Contact Information:
Dr. Bob Thomas, Ph.D., CPA
Assistant Professor of Accounting
Office hours in DB 286: Thursdays 8:15 AM – 12:00 PM; 1:00 PM – 5:30 PM, or by appt.
Office hours via e-mail: Wednesdays 6:15 PM – 9:30 PM
E-mail address: bob.thomas@mwsu.edu

Course Materials:
2. You must have access to a computer with Internet access and Adobe Reader (it will be helpful to have access to a printer, but printer access is not mandatory). All homework assignments will be completed online via Connect. The WebCT/Blackboard website will be utilized extensively to deliver this course (On WebCT/Blackboard, 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.).
3. You must register a “Preferred” e-mail address in WebWorld. This should be an e-mail address that you monitor closely, as I will communicate with you periodically via e-mail.

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/or 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 (unless you become ill) and avoid conversing with colleagues while the class is in progress.
2. Turn off all cell phones, beepers, communication devices, laptops/tablets/similar devices prior to entering the classroom; these devices must be put away and remain out of sight throughout the class period.
3. 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.
4. 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.
5. 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>25%</td>
<td>Exam 1</td>
</tr>
<tr>
<td>25%</td>
<td>Exam 2</td>
</tr>
<tr>
<td>25%</td>
<td>Exam 3</td>
</tr>
<tr>
<td>25%</td>
<td>Homework Average</td>
</tr>
<tr>
<td>100%</td>
<td>Total</td>
</tr>
</tbody>
</table>

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. A course grade of at least 90% is needed for a letter grade of A; 80-89% B; 70-79% C; 60-69% D; <60% F.
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.

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. Missed Examinations:
The only valid excuses for missing an exam 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.

In cases where a make-up exam is allowed, the Exam 3 score will be used to assign a grade for the missed item. For example, if you are allowed to make up Exam 1, and you score an eighty-five for the Exam 3 score, you will receive an eighty-five for Exam 3 and an eighty-five for Exam 1.

If you miss Exam 3 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 May 3rd. There will be no other opportunity to make up Exam 3.

H. Homework:
Late homework assignments will receive zero credit (no exceptions). 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.

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.
I. 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

J. 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.

K. 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.

L. 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 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 9:30-10:50 AM or 5:30-6:50 PM time slot open on Tuesdays/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.

M. 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, discussions, etc. (See Section N, below). This course requires access to either an on or off campus computer with Internet access and access to Adobe Reader/WebCT/WebWorld/E-mail.

N. Tentative Schedule (The following meetings are MANDATORY):

<table>
<thead>
<tr>
<th>Planned Class Meetings</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-Jan (Tues.)</td>
<td>Discuss Syllabus/WebCT/WebWorld/Connect/Basic Accounting Concepts</td>
</tr>
<tr>
<td>23-Feb</td>
<td>Exam 1 (Chs. 1-5)</td>
</tr>
<tr>
<td>1-Mar</td>
<td>Go over Exam 1</td>
</tr>
<tr>
<td>12-Apr</td>
<td>Exam 2 (Chs. 6-9)</td>
</tr>
<tr>
<td>19-Apr</td>
<td>Extra Credit Quiz/Go over Exam 2</td>
</tr>
<tr>
<td>1-May (Tues.)</td>
<td>Exam 3 (Chs. 1-11)</td>
</tr>
<tr>
<td>3-May</td>
<td>Wrap-up (Attendance Mandatory--Missing this class will lower your grade!)</td>
</tr>
</tbody>
</table>

Keep your schedule open on Tues./Thurs. during our scheduled class time; more classes may be scheduled if I deem them to be necessary. Additional classes, if any, will be announced via WebCT Announcement.

O. Tentative Due Dates for Connect Assignments/Quizzes

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Homework Assignments-Due by 3 PM Central Time via Connect</th>
</tr>
</thead>
<tbody>
<tr>
<td>26-Jan</td>
<td>Homework 1 (100 points possible)</td>
</tr>
<tr>
<td>31-Jan</td>
<td>Homework 2 (100 points possible)</td>
</tr>
<tr>
<td>7-Feb</td>
<td>Homework 3 (100 points possible)</td>
</tr>
<tr>
<td>14-Feb</td>
<td>Homework 4 (100 points possible)</td>
</tr>
<tr>
<td>16-Feb</td>
<td>Homework 5 (100 points possible)</td>
</tr>
<tr>
<td>1-Mar</td>
<td>Homework 6 (100 points possible)</td>
</tr>
<tr>
<td>8-Mar</td>
<td>Homework 7 (100 points possible)</td>
</tr>
<tr>
<td>22-Mar</td>
<td>Homework 8 (100 points possible)</td>
</tr>
<tr>
<td>29-Mar</td>
<td>Homework 9 (100 points possible)</td>
</tr>
<tr>
<td>3-Apr</td>
<td>Chapters 1-9 Review (400 points possible)</td>
</tr>
<tr>
<td>19-Apr</td>
<td>Homework 10 (100 points possible)</td>
</tr>
<tr>
<td>24-Apr</td>
<td>Homework 11 (100 points possible)</td>
</tr>
</tbody>
</table>

To get your homework average, calculate the total points you earned from these twelve assignments and divide that total by fifteen.

Copyright:
This syllabus and all instructional materials provided for this course are copyrighted (2012) by Dr. Bob Thomas and may not be reproduced without my written consent. Additionally, students are prohibited from selling (or being paid for taking) notes during this course to or by any person or commercial firm without the express written permission of Dr. Bob Thomas.