



DANIELS
COLLEGE OF BUSINESS
UNIVERSITY of DENVER

ACTG 2200

Introduction to Financial Accounting

Term and Credits:

Quarter/Year: Fall 2020

Credit Hours: 4.0

SECTION AND CRN:

2200 Section 03 - CRN 2735

2200 Section 06 - CRN 3083.

Location:

2200-03: Class DCB 345

Lab DCB 345

Final - online

2200-06: Class DCB 305

Lab DCB 345

Final - online

Instructor:

Diane Butler, CPA, MT

Department: School of Accountancy

Office Location: Online

Virtual Office Hours: Mondays 3pm-5pm;

Wednesdays 1pm - 3pm and by appointment.

Email: d.butler@du.edu

Teaching Assistant:

TBA

Email: [TBA](#)

Office hours: TBD

Communication Conduct:

Most students are comfortable calling me Professor Butler or Ms. Butler.

I prefer you email me with any questions or issues. I will answer as soon as I am able to provide a considered response, almost always within 24 hours, with one exception. I will not respond to any project questions received within 24 hours of the project deadline.

I will send class-level communications via Canvas Announcements.

All information for this course will be available on Canvas. It is the student's responsibility to check Canvas daily for regular updates since the schedule will be dynamic (due dates may change, assignments might be modified etc.). Students will be notified when major changes are made through Canvas Announcements.

Course Details

COURSE DESCRIPTION

The purpose of this course is to introduce students to accounting and its relevance in the business world. Students learn how to analyze transactions and prepare financial statements. In addition, students are introduced to publicly traded companies' annual reports and 10Ks.

PREREQUISITES/CO-REQUISITES

ECON 1020, INFO 1010, MATH 1200 or MATH 1951, and Excel Certification. Daniels student status is required.

LEARNING OUTCOMES

After successfully completing this course, students will:

- be familiar with financial statements and their intended purpose as the end-product in financial reporting.
- be able to prepare the income statement, balance sheet, and statement of cash flows.
- be able to record transactions related to cash, accounts receivable, inventory, property plant and equipment, intangible assets, liabilities, and equity in accordance with Generally Accepted Accounting Principles.
- understand how the above-mentioned transactions relate to the income statement and the statement of cash flows.

Course Material

REQUIRED MATERIALS

Spiceland, J.D., Thomas, W.M., Herrmann, D. (2019). *Financial Accounting (Loose pages) with Connect Plus Access Card* (5th Edition). New York, NY: McGraw-Hill/Irwin ISBN: 9781260260113.

Connect Plus Access includes the e-book, so if you don't want a physical textbook, you can choose to purchase just the Connect Plus Access Card, ISBN: 9781260159622

NOTE: You must register for the Connect Course through the Canvas platform. Do not attempt to register using the URL for the course in Connect. The Canvas course is automatically paired with Connect and you must follow the Canvas prompts to complete the Connect registration. All information throughout the quarter for this course will be available on Canvas.

McGraw Hill Connect platform: Please register with Connect prior to the first class. Students are strongly encouraged to utilize the online learning center to supplement the class materials. The online learning center includes supplements such as practice quizzes/exams, PowerPoint presentations, check figures, audio/videos, Excel templates, iPod contents, Learn Smart and narrated slides.

Technological requirements. Since this class may go online on short notice, please understand that it is your responsibility to procure reliable, readily accessible Internet service in order to fulfill course expectations. While I will try to be reasonable, I cannot accept late assignments or waive required tasks (such as participation) due to lack of online access or malfunctioning computer hardware.

GRADING AND COURSE REQUIREMENTS

GRADING

This course does not provide for any type of “extra credit” assignments to help you raise your grade. Your grade will be solely determined on the weighted-average score you accumulate from the following:

Attendance & Professionalism	5%
Quizzes	5%
Homework	10%
Project 1	15%
Project 2	15%
Exam 1	15%
Exam 2	15%
Final Exam	20%

GRADING SCALE

94 and above	A	74-76.99	C
90-93.99	A-	70-73.99	C-
87-89.99	B+	67-69.99	D+
84-86.99	B	64-66.99	D
80-83.99	B-	60-63.99	D-
77-79.99	C+	Below 60	F

Grades are not rounded. For example, a 93.9% grade is an A-, not an A.

COURSE REQUIREMENTS DETAILS

Professionalism and Attendance Policy: Successful completion of the course with a passing grade without consistent attendance is doubtful. Labs are very important in helping students complete the homework. If you miss lab, you miss the opportunity to successfully complete the homework.

- Attendance will be taken at class. It will constitute 3% of your course grade. You may have two free absences (excused or unexcused) with no consequence to your grade. For Fall 2020 only, you may have an additional four absences where you watch the video of the class session and submit a 1-page summary to the instructor, in addition with keeping up with assignments. Beyond a total of six absences from class, you should discuss with the instructor and your advisor the appropriateness of remaining in the course.
- Labs are not mandatory but attendance will be taken.
- 2% of your course grade is professionalism as determined by your instructor. This includes participation in class (asking questions, volunteering responses to questions addressed to the class, demonstrating solutions to individually solved problems, etc);

attendance at labs; taking responsibility for completing the work and seeking help when needed.

Class Preparation: Students are expected to read each chapter before each class period. This is designed to encourage students to learn independently of the classroom and be prepared for each class.

In-Class Exercises: In-class exercises will be extensively used to reinforce and enhance the learning of accounting concepts.

Quizzes: Chapters in the textbook to be covered each class session must be read *prior to class*. Quizzes in Connect may be given randomly without notice, so come to each class fully prepared.

Online Homework: It is solely the student's responsibility to schedule, budget, and plan his/her time effectively to complete the homework on time. Homework is another part of your commitment to engage in the learning process of the course. Your homework-score is the simple average across all your homework assignments after **dropping the assignment with the lowest score**. Given that the lowest score is dropped, no make-up assignments nor extensions will be allowed. Any missed assignment will count as the dropped assignment.

Projects: Students will work individually. Two projects will be assigned during the quarter. Projects must be prepared using Excel and/or Word. ***Late projects received any time after due date and time are subject to a 20% point reduction. Only files submitted to Canvas will be graded. Any other submissions will not be graded.*** Students must submit a well-formatted electronic version of each project to Canvas prior to the due date. Grades may be reduced if the presentation does not meet University standards. All project work must be completed by the individual only – no templates, no shared files from current or prior students, no downloading of posted example files or other aids or files from previous quarters may be used. In class project workdays will be extremely important. Please make sure to attend class on project workdays.

Exams and Final: **Exam 1, Exam 2 and the Final will be online and remote.** All three exams will use Canvas with Respondus Lockdown Browser and webcam monitoring. specific dates and times are provided in the Course Schedule.

- You must take all exams (including the final) on the scheduled dates, at the scheduled times.
- A standard calculator will be provided through lockdown browser
- An excel-like scratch paper function will be provided through lockdown browser
- You may have a drink handy, but the rest of your workspace should be clear when the environment check is completed.
- Additional details will be provided at the time of each exam

POSSIBLE ONLINE COURSE DELIVERY This course may move online on short notice. For a hands-on class like this, online delivery can be particularly challenging. Here are some things that you need to keep in mind if you need to adjust to the online environment:

- **Online Class Sessions:** Classes are delivered through Zoom in the Canvas platform. As you log into Canvas, you should observe a Zoom tab on the left which contains all the meeting

times for our live sessions (please note everything is in Mountain Standard Time). These class sessions are recorded, and a link to each recording will be available to you on Canvas after class.

- **Online Office Hours:** Online open office hours are as noted above MST. During this time, I will be available in my zoom room – you can access my zoom room using the link in Canvas. In addition, you can always request a meeting and we will find a mutually acceptable time to meet either by phone or video (zoom). I will respond to requests for a meeting within 24 hours.
- **Time Zones:** Please keep in mind that all times mentioned in this class refer to MOUNTAIN STANDARD (or daylight) TIME (MST/MDT). Should you happen to be in a different time zone, please adjust accordingly!!!
- **Course Pace:** Although this course is delivered online, please don't expect it to be some version of a correspondence course. You need to attend and participate in the live sessions twice a week and submit assignments online on time. Since this is a hands-on class delivered online, it is easy to lose track if you are not keeping up with the course pace.

Netiquette Please follow the same standards of behavior online that you follow in real life. You wouldn't be checking your phone, playing with your cat, or mock others in a face to face environment – please don't do it during our live sessions either! Take a few minutes to review the [Core Rules of Netiquette](#) if you need to, and make sure that you have a profile picture added to Canvas before the beginning of the class.

Resources for Online Learning We realize that students will need additional support in a full-time online learning environment. Please check out the student resource page built by the Office of Teaching and Learning for any questions you may have.

Syllabus Policy This syllabus is subject to change based on the needs of the class and at the discretion of the instructor.

Policies

UNIVERSITY EXPECTATIONS, POLICIES AND RESOURCES

Students with Disabilities Students who have disabilities or medical conditions and who want to request accommodations should contact the Disability Services Program (DSP); 303.871.2372/ 2278; 1999 E. Evans Ave.; 4th floor of Ruffatto Hall. Information is also available online on the [DU Disability Services website](#); see Handbook for Students with Disabilities. Please note that academic accommodations cannot be applied retroactively, so it is important for you to register with DSP as soon as possible if you think you may need accommodations at some point while at Daniels College of Business.

DU Honor Code All students are expected to abide by the University of Denver Honor Code. These expectations include the application of academic integrity and honesty in your class participation, assignments and assessments. The Honor Code can be viewed in its entirety on the [DU Student Conduct website](#).

All members of the University of Denver are expected to uphold the values of Integrity, Respect, and Responsibility. These values embody the standards of conduct for students, faculty, staff and administrators as members of the University community.

In order to foster an environment of ethical conduct in the University community, all community members are expected to take “constructive action,” that is, any effort to discuss or report any behavior contrary to the Honor Code with a neutral party. Failure to do so constitutes a violation of the DU Honor Code. Specifically, plagiarism and cheating constitute academic misconduct and can result in both a grade penalty imposed by the instructor and disciplinary action including suspension or expulsion. As part of their responsibility to uphold the Honor Code, instructors reserve the right to have papers checked for plagiarism against a database of papers submitted previously at DU, a national database of papers, and the Internet.

Additional University Expectations Please review all University Expectations on the [Daniels College of Business syllabus website](#).

COVID-19 Protocols

To comply with its obligations under state and local orders, the University of Denver (DU) implements protocols for personal protective equipment, including mandatory face coverings and social distancing.

Face Coverings: All university personnel, students, and visitors shall wear a face covering at all times-while on campus in a public place to help prevent the spread of disease.

Social Distancing: All university personnel, students, and visitors shall maintain 6-feet social distancing at all times while on campus to help prevent the spread of disease.

Specific Guidance on protocols is available at:

<https://www.du.edu/sites/default/files/2020-07/DU%20COVID%20Protocol%20Social%20Distancing%20PPE.7.16.20.pdf>

Failure to wear a face covering is in violation of the DU Honor Code. Faculty, staff and students are encouraged to file an incident report when observing a violation of these protocols with the Office of Student Rights and Responsibilities. It is only through the completion of a report that will enable the University to take the appropriate action for violations of these protocols.

https://cm.maxient.com/reportingform.php?UnivofDenver&layout_id=7

Official Communications The standard method of communicating official information from the Daniels College of Business to its students is through email. Students are provided a DU account using the protocol of firstname.lastname@du.edu, but must set up a "preferred" off-campus email address. Emails sent to the DU account will be forwarded to the preferred email account. More information is available at: <http://www.du.edu/uts/helpdesk/docs/email.html>.

Performance Assessment The Daniels College of Business may use assessment tools in this course and other courses for evaluation. Educational Assessment is defined as the systematic collection, interpretation, and use of information about student characteristics, educational environments, learning outcomes and client satisfaction to improve program effectiveness, student performance and professional success.

Conflicts of Interest, including Gifts from Students The University of Denver requires all employees to avoid real or perceived conflicts of interest. Thus, the instructor feels that it is not appropriate to accept gifts from students.

Emergency Procedures The College places great emphasis on the safety of its students. Please respect emergency instructions, including fire alarms. For more information, go to <http://www.du.edu/emergency/whattodowhen/index.html>.

Class Schedule

It is solely the student's responsibility to check Canvas daily for regular updates since the schedule will be dynamic (due dates may change; assignments might be modified; etc.). Students will be notified when major changes are made through Canvas and/or by DU email. Please set your Canvas mail frequency delivery to at least “daily”.

Note: All assignments due midnight on Mondays, EXCEPT Ch 11 is due on THURSDAY Nov 19 by midnight.

Week	Date	Day	Read	Topic	Assignment Due
1	9/14/20	M	Lab	<i>Lab – Introduction and Canvas/ Connect Registration/overview</i>	
	9/15/20	Tu	Ch 1	Orientation to course and Overview of Accounting	
	9/17/20	Th	Ch 1 &2	Overview of Accounting and Accounting Cycle: During the Period	
2	9/21/20	M	Lab	<i>Chapter 1 problems</i>	HW #1 (Ch 1)
	9/22/20	Tu	Ch 2	Accounting Cycle: During the Period	
	9/24/20	Th	Ch 2	Accounting Cycle: During the Period - Project 1 introduced	
3	9/28/20	M	Lab	<i>Chapter 2 problems; Project 1</i>	HW #2 (Ch 2)
	9/29/20	Tu	Ch 3	Accounting Cycle: End of the Period - Project 1 inventory/COGS	
	10/1/20	Th	Ch 3	The Accounting Cycle: End of the Period - Project 1 SCF & T-accounts	

Schedule continued on next page

Week	Date	Day	Read	Topic	Assignment Due
4	10/5/20	M	Lab	<i>Chapter 3 problems; Project 1</i>	HW #3 (Ch3); Project 1
	10/6/20	Tu		Project 1 work on second submission; exam 1 study; no class; zoom office hours	
	10/8/20	Th		EXAM 1 (Ch 1-3) REMOTE DO NOT COME TO CLASS	
5	10/12/20	M	Lab	<i>No lab?</i>	
	10/13/20	Tu	Ch 4	Cash and Internal Controls / Bring electronic 10K's to class - Project 2 introduced	
	10/15/20	Th	Ch 5	Receivables and Sales-introduce	
6	10/19/20	M	Lab	<i>Chapter 4</i>	HW #4 (Ch 4)
	10/20/20	Tu	Ch 5 & 6	Receivables & Sales-finish AND Inventory & Cost of Goods Sold-introduce	
	10/22/20	Th	Ch 6	Inventory & Cost of Goods Sold-finish	
7	10/26/20	M	Lab	<i>Chapter 5 & 6 problems</i>	HW # 5 (Ch 5 & 6)
	10/27/20	Tu	Ch 7	Long Term Assets / Have your 10K's in front of you; exam review	
	10/29/20	Th	Ch 4-7	EXAM 2 (Ch 4-7) REMOTE DO NOT COME TO CLASS	
8	11/2/20	M	Lab	<i>No lab?</i>	HW #6 (Ch 7)
	11/3/20	Tu	Ch 8	Current Liabilities / Have your 10K's in front of you	
	11/5/20	Th	Ch 9	Long Term Liabilities / Have your 10K's in front of you	
9	11/9/20	M	Lab	<i>Chapter 8 problems</i>	HW #7(Ch 8)
	11/10/20	Tu	Ch 9	Continued	
	11/12/20	Th	Ch 10	Stockholder's Equity	
10	11/16/20	M	Lab	<i>Chapter 9 & 10 problems</i>	HW #8 (Ch 9 & 10); Project 2
	11/17/20	Tu	Ch 11	Statement of Cash Flows – Indirect Method	
	11/19/20	Th		Final Exam Review	HW #9 (CH 11)
	12/2/20	W	CH-8-11	FINAL EXAM – Ch 8-11 with comprehensive component	