all eleven assignments by ten rather than eleven). This way, you can miss one homework assignment and still earn full credit for homework; additionally, if you do all the assignments you, in effect, earn bonus points. Your homework average cannot exceed 110.

All of your assignments are due by 3:00 PM Central Time via Connect. Note that any website including Connect can go down from time to time; if you wait until the last minute to submit your assignment and you miss the deadline, for any reason, you will receive a zero. Even if you miss the deadline because the Connect website is down, you will still receive a zero.

Most homework assignments will be done using McGraw-Hill’s Connect. To access Connect, you will need a registration code which could be shrink-wrapped with your textbook or on a separately purchased access card.

J. Course Content and Outline:
   A. Business Decisions and Financial Accounting
   B. Reporting Investing and Financing Results on the Balance Sheet
   C. Reporting Operating Results on the Income Statement
   D. Adjustments, Financial Statements, and Financial Results
   E. Financial Reporting and Analysis
   F. Internal Control and Financial Reporting for Cash and Merchandise Sales
   G. Reporting and Interpreting Inventories and Cost of Goods Sold
   H. Reporting and Interpreting Receivables, Bad Debt Expense, and Interest Revenue
   I. Reporting and Interpreting Long-Lived Tangible and Intangible Assets
   J. Reporting and Interpreting Liabilities
   K. Reporting and Interpreting Stockholders’ Equity

K. Academic Integrity:
With regard to academic honesty, students are referred to the “Student Honor Creed” on page 19 of Midwestern State University Undergraduate Catalog, Vol. LXXVIII, No. 1.

In short, cheating, collusion, and plagiarism will not be tolerated. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the
acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff.

**L. 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, Vol. LXXVIII, No. 1, p. 21. Students with disabilities must be registered with Disability Support Services before classroom accommodations can be provided.

**M. Syllabus Change Policy:**
This syllabus is a guide for the course and is subject to change. Changes will be communicated via WebCT. The number of homework assignments and the number of quizzes is subject to change. Assignment due dates and exam dates are also subject to change. The number of mandatory class meetings (and class dates) are subject to change; students should keep the 4:00-6:50 PM time slot open on Thursdays in case additional classes (or changes in meeting dates) are necessary. The tentative schedule included with this syllabus will be changed as necessary to accommodate the progress of the class.

**N. Additional Information:**
- You need to check WebCT regularly. If you miss a class, it is your responsibility to find out what you missed, to acquire any handouts, and to get any assignments and submit them before the due date.
- All communication with me should be either by face-to-face communication or via e-mail to bob.thomas@mwsu.edu. If you choose to call my office, I’ll be happy to answer and speak with you if I’m not busy helping someone else at that time. If you leave a voicemail, all responses from me will be via e-mail to your preferred e-mail address designated in WebWorld.
- This is a hybrid course. Most lectures and activities will be handled electronically; however, we will have a few mandatory in-class meetings for exams and quizzes on select Thursdays from 4:00-6:50 PM in DB 178. During the semester, we will have approximately seven face-to-face meetings. This course requires access to either an on or off campus computer with high-speed Internet access. Numerous assignments will require access to McGraw-Hill's Connect, a web-based application used to work and submit homework assignments. A registration code for this application can be purchased through the MSU Bookstore or via McGraw-Hill's web-site for a small fee. Once the code is registered it can be accessed via the web from an on or off campus computer. Some of our lectures may be delivered via PowerPoint slides with audio narration or via an alternative application which allows you to view presentations in a Java enabled web browser. If you don't have PowerPoint (or a Java enabled web browser) at home, you can bring headphones to any of the campus computer labs to play the audio lectures. Some handouts will be delivered via Adobe Reader, which is freely available.
O. Tentative Schedule (The following meetings are **MANDATORY**):

<table>
<thead>
<tr>
<th>Class Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>25-Aug</td>
<td>Discuss Syllabus, WebWorld, Connect, WebCT, Chs. 1 &amp; 2</td>
</tr>
<tr>
<td>29-Sep</td>
<td>Exam 1 (Chs. 1-2); Exam 2 (Chs. 3-5)</td>
</tr>
<tr>
<td>13-Oct</td>
<td>Quizzes 1 &amp; 2; Go over Exams 1 &amp; 2</td>
</tr>
<tr>
<td>27-Oct</td>
<td>Exam 3 (Chs. 6-7); Exam 4 (Chs. 8-9)</td>
</tr>
<tr>
<td>10-Nov</td>
<td>Review</td>
</tr>
<tr>
<td>17-Nov</td>
<td>Exam 5 (Chs. 1-11)</td>
</tr>
<tr>
<td>1-Dec</td>
<td>Go over Exam 5; &amp; Wrap-up (Class will meet from 5:30-6:50 PM)</td>
</tr>
</tbody>
</table>

P. Tentative Due Dates for Connect Assignments/Quizzes

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Assignments-Due by 3 PM Central Time via Connect</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Sep</td>
<td>Homework 1</td>
</tr>
<tr>
<td>8-Sep</td>
<td>Homework 2</td>
</tr>
<tr>
<td>15-Sep</td>
<td>Homework 3</td>
</tr>
<tr>
<td>22-Sep</td>
<td>Homework 4 &amp; 5</td>
</tr>
<tr>
<td>6-Oct</td>
<td>Homework 6</td>
</tr>
<tr>
<td>13-Oct</td>
<td>Homework 7</td>
</tr>
<tr>
<td>20-Oct</td>
<td>Homework 8 &amp; 9</td>
</tr>
<tr>
<td>3-Nov</td>
<td>Quiz 3</td>
</tr>
<tr>
<td>10-Nov</td>
<td>Homework 10 &amp; 11</td>
</tr>
</tbody>
</table>

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