W. Fielding Rubel School of Business

Fall 2022 Syllabus

**Principles of Financial Accounting**

**ACCT 101-01** - Monday, Wednesday, and Friday – 10:00 am-10:50am – CNMH 170

**ACCT 101-02** - Monday, Wednesday, and Friday – 11:00 am-11:50am – CNMH 276

**Important**: This syllabus and its components are subject to change based on modifications to applicable guidelines. Your instructor will attempt to communicate all changes to you in a timely manner.

Instructor Information

**Instructor:** Keith Richardson (Please call me ***Keith***)

**E-mail Address:** [krichardson@bellarmine.edu](mailto:krichardson@bellarmine.edu) (Your message will go to my cell.)

**Cell Phone:** (502) 767-9878 (Feel free to call anytime.)

**Office Location:** CNMH 169

**Office Hours:** Please stop by my office or schedule an appointment to meet with me privately. You may contact me on Teams anytime. I am in class MWF 10am-1pm and MW 3:00-4:15pm. When there is no review session for Acct 101 or 211, I will be available in my office MW 1pm-3pm.

Course Information

Course Description

Designed for all business majors to introduce the core concepts of financial accounting and a complete overview of financial statement reporting.

**Modality**: Traditional/face-to-face

**Meeting location:** CNMH 170 and CNMH 276

**Meeting day and time:** MWF 10am and 11am

**Prerequisites/Corequisites**: None

**Credit hours**: 3

Learning Outcomes

This course meets the following business core assessment outcomes adopted by the Rubel School of business: Financial theories, analysis, and reporting. These may include, but are not limited to coverage of the following specific course objectives:

1. This course introduces the Conceptual Framework of Accounting and the Accounting Model.
2. This course introduces the preparation of basic Financial Statements – Balance Sheet, Income Statement, and Cash Flow Statement.
3. This course introduces accruals and deferrals and the adjustment process.
4. This course introduces the financial accounting procedures for recording and reporting cash and credit sales and accounts receivable; cost of goods sold and inventories; property, plant, and equipment; and investments.
5. This course introduces the financial accounting procedures for recording and reporting current liabilities, bonds, and shareholders’ equity.
6. This course introduces basic Financial Statement Analysis

Course Methodology

The outcomes stated above will be achieved through a number of pedagogies. The structure of the class will be as follows (the separate Excel assignment schedule lists topics covered, reading and problem assignments, and testing dates):

1. You will read the assigned material and work the related exercises and problems prior to each class. This is critically important for your understanding and ultimate mastery of the course material. Class time will be devoted to lecture, discussion, and working problems.
2. Six (6) quizzes will be used to allow you to assess your continuous progess in learning the course material. Each quiz will be 25 points (3.8% of your grade – 23.0% total). If you must miss a quiz for a valid reason, your score on the quiz will be the percentage earned on the following test. Valid reasons include: illness, COVID, family emergencies, University team sports, and other University approved activities. You do not need to provide proof of your valid absence – we will rely upon your integrity.
3. Three (3) tests will be used to assess your progess in mastering the course material. If you must miss a test for a valid reason, you will need to arrange taking the test in the University testing center. Each test will be 100 points (15.4% of your grade – 46.2% total). Missed tests must be completed the next day you are available. Graded tests will not be returned to the class until all students have completed their test.
4. A comprehensive final will be used to assess your mastery and retention of the course material. The final will be 200 points (30.8% of your grade).
5. Electronic Devises – **You may NOT use your phone or computer during quizzes and tests.** Please be sure to have a calculator available. You are, of course, encouraged to use electronic devises at all other times.

Course Materials

Note: The 2002 Technology, Education, and Copyright Harmonization Act (TEACH Act) permits select copyrighted works to be posted online for this course under strict conditions. Students may use these works solely as instructional resources and may not share these works with anyone not enrolled in this course, nor may they maintain copies of these works beyond the end of this term.

Required Materials

Financial Accounting, Libby, Libby, Hodge, 11th Edition

McGraw-Hill, 2023 – ISBN #978-1-265-71884-8 (Loose-leaf Version)

Digital rental provided on Follett BryteWave

Course Activities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment** | **Dates** | **Learning Outcomes** | **% of Grade** | **Points** |
| Quiz Chapters 1-3 | 9/7 | 1, 2 | 3.8% | 25 |
| Quiz Chapters 4-5 | 9/16 | 1, 2, 3 | 3.8% | 25 |
| Test Chapters 1-5 | 9/21 | 1, 2, 3 | 15.4% | 100 |
| Quiz Chapters 6-7 | 10/5 | 1, 4 | 3.8% | 25 |
| Quiz Chapters 8-9 | 10/19 | 4, 5 | 3.8% | 25 |
| Test Chapters 6-9 | 10/24 | 1, 4, 5 | 15.4% | 100 |
| **November 2nd is the last day to withdraw from a course or all courses with a “W” grade.** | | | | |
| Quiz Chapters 10 & Appendix A | 11/7 | 4, 5 | 3.8% | 25 |
| Quiz Chapters 11-13 | 11/18 | 2, 5, 6 | 3.8% | 25 |
| Test Chapters 10-13 & App A | 11/28 | 2, 4, 5, 6 | 15.4% | 100 |
| Final Chapters 1-13 & App A | 12/12 or 12/14 | 1 thru 6 | 30.8% | 200 |
| TOTAL |  |  | 100.0% | 650 |

Schedule - See the Detailed Assignment Schedule on Moodle

The tentative schedule on Moodle may change at the discretion of the instructor. Also, remember that there are many important dates and deadlines published annually in the University’s Master Calendar at <https://www.bellarmine.edu/registrar/academic-calendars/>, including the final exam schedule (<https://www.bellarmine.edu/registrar/final-exam-information/>). It is your responsibility to be aware of all academic calendar dates and to meet the published deadlines

Grading Information - Grading Scale

4.00 A+ = 90% 4.00 A = 80% 3.67 A- = 75% 3.33 B+ = 70% 3.00 B = 65%

2.67 B- = 60% 2.33 C+ = 55% 2.00 C = 50% 1.67 C- = 45% 1.33 D+ = 40%

1.00 D = 35% 0.67 D- = 30% 0.00 F = Below 30%

All grades are calculated to the nearest tenth and will not be rounded up. For example, a 69.9 will be a B and not a B+.

Course Policies

Attendance and Homework

Class meetings will be a combination of lecture/discussion and working/discussing homework. You will not be graded on attendance and class participation, but missing classes will reduce your learning and, therefore, hurt your performance on exams. The policy for this instructor is simply that class attendance is important. Please plan to attend all class sessions. It has been my experience that accounting is learned by doing. You will not do well on exams without concentrated effort working many problems. I strongly recommend that you utilize EXCEL to do your homework.

Classroom Expectations

The primary emphasis of this course will be on providing you with a comprehensive overview of recording, reporting, and controlling activities for the operating, financing and investment cycles of business. Accounting 101 will help you develop your thinking, decision-making, and problem-solving skills, and to some extent, your quantitative skills.

This course will provide you with knowledge you will need to study other areas of business or to pursue a degree in accounting and/or finance. This knowledge will be very important to you throughout your career, regardless of your chosen field. One of the common misconceptions about accounting is that it is a precise system of rules that unambiguously measure and report business activity. In reality, accountants must deal with many issues for which there are not clear-cut answers or for which there are several acceptable solutions. Accounting is a profession requiring a great deal of judgment and tolerance for uncertainty and ambiguity.

This course has an aggressive schedule; it is absolutely incumbent upon you to keep up with the class. Continue to prepare thoroughly and consistently. Nuf said!

Communication

You may contact me any time via Teams, cell, or email. Please leave a message and I will get back to you. I will attempt to respond quickly (typically within 48 hours).

The schedule may change depending on class needs and time available. Changes will be announced in class, on Teams, and/or by email. You are responsible for remaining current on class schedules and requirements.

Contact me immediately if you have concerns or are struggling in the course?

Technology

**Computer, Calculator, Moodle, and Teams**

You are welcome to use your computer and calculator in class. You will use Moodle and Teams extensively in this class. Our Moodle site includes Homework Solutions, Chapter PowerPoints, and Sample Test Questions.

**Library access off campus**

To access the W.L. Lyons Brown Library and pertinent contact information, visit the library website at <https://www.bellarmine.edu/library>. Through the library, Bellarmine students have access to resources for research, including academic journals, print and eBooks, films, and more. Some of these services require special steps to access off-campus; you can find necessary instructions at <https://libguides.bellarmine.edu/off_campus>.

**Technical support**

The Technology Support Center (TSC) provides technology services for the Bellarmine community for Moodle, Office 365, email, and other technology needs. The TSC is open Monday through Saturday. You may stop by the TSC on the “A” Level of the Library, call 502.272.8301, or email [tsc@bellarmine.edu](mailto:tsc@bellarmine.edu).

Withdrawals and Incompletes

If you are having difficulty in the class, please see me very early in the semester. It is often possible to avoid the need to withdraw. Incompletes will be given, with good cause, only after successful completion (C grade) of 2/3 of the semester. Incompletes cannot be used to avoid D or F grades.

**NOTE: November 2nd is the last day to withdraw from a course or all courses with a “W” grade.**

Keith Richardson - Professional Experience

Please call me ***Keith***. I have taught college level accounting for over forty years. In my past life, I was: in public accounting with a Big 8 CPA firm in Seattle and San Jose; an audit manager in a local CPA firm in Tacoma, WA; an operations manager and controller for a mushroom farm in Olympia, WA; and a financial vice-president for a land developer in Seattle.

Important Information for Your Success

As a Bellarmine University student, you are expected to be engaged in the learning process throughout the semester. We also understand circumstances may arise that may impact your success as a student. Note the following resources that may be helpful to you based on certain circumstances.

Academic Honesty

Bellarmine University exists for the sake of the advancement of knowledge; the pursuit of truth; the intellectual, ethical, and social development of students; and the general well-being of society. All members of our community have an obligation to themselves, to their peers, and to the institution to uphold the integrity of Bellarmine University. In the area of academic honesty, this means that one’s work should be one’s own and that the instructor’s evaluation should be based on the student’s own efforts and understanding. When the standards of academic honesty are breached, mutual trust is undermined, the ideals of personal responsibility and autonomy are violated, teaching and learning are severely compromised, and other goals of the academic community cannot be realized. For a thorough description of the University’s policy, including penalties for acts of academic dishonesty and breaches of integrity, refer to the Undergraduate Academic Policies’ Academic Honesty and Integrity Policy in the current Bellarmine Course Catalog, found at <https://www.bellarmine.edu/one-bellarmine/>.

Bellarmine’s post-baccalaureate programs, including professional programs, may have established policies addressing violations of academic honesty and integrity which may not mirror the penalties noted for the institution’s baccalaureate/undergraduate programs. Students enrolled in the programs are responsible for familiarizing themselves with these policies and are subject to the penalties noted in the program should they be charged with a violation of academic honesty and/or integrity, and the Dean and/or Department Chairperson will enforce the program’s policies.

University-sponsored Travel Notification / Extended Absence

While students are expected to attend scheduled classes, Bellarmine University faculty will make every effort to accommodate students who are absent from class due to university-sponsored activity. This policy protects students from being penalized for missed class time due to university-sponsored activity. Faculty will provide reasonable opportunities to make-up missed work that would normally occur in class (e.g., quizzes, tests, presentations, performances) and may include a selection of comparable coursework as agreed upon by the faculty and student. This make-up process will apply even if the instructor has a policy to drop a low test/quiz/presentation score. If a student has a test or quiz they miss, the points for the make-up work cannot be incorporated into the final exam. This is intended to have exams made up within a reasonable time frame. It is the student’s responsibility to make prior arrangements with the instructor to turn in written materials (e.g., assignments, papers, projects) on or before the assigned due date.

It is the responsibility of each student to inform their instructors of a class absence for such events by doing the following:

* meet with each instructor in the first two weeks of the semester to discuss the days they will miss class and determine plans to make up missed work.
* one week prior to each absence, notify the instructor of the class day they will miss. Exception: a person who joins a team or club after the first two weeks would provide the initial notification upon joining the group.

The student will initiate this process by providing the Student Absentee Notification Form (<https://www.bellarmine.edu/registrar/forms/>). The student and instructor will work through the form, which details expectations for successful completion of missed coursework. See the University-Sponsored Activity Absence Policy (<https://catalog.bellarmine.edu/2022-2023/undergraduate-academic-policies#Class_Attendance>) in the current Bellarmine University Course Catalog for specific details.

Should you need to miss class due to a death in the family, hospitalization, or extreme illness, you may contact the Dean of Students, Leslie Maxie, at [lmaxie@bellarmine.edu](mailto:lmaxie@bellarmine.edu) or 502.272.8051 for assistance in notifying your professors and specific information about your responsibility in making up work.

Military- and Veteran-Related Absence Policy

Bellarmine University acknowledges and appreciates the important contributions of our students who are serving or have served in our armed forces. To support these students, Bellarmine faculty pledge to provide reasonable allowances as described in the Military and Veteran Related Absence Policy (<https://www.bellarmine.edu/office-of-veteran-and-military-services/student-policies/>) to students who must be absent from class due to military obligations or required medical treatment for service-related conditions. See the Academic Policies in the University Catalog for specific details.

Student Success Center

The Student Success Center provides programs and services available to all students at the University and is committed to supporting every student. Students are encouraged to access services early and often, as the most successful students are those who utilize the resources available to them. The Student Success Center is located on the B-Level of the W. L. Lyons Brown Library and is home to Academic Advising, Tutoring Center, Writing Center, Testing Center, Pioneer Scholars Program, Learning Communities, and a variety of other programs and services. For more information, visit the SSC website (<https://www.bellarmine.edu/studentsuccess>), email [studentsuccess@bellarmine.edu](mailto:studentsuccess@bellarmine.edu), call 502.272.7400, or find the SSC on social media.

Accessibility Resource Center

Students with disabilities who require accommodations such as academic adjustments and/or auxiliary aids or services for this course may apply for services by filling out the online application found on the ARC website (<https://www.bellarmine.edu/studentaffairs/disabilityservices/>) under the Apply for Services link (<https://www.bellarmine.edu/studentaffairs/disabilityservices/acc/>). Contact the Accessibility Resource Center at 502.272.8490 or email [arc@bellarmine.edu](mailto:arc@bellarmine.edu) for more information about the accommodation process. The Accessibility Resource Center occupies CNMH 074 and CNMH 076. Students are encouraged to make these arrangements as early in the semester as possible so that the student and their course instructor can collaborate for a successful course experience.

Counseling Center and Health Services

Recognizing the impact that mental and physical health can have on academic performance, the Bellarmine University Counseling Center and Health Services provide free and confidential services to all currently enrolled students.

The Counseling Center provides a range of mental health services including short-term individual, couples, and group counseling; crisis intervention; consultation; and referral. The Counseling Center is located on the 4th floor of Nolen C. Allen Hall. For more information or to schedule an appointment, call 502.272.8480, email [counselingcenter@bellarmine.edu](mailto:counselingcenter@bellarmine.edu) or visit the Counseling Center website (<https://www.bellarmine.edu/studentaffairs/counselingcenter/>).

Health Services provides a range of services, including, but not limited to assessment; referral; over-the-counter medications; education on wellness, diet, exercise, and health; vaccinations; allergy antigen shots; and emergency response on campus. Health Services is located on the 1st floor of Newman Hall, room 121. All appointments, check-in, and questions must be completed via phone at 502.272.8048. You may also visit the Health Services website (<https://www.bellarmine.edu/studentaffairs/healthservices>) or email [healthservices@bellarmine.edu](mailto:healthservices@bellarmine.edu).

In the event of a mental health or medical emergency after hours, contact the Office of Public Safety at 502.272.7777.

Student Concern Reporting

Students are encouraged to report instances of concern that they experience or witness. As Bellarmine strives to be an educational environment that allows all students to thrive, it is helpful to sometimes involve university officials who may be able to provide resources, support, or options for additional action.

The Student Concern & Comment Form (<https://bellarmine.wufoo.com/forms/k15jgt3a1o0dgae/>) allows students to report incidents and/or student well-being concerns. Anonymous reporting is available, however the ability for administrators to follow up on an anonymous report may be limited. Once submitted, the report is reviewed by the Dean of Students Office and the Title IX Office for appropriate follow-up.

Examples of reportable concerns include mental health, inappropriate or concerning behavior, harassment, bias related to identity, sexual misconduct, student well-being, and family concerns. If you experience or witness one of these incidents, you are encouraged to report it to university officials. In addition to the Report Form, reports may also be made to the Office of Public Safety (502.272.7777), the Dean of Students Office (502.272.8051) or the Title IX Office (502.272.7337).

***Title IX and Sexual Misconduct Notification***

Sexual misconduct (including sexual harassment, sexual assault, stalking, dating violence, domestic violence) and sex discrimination violate University policies. Students experiencing such behavior may obtain confidential support from the Counseling Center (502.272.8480) and Campus Health Services (502.272.8313). To report sexual misconduct or sex discrimination, email Natasha Begin, Chief Title IX Officer, at [nbegin@bellarmine.edu](mailto:nbegin@bellarmine.edu) or call the Office of Public Safety (502.272.7777). Disclosure to University faculty or instructors of sexual misconduct, occurring on campus, in a university-sponsored program, or involving a campus visitor or University student or employee (whether current or former) is not confidential under University policy. Faculty and instructors must forward such reports, including names and circumstances, to the Title IX Officer. For more information, see the Sexual Misconduct Advocacy and Resource Guide at <https://www.bellarmine.edu/title-ix>.

Chosen Name

To encourage a more inclusive and welcoming campus, Bellarmine has established the policy whereby a community member has the option to use a chosen name on campus whenever possible. The chosen name must be reasonable and may not be used to misrepresent the individual. This name will appear wherever a legal name is not necessary. A student wishing to use a chosen name may do so by visiting the self-service page on one.bellarmine. After clicking on self-service, click the displayed username in the upper right-hand corner of the page. A drop-down menu will appear, click on user profile, and under personal identity details click the pencil to edit. Be sure to click save after entering information. Use of the legal name will continue to be required for certain documents, including but not limited to, payroll records, billing records, financial aid documents, transcripts, medical records and federal immigrations documents. Students will need to visit the help desk to get a new ID that reflects the chosen name. Students may contact the Registrar’s office at [registrar@bellarmine.edu](mailto:registrar@bellarmine.edu) or 502.272.8133 for questions about updating chosen name in self-service.

Pronouns and Gender Identity

Students may select pronouns to be displayed on class rosters. Pronouns are viewable to faculty and staff members of the Bellarmine community. If no pronoun has been selected, pronouns will not be displayed. Gender identity is not displayed on class rosters. A student wishing to select pronouns may do so by visiting the self-service page on one.bellarmine. After clicking on self-service, click the displayed username in the upper right-hand corner of the page. A drop-down menu will appear, click on user profile, and under personal identity details click the pencil to edit. Be sure to click save after entering information. Students may contact the Registrar’s office at [registrar@bellarmine.edu](mailto:registrar@bellarmine.edu) or 502.272.8133 for questions about updating pronouns and/or gender identity in self-service. For support or additional resources regarding gender identity contact the Office of Identity and Inclusion at [edixon@bellarmine.edu](mailto:edixon@bellarmine.edu) or 502.272.8303.

COVID-19 Policies and Procedures

Subject to the fluid nature of the pandemic and federal and state guidance, updates on campus COVID-19 policies and procedures can be found at the University’s COVID-19 site at <https://www.bellarmine.edu/coronavirus>.

University Mission

Our Mission

We are an inclusive Catholic university that educates students—mind, body, and spirit—for meaningful lives, rewarding careers, ethical leadership, and service to improve the human condition.

Our Vision

We will become the leading Catholic university in the South by embracing innovation and creativity, forging new and mutually beneficial partnerships, intentionally diversifying curricula and community, and providing a distinctive and transformative student experience.

Our Values

Bellarmine University finds its Catholic identity in the inclusive spirit of Thomas Merton. We believe in the search for the true self, the interconnectedness of life and the solidarity of the human spirit, which transcends ethnic, religious, and social divisions. We educate the whole person to realize their highest potential as part of an interconnected world. Our values are Academic Excellence, Intrinsic Dignity, Social Responsibility, Integrity, Hospitality, and Stewardship.