

**ACCOUNTING 640**  
**ACCOUNTING CONCEPTS & PROCEDURES I**  
*Spring 2020*

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**OFFICE HOURS:** Tuesday's 9:00 am–12:00 pm...by appointment (meetings to take place using Zoom)

Classroom Schedule			
Section	Class Time	Room #	Finals Schedule
699	ONLINE	ONLINE	Friday, April 17th, 1:00 a.m. – 9:00 p.m.

**PROCTORU:**

In order to maintain the integrity of the grades for the two, online Exams, you will use ProctorU (<https://www.proctoru.com/students/>) for each of the Exams. As long as you schedule an Exam with ProctorU more than 72 hours in advance and don't make any last minute changes, there should NOT be a fee (please contact me ASAP if you are asked to pay a fee for the Exam). The ProctorU subfolder in the Exam folder of the class website (on eCampus), contains a wide variety of information about taking the Exams using ProctorU. For example, "Scheduling Exams with ProctorU" explains the process of setting up your Exam time. Make sure that you have gone over all of the material in this folder so there will be no surprises when you take an Exam. Please let me know if you have any questions.

**COURSE OBJECTIVES AND LEARNING OUTCOMES**

According to your catalog, this course is a study of the "accounting concepts and relationships essential to administrative decisions; use of accounting statements and reports as policymaking and policy execution tools." This course helps students learn how accounting develops and conveys useful information for decision-making. This course requires graduate classification.

- What will you know and be able to do by the end of the semester?
  - You will be able to discuss themes such as:
    - How do accountants decide what information is important in business decision making?
    - How do accountants capture and present information to users like investors, regulators, and creditors?
    - What is the purpose of the various financial statements?
    - What are the limitations of financial statements?
  - I expect you to have developed your accounting skills and you will be able to:
    - Analyze business transactions using the conceptual framework and produce the proper journal entries to recognize accounting events
    - Apply theory to develop critical thinking to approach accounting problems
    - Identify the basic components of financial statements, analyze the relationships between those components, and prepare the primary financial statements
    - Have an awareness that there are basic differences between U.S. and international accounting standards

### **IMPORTANT UNIVERSITY DATES**

January	13	Monday	First day of Fall Semester classes
January	17	Friday	Last day for adding/dropping courses for semester
February	14	Friday	Last day to apply for all degrees to be awarded in May without a late fee
March	09-13	Monday – Friday	Spring Break
April	14	Tuesday	Last day to drop courses with no penalty (Q-drop)
April	14	Tuesday	Last day to officially withdraw from the University
April	21	Tuesday	Muster, Campus Ceremony
April	28	Tuesday	Last day of Spring Semester classes
April	28	Tuesday	Last day to apply for all degrees to be awarded in May
April	28	Tuesday	Redefined Day; students attend <b>Friday</b> classes
April	29	Wednesday	Reading Day, no classes
April & May	30, 1, 4-5	Thursday-Friday; Monday-Tuesday	Spring Semester final examinations for all students

### **BUILDING**

We have beautiful and state-of-the-art classrooms in the Wehner Building. We wish to maintain the high quality conditions of these classrooms for the students of future years. Thus, it is necessary for you to adhere to the established policy of **NO BEVERAGES, FOOD, TOBACCO PRODUCTS, OR ANIMALS** (unless approved) within the Wehner Building classrooms.

### **STUDENTS WITH DISABILITIES**

Texas A&M University is committed to providing equitable access to learning opportunities for all students. If you experience barriers to your education due to a disability or think you may have a disability, please contact Disability Resources in the Student Services Building or at (979) 845-1637 or visit <http://disability.tamu.edu>. Disabilities may include, but are not limited to attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability related needs with Disability Resources and their instructors as soon as possible.

### **ETHICS and SCHOLASTIC DISHONESTY**

The accounting profession has a long-established reputation for its high level of ethical conduct, but that reputation has eroded considerably recently with the corporate and accounting scandals that have been so much in the news. Ethics in accounting is probably at the lowest level it has been in the past 50 years and this must be corrected. This begins in the academic arena where the profession's future leaders are being prepared. Accounting students are expected to conduct themselves in a manner that is above reproach in their own course-related actions.

The Faculty Senate recently passed the new Aggie Honor Council procedures and rules, effective September 1, 2004. The following statement is required on all syllabi:

#### **Aggie Honor Code Syllabus Statement**

Aggie Honor Code

“An Aggie does not lie, cheat, or steal or tolerate those who do.”

Upon accepting admission to Texas A&M University, a student immediately assumes a commitment to uphold the HonorCode, to accept responsibility for learning and to follow the philosophy and rules of the Honor System. Students will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the Texas A&M University community from the requirements or the processes of the Honor system. For additional information please visit: <http://aggiehonor.tamu.edu>.

On all course work, assignments, and examinations at Texas A&M University, the following Honor pledge shall be preprinted and signed by the student: “On my honor, as an Aggie, I have neither given nor received unauthorized aid on this academic work.”

### **GRADE APPEALS/CHANGES**

If you believe an error has been made in grading or recording an assignment/exam, you must submit a written request for review within three class days of the date the assignment/exam score was made available in class. ANY REQUESTS MADE AFTER THIS TIME CAN NOT BE CONSIDERED. It is therefore critical that you pick up and review all graded assignments on a timely basis.

***The Course: Changes to this syllabus may occur during the semester. An important reason to come to class and to check eCampus...***

### **RECOMMENDED:**

ebook: **Financial Accounting, 6<sup>th</sup> Edition. Hanlon/Magee/Pfeiffer/Dyckman**  
(see purchase instructions on eCampus)

**Calculator:** Basic four function calculator recommended for all exams (the computer calculator is fine to use).

### **REQUIREMENTS:**

**Etiquette:** Turn off all electronic devices when class begins. *Text messaging during class will not be tolerated!*

### **ACCOUNTING 640 – GRADING**

Quizzes	100 points
Accounting Cycle Project	50 points
Financial Statement Analysis Project	50 points
Mid-Term Examination	100 points
Final Examination	100 points
<b>Total Points Available</b>	<b>400 points</b>

*Students are expected to submit all assignments on time and take all examinations at the scheduled times.*

### **COURSE GRADE:**

Your course grade is determined based on total points. Grades will be assigned as follows:

A	360-400 points
B	320-359 points
C	280-319 points
D	240-279 points
F	0-239 points

### **QUIZZES:**

There will be a total of 10 quizzes worth 10 points each given during the semester. You are to submit your Quiz answers on eCampus. In addition, you will have 2 chances to take each Quiz (except for Quiz 10) and eCampus will capture your **highest** score attempt. **Because of this policy, NO late quizzes will be accepted and there will be NO opportunity to makeup missed quizzes.** Quizzes are used as a “learning experience” to help reinforce those skills necessary to do well on the exams!

**Total Quizzes                      100 pts.**

### **PROJECTS:**

Two projects will be assigned during the semester. Any project received after the specified due date will receive a grade no higher than the lowest grade given to any student who turned the assignment in on time. Examinations may include questions from the projects.

**Total Projects                      100 pts.**

**EXAMS:**

The exams will consist of calculations and theory-type questions. Exam formats will include multiple choice questions. Questions from chapter assignments, quizzes, and the projects may be included on exams.

While memorization is basic to learning, your ability to analyze and formulate a problem-solving approach will be necessary for you to do well on the exams. **The textbook is intended to supplement the assigned, Chapter Notes.** Suggested exercises and problems are intended to provide examples that should allow you to develop your working skills, but they cannot represent all the problem situations you may encounter on exams.

**Examination Schedule:**

<b><u>EXAM</u></b>	<b><u>CHAPTERS</u></b>	<b><u>LOCATION</u></b>	<b><u>TIME</u></b>	<b><u>DATE</u></b>	<b><u>POINTS</u></b>
Mid-Term	Ch. 1, 2, 3, 6, 7	On eCampus	1:00am – 9:00pm	2/25	100
Final	Ch. 8, 9, 11, 4, 5	On eCampus	1:00am – 9:00pm	4/17	100
		**through ProctorU		Total Points	200

\*\* In the event that there is a technical issue with the ProctorU testing system, which is so severe that the student is unable to finish the Exam within the allotted time, the student must submit the transcript between the student and the IT agent from ProctorU to the Instructor by email by the end of the testing day. In addition, the Instructor must be able to recognize that the student has not attempted any of the Exam questions on eCampus. Once the Instructor has reviewed the ProctorU transcript and the attempt in eCampus, giving the student approval to re-take the Exam, the student must re-take the Exam within 48 hours of instructor approval date and time.

**EXAM MAKE-UP POLICY**

If an absence is excused, the student will be allowed to make up exams at the scheduled make up time (see schedule below). To be excused, the student must notify me in writing (acknowledged e-mail message is acceptable) prior to the date of absence, and provide appropriate documentation for the absence. In cases where advance notification is not feasible (e.g. accident or emergency) the student must provide notification by the end of the second working day after the absence, including an explanation of why notice could not be sent prior to the class. The reasons absences are considered excused by the university are listed below. See Student Rule 7 for details (<http://student-rules.tamu.edu/rule7.htm>). The fact that these are university-excused absences does not relieve the student of responsibility for prior notification and documentation. Failure to notify and/or document properly may result in an unexcused absence. Falsification of documentation is a violation of the Honor Code.

**Excused Absences Defined by Texas A&M University**

- 7.2.2.1 Personal injury or illness that is too severe or contagious for the student to attend class.
- 7.2.2.2 Death or major illness in a student's immediate family. Immediate family may include: parents, siblings, grandparents, spouse, child, spouse's child, spouse's parents, spouse's grandparents, step-parents, step- siblings, step-grandparents, grandchild, step-grandchild, legal guardian, and others as deemed appropriate by faculty member or student's academic dean or designee.
- 7.2.2.3 Illness of a dependent family member.
- 7.2.2.4 Participation in legal or governmental proceedings that require a student's presence and that cannot be rescheduled.
- 7.2.2.5 Graduate or professional school interviews which are mandatory, and fixed date by university/school policy, which cannot be rescheduled.
- 7.2.2.6 Mandatory interviews for permanent, full-time employment or full-time internships (including those that are part of a cooperative education program) that have a duration of at least 10 weeks, provided that such interviews are related to the student's academic program and provided that the interviews are fixed date by employer policy and cannot be rescheduled. A student may not request excused absences for employment or internship interviews for more than one scheduled class meeting in one academic term.
- 7.2.2.7 Presentation of research or scholarship at a professional conference related to the student's academic program, provided that the student is a presenter.
- 7.2.2.8 Participation in an activity appearing on the university authorized activity list. (see List of Authorized and Sponsored Activities)
- 7.2.2.9 Mandatory participation as a student athlete in NCAA-sanctioned competition.

### **ASSIGNMENTS:**

Accounting is a demanding course and **experience has shown that for a student to perform at his or her best, he or she should study a minimum of eight to ten hours each week. Some students will require more time. Regular study time is important, as well as proper preparation for class.**

### **HELPFUL HINTS**

In accounting, your understanding of new topics often depends on your comprehension of prior concepts. You must keep up. ***Do not be afraid to ask questions.*** The minute you feel that you are getting lost, ask for help.

Do your homework. If you don't understand a concept, work additional problems until you do. In accounting, hard work really does pay off! This is definitely not a course you can wait to prepare for a night or two before an exam. I cannot stress enough the importance of

- (1) Actively participating in the class
- (2) Reading the text and completing assignments on a daily basis
- (3) Developing a sound foundation by understanding and applying concepts, particularly those in the initial weeks of the course.

Reading and homework assignments are indicated on the attached schedule. **Although the homework assignments will not be turned in for a grade, students are encouraged to work all assignments and problems on a timely basis.** Getting behind in preparation is one of the most prevalent causes of difficulty in the study of accounting.

Solutions to the recommended homework problems are available through eCampus.

### **ECAMPUS:**

eCampus will be used for this class. All class items (Chapter Notes, Quizzes, Solutions to Suggested Homework, Exams, any supplemental information, etc.) will be uploaded to eCampus. I will also make announcements to the entire section through eCampus. ***Please check eCampus every day for any announcements pertaining to our class.***

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**COURSE SCHEDULE: PLEASE MAKE NOTE OF THE CHAPTER ORDER**

WEEK	CHAPTER	ASSIGNMENTS
JANUARY 14	SYLLABUS	
WEEK 1: JANUARY 15 - 21	CHAPTER 1	<u>QUESTIONS</u> : 2-3, 18 <u>EXERCISES</u> : 27, 29-32 <u>PROBLEMS</u> : 36, 39, 42 <u>CASES</u> : 47
	<b>CHAPTER 1 QUIZ (ON ECAMPUS)</b>	<b>DUE: JAN. 24 BY MIDNIGHT</b>
WEEK 2: JANUARY 22 - 28	CHAPTER 2	<u>Q</u> : 1, 4, 6-8 <u>E</u> : 37, 39-40, 44-46 <u>P</u> : 58, 64, 66 <u>C</u> : 71
	<b>CHAPTER 2 QUIZ (ON ECAMPUS)</b>	<b>DUE: JAN. 31 BY MIDNIGHT</b>
WEEK 3: JANUARY 29 – FEBRUARY 4	CHAPTER 3	<u>Q</u> : 1, 8, 11, 14-17 <u>E</u> : 31-32, 35, 39 <u>P</u> : 42, 50, 54 <u>C</u> : 57
	<b>CHAPTER 3 QUIZ (ON ECAMPUS)</b>	<b>DUE: FEB. 7 BY MIDNIGHT</b>
WEEK 4: FEBRUARY 5 - 11	CHAPTER 6	<u>Q</u> : 1, 12 <u>E</u> : 33-34, 36-38 <u>P</u> : 45 <u>C</u> : 50
	<b>CHAPTER 6 QUIZ (ON ECAMPUS)</b>	<b>DUE: FEB. 14 BY MIDNIGHT</b>
WEEK 5: FEBRUARY 12 - 18	CHAPTER 7	<u>Q</u> : 1, 3-5, 10 <u>E</u> : 26-27, 32 <u>P</u> : 35-36
	<b>CHAPTER 7 QUIZ (ON ECAMPUS)</b>	<b>DUE: FEB. 21 BY MIDNIGHT</b>
WEEK 6: FEBRUARY 25	<b>MID-TERM EXAM</b>	<b>ON eCAMPUS, 1:00AM – 9:00PM</b>
WEEK 7: FEBRUARY 26	<b>ACCOUNTING CYCLE PROJECT</b>	<b>BEGIN...</b>
WEEK 8: FEBRUARY 26 – MARCH 3	CHAPTER 8	<u>Q</u> : 1, 3, 6-10 <u>E</u> : 22-26, 31 <u>P</u> : 36-37 <u>C</u> : 40
	<b>CHAPTER 8 QUIZ (ON ECAMPUS)</b>	<b>DUE: MARCH 6 BY MIDNIGHT</b>
WEEK 9: MARCH 4 - 17	CHAPTER 9	<u>Q</u> : 1, 4-7, 9-11, 14-16 <u>E</u> : 39, 42, 48 <u>P</u> : 55, 57, 59 <u>C</u> : 61
	<b>CHAPTER 9 QUIZ (ON ECAMPUS)</b>	<b>DUE: MARCH 20 BY MIDNIGHT</b>
WEEK 10: MARCH 18 – 24	CHAPTER 11	<u>Q</u> : 1-2, 5-10, 12, 15 <u>E</u> : 39, 41, 44, 50, 52 <u>P</u> : 55, 58 <u>C</u> : 63
	<b>CHAPTER 11 QUIZ (ON ECAMPUS)</b>	<b>DUE: MARCH 27 BY MIDNIGHT</b>
WEEK 11: MARCH 25 - 31	CHAPTER 4	<u>Q</u> : 1, 3-4, 8, 11 <u>E</u> : 35, 39, 42 <u>P</u> : 46, 56 <u>C</u> : 57
	<b>CHAPTER 4 QUIZ (ON ECAMPUS)</b>	<b>DUE: APRIL 3 BY MIDNIGHT</b>
WEEK 12: APRIL 4	<b>ACCT. CYCLE PROJECT DUE</b>	<b>DUE: APRIL 4 BY MIDNIGHT</b>
WEEK 12: APRIL 1 - 9	CHAPTER 5	<u>Q</u> : 1-5, 13 <u>E</u> : 25, 30, 32 <u>P</u> : 38, 41, 46 <u>C</u> : 47-49
	<b>CHAPTER 5 QUIZ (ON ECAMPUS)</b>	<b>DUE: APRIL 9 BY MIDNIGHT</b>
WEEK 13: APRIL 9	<b>FINANCIAL STATEMENT ANALYSIS PROJECT DUE</b>	<b>DUE: APRIL 9 BY MIDNIGHT</b>
WEEK 14: APRIL 17	<b>FINAL EXAM</b>	<b>ON eCAMPUS, 1:00AM - 9:00PM</b>

