

**ACCT 201.003: ACCOUNTING PRINCIPLES I**  
**COURSE SYLLABUS**  
**SPRING 2017**

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**INSTRUCTOR**

**Name:** Dr. Andrew T. Dill

**Position:** Assistant Professor, Department of Accounting & Finance

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**Office Hours:** Tuesday & Thursday, 2:00 pm to 3:00 pm

Wednesday, 12:00 pm to 1:00 pm

Or by appointment

Please book a reservation through the following website:

<https://bookwhen.com/dillofficehours>

**COURSE INFORMATION**

**Credit Hours:** 3

**Day:** Tuesday and Thursday

**Time:** 10:30 am to 11:45 am

**Location:** BE 3025

**Pre-requisite and/or Co-requisite:** CIS 151 or CIS 261, MATH 111, and must have completed at least 24 credit hours.

**COURSE DESCRIPTION**

Business Core requirement for all business majors. A study of the principles of financial accounting and reporting as they relate to today's business environment. Both the procedures used and the concepts upon which they are based will be studied.

**COURSE TEXTBOOK**

Harrison, Horngren, Thomas & Tietz. (2017). *Financial Accounting (11<sup>th</sup> edition)*. Pearson: Boston. *MyAccountingLab* is used for the course.

Please bring your book and a calculator to each class unless instructed otherwise.

**COURSE LEARNING OBJECTIVES**

This course will help to develop analytic problem solving and ethical decision making skills. To that end, after completing this course, the student will be able to:

1. Define and explain the relationship among the basic accounting concepts of assets, liabilities, stockholder's equity, income and expenses.
2. Prepare basic financial statements (balance sheet, income statement, and statement of cash flow).
3. Explain the relationship among the financial statements.
4. Explain the accounting equation.
5. Explain the rules of the double-entry accounting system.
6. Record basic economic transactions for assets, liabilities, stockholder's equity.

## **COURSE FORMAT**

Each chapter will include a lecture of the material, an in-class review of some relevant problems, and group exercises or quizzes, when time permits. Lectures may include the use of PowerPoint, Excel, and the whiteboard. Students are strongly encouraged to participate and ask questions during lectures and the problem reviews. Keeping up with the material will be the key to your success in this accounting course. *Thus, it is imperative that you read the chapter prior to the day we cover that particular material and keep up with the homework.* It will allow you to absorb the material reviewed in class and get your questions answered in a timely manner.

## **GRADING, ASSIGNMENTS & EXAM POLICIES**

**Grading:** In total, there are four exams and twelve homework assignments in the course. Students may also earn up to 50 points for Professionalism. Specific point values are:

|  | Points     |
|--|------------|
| Exam I                                 | 100        |
| Exam II                                | 100        |
| Exam III                               | 100        |
| Final Exam                             | 100        |
| Assignments (12 total, 25 points each) | 300        |
| Professionalism                        | 50         |
| <i>Total</i>                           | <u>750</u> |

Grades will be distributed **STRICTLY** based on the following scale. There are no extra credit assignments for the course. No grades are “rounded” in the course; exact percentages are used based on the point equivalents as listed below:

| Grade  | A            | B+           | B            | C+           | C            | D+           | D            | F     |
|--------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------|
| Points | 750 -<br>675 | 674 -<br>650 | 649 -<br>600 | 599 -<br>575 | 574 -<br>525 | 524 -<br>500 | 499 -<br>450 | < 450 |

**Assignments:** Homework assignments will be given throughout the semester. The homework will be completed using an online program called *MyAccountingLab (MAL)* which can be accessed by following:

<https://www.pearsonmylabandmastering.com/northamerica/myaccountinglab/>

You will need to register within the first two weeks of the course. In order to register, you will need the following code: **dill30524**. If you happen to buy a used version of the textbook that does not include a *MAL* access code, then you will need to purchase one through the publisher’s website. Information related to registration will be provided in class as well as posted on the course Blackboard site.

You will have unlimited attempts to complete each assignment before that material is covered on an exam. After the exam, you will no longer be able to complete the related homework for credit. Late assignments are not accepted under any circumstances. To that end, if you wait until the last

minute and experience problems, then you will not be given additional opportunities to submit incomplete work.

You may work on the homework at different times (**the assignment does not have to be completed in one sitting**) and the software will show you what you have missed and what you have correct after each attempt. **You should NOT fully rely on the homework as your only preparation for the exam/assessment(s).** I encourage you to work with other students on the homework. I must warn you, however, against just copying your classmate's answers. In order to do well on the exam, you will need to **UNDERSTAND** how to work a particular problem.

**Exam Policies:** The exams may either be administered in a classroom or through an online portal such as *MAL*. The exams may consist of multiple choice, short answer, essay, and calculation questions. The frequency for each type of question may vary among the exams. For example, one or more exams may be all multiple choice. During the exams, cell phones and laptops must be turned off (if the exam is administered in a classroom). All that you will need to complete the exams is a pencil, a basic calculator, and notes provided/allowed by the instructor. If you plan to use a programmable calculator, then you must arrive 5-10 minutes early so that I may check it (if the exam is administered in a classroom). You may not share a calculator during the exam. The final examination will be given according to the official university schedule.

Because the course work is cumulative in nature, staying current with the coursework is **very important**. The best way to prepare for the exams is by thoroughly reviewing the textbook and related notes from class and by completing the homework. Working problems enhances your understanding of the material. The more problems you work *correctly*, the more prepared you will be.

If sick and unable to take an exam, the student will contact the instructor before the examination is given, if physically possible to do so. A doctor's note that indicates the student's return date to the University must be emailed or delivered to the instructor as soon as physically possible. Within twenty-four hours that a student is able to return to campus, the student must speak to the professor, in person or by phone (465-1632) (NOT by email), to arrange a make-up examination date.

Failure to come to an examination without notification AND written documentation (*e.g.*, doctor's note) **will result in an exam grade of zero**. Makeup exams will be given **ONLY** in the event of a serious medical or personal tragedy, and after discussing the situation with the instructor.

**Quizzes:** Surprise quizzes may occasionally be given during class. Superior scores will earn additional points on an upcoming exam. You must be present to take the quizzes and no make-ups will be allowed.

**Group work:** In-class group work may be assigned on occasion. Like quizzes, group work may allow you to earn additional points towards the next exam. Each student is expected to contribute towards his or her group, and the instructor reserves the right to not award bonus points to those who do not participate.

**Incomplete Grades:** Incomplete grades (I) are ONLY given at the instructor's discretion, according to official university policy, if a student is passing the course and has an extremely serious medical or personal problem. Students must follow the university's course-drop guidelines.

### **PROFESSIONALISM & COURSE POLICIES**

Students are expected to display professionalism throughout the course and in interactions with the instructor and/or other students in the course. To that end, professionalism is evaluated related to academic integrity, attendance, personal communication, and the use of electronic devices in the classroom. Each of these is discussed below.

**Academic Integrity:** Those students found guilty of any form of plagiarism, cheating, or other breach of academic integrity will receive a zero for the examination/assignment and possibly a failing grade for the course, depending on the type and extent of dishonesty involved. The instructor may also pursue the option of starting proceedings to have the student expelled from the University for academic dishonesty. At a minimum, academic integrity issues will impact the student's Professionalism grade for the course.

**Attendance:** Class attendance and meaningful participation is vital to your success in this course. In addition, your presence and participation in class is *essential* for us to share ideas and develop a greater understanding about accounting. You are thus expected to attend all classes and participate by providing answers to the assigned exercises and problems, as well as asking for clarification on points you do not understand. You are responsible to obtain any missed information since both the quizzes and the exam may include discussion material covered in class that may not be in the text.

Each class the instructor will distribute a class attendance sheet for you to sign. **There will be a five-point deduction from your Professionalism grade for each unexcused absence beyond the three you are allowed for the semester.** An excused absence may include, but is not limited to, any school-sanctioned function, a personal tragedy, or an illness for which you can provide a doctor's note as evidence. **It is your responsibility to make sure you sign the attendance sheet and, if you forget, that will count as an unexcused absence. Finally, a student who forges another's name on the sheet will receive a zero for his or her Professionalism grade.**

It is understood that there are times a student will run late for a number of reasons (*e.g.*, traffic), and your instructor would rather have you come to the class late than not at all. However, excessive tardiness will be treated as unexcused absences and thus will affect your Professionalism grade.

**Email:** Email is not answered on a 24/7 timeframe; rather, it is answered during standard business hours only. Additionally, it is answered in the order it is received. Please do not wait to the last minute to make requests or ask questions via email, as they may not be answered according to your time constraints. Email messages not composed in a professional manner (proper grammar, mechanics, formatting and professionalism) will be deleted without response. Email interactions are factored into the Professionalism grade for the course.

**Personal Communication:** Professional etiquette dictates that you interact with your classmates, advisors and faculty in a respectful manner. Informal, inappropriate or unprofessional language or behavior, which includes talking while others are speaking, will not be tolerated and will impact your Professionalism grade.

**Electronic Devices:** Electronic devices (*i.e.*, laptops, tablets, or phones) should only be used during class to access the e-text or homework portal, review PowerPoint slides, or take notes. Cell phones should be silenced and put away before the class begins. If you have a potential emergency that will require you to respond to a call or text, then you should inform the instructor ahead of time. Cell phones, laptops, and tablets are not acceptable calculators and will NOT be permitted during exams or quizzes. If you are using your electronic devices in a way not related to the course during class time (*e.g.*, texting, Facebook, etc.), the instructor may subtract 5 points from your Professionalism grade for each offense.

## **STUDENT RESOURCES**

**Course Website:** The instructor will use Blackboard to post lecture outlines, PowerPoint slides, and other materials. In addition, email and discussion list communication will be utilized via this site. Please check this website prior to class.

**University Support Services:** The University has a number of support services which are available for students. The Counseling Center located in the University Division provides counseling services for students with learning, physical, or other disabilities. Please contact the Counseling Center to learn more about this service. Academic Skills provides tutoring for many lower level courses. Contact the Academic Skills office to determine the courses and hours of tutoring services. If you are interested in an internship in your field, then you can contact the Career Placement Center.

## **UNIVERSITY STATEMENTS**

**Disability Accommodations:** If you have a disability for which you may require academic accommodations for this class, please register with Disability Resources (DR) as soon as possible. Students who have an accommodation letter from DR are encouraged to meet privately with course faculty to discuss the provisions of those accommodations as early in the semester as possible. To qualify for accommodation assistance, students must first register to use the disability resources in DR, Science Center Rm. 2206, 812-464-1961, <http://www.usi.edu/disabilities>. To help ensure that accommodations will be available when needed, students are encouraged to meet with course faculty at least 7 days prior to the actual need for the accommodation. However, if you will be in an internship, field, clinical, student teaching, or other off-campus setting this semester please note that approved academic accommodations may not apply. Please contact Disability Resources as soon as possible to discuss accommodations needed for access while in this setting.

**Title IX Statement:** USI does not tolerate acts of sexual misconduct, including sexual harassment and all forms of sexual violence. If you have experienced sexual misconduct, or know someone who has, the University can help. It is important to know that federal regulations and University policy require faculty to promptly report incidences of potential sexual misconduct known to them to the Title IX Coordinator to ensure that appropriate measures are taken and resources are made available. The University will work with you to protect your

privacy by sharing information with only those who need to know to ensure we can respond and assist. If you are seeking help and would like to speak to someone confidentially, you can make an appointment with a counselor in the University Counseling Center. Find more information about sexual violence, including campus and community resources at [www.usi.edu/stopsexualassault](http://www.usi.edu/stopsexualassault).

## **COURSE SCHEDULE**

Because of the possibility of inclement weather or factors, the instructor reserves the right to make changes to the syllabus, schedule, assignments or other course details as needed. The tentative course schedule is as follows:

### **Introduction and The Accounting Cycle**

| <b>Date</b> | <b>Topic</b>  | <b>Chapter</b> |
|-------------|---|----------------|
| 01/10       | Syllabus  |                |
| 01/12       | Introduction to Financial Accounting and Overview of the Financial Statements | 1              |
| 01/17       | Introduction to Financial Accounting and Overview of the Financial Statements | 1              |
| 01/19       | The Accounting Cycle Part I   | 2              |
| 01/24       | The Accounting Cycle Part I   | 2              |
| 01/26       | The Accounting Cycle Part II  | 3              |
| 01/31       | The Accounting Cycle Part II/Exam I review                                    | 3              |
| 02/02       | <b>EXAM I</b>   | 1-3            |

### **Recording Accounting Transactions (Part I)**

| <b>Date</b> | <b>Topic</b>   | <b>Chapter</b> |
|-------------|--|----------------|
| 02/07       | Recording Short-term Investments and Receivables       | 5              |
| 02/09       | Recording Short-term Investments and Receivables       | 5              |
| 02/14       | Recording Inventory and Calculating Cost of Goods Sold | 6              |
| 02/16       | Recording Inventory and Calculating Cost of Goods Sold | 6              |
| 02/21       | Long-lived Assets                                      | 7              |
| 02/23       | Long-lived Assets/Exam II Review                       | 7              |
| 02/28       | <b>EXAM II</b>   | 5-7            |

**Recording Accounting Transactions (Part II)**

| <b>Date</b> | <b>Topic</b>  | <b>Book Sections</b> |
|-------------|---|----------------------|
| 03/02       | Recording Long-term Investments and the Time Value of Money | 8                    |
| 03/07       | <b>NO CLASS – SPRING BREAK</b>                              |                      |
| 03/09       | <b>NO CLASS – SPRING BREAK</b>                              |                      |
| 03/14       | Recording Long-term Investments and the Time Value of Money | 8                    |
| 03/16       | Recording Liabilities                                       | 9                    |
| 03/21       | Recording Liabilities                                       | 9                    |
| 03/23       | Recording Stockholders' Equity Transactions                 | 10                   |
| 03/28       | <b>NO CLASS – ASSESSMENT DAY</b>                            |                      |
| 03/30       | Recording Stockholders' Equity Transactions/Exam III Review | 10                   |
| 04/04       | <b>EXAM III</b>   | 8-10                 |

**Special Topics**

| <b>Date</b> | <b>Topic</b>                             | <b>Book Sections</b> |
|-------------|--|----------------------|
| 04/06       | Statement of Cash Flows                  | 12                   |
| 04/11       | Statement of Cash Flows                  | 12                   |
| 04/13       | Internal Control and Cash                | 4                    |
| 04/18       | Internal Control and Cash                | 4                    |
| 04/20       | Evaluating Performance/Final Exam Review | 11                   |
| 04/25       | <b>FLEX DATE</b>                         |                      |

**FINAL - TBA**