COURSE SYLLABUS
Principles of Financial Accounting
Accounting 2301.002
SPRING 2024

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Office Hours: Tuesdays: 9:15am – 11:00am; 12:15pm – 2:15pm (In-office/On-line)
Thursdays: 9:15am – 11:00am; 12:15pm – 1:00pm (In-office/On-line)
On-line Office Hours: Wednesdays: 9:00am – 1:00pm, (On-line Only)
Other times by appointment only
Class Hours: ACC 2301.002 – T/TH 11:00am – 12:15pm

Course Materials:

To purchase the textbook: The textbook may be electronic or hardcopy but students tend to benefit most from bringing a hardcopy to class. Make certain that your purchase includes the McGraw Hill CONNECT ACCESS CODE (online management system for above listed textbook). Sharp EL-233S or Casio HS-8VA calculator or any simple calculator will be used in this class.

Course Description:
Introduction to concepts, principles, processes, and uses of accounting information for financial reporting.
Prerequisite: None.

Course Objectives:
Upon successful completion of this course, the student should be able to:

1. Understand the objectives of financial reporting established by the Financial Accounting Standards Board (FASB).
2. Use current financial accounting terminology.
3. Identify, analyze, and process relevant business transactions.
4. Identify, understand, prepare, and analyze an income statement, statement of stockholders’ equity, and balance sheet.
5. Understand, classify, and analyze cash flow statement.
6. Describe alternative methods of recognizing and valuing economic resources (assets) and claims on these resources (liabilities).
7. Apply the various methods of valuation and compare the financial statement impact of each.

Cheating and Plagiarism:
Cheating and/or plagiarism will not be tolerated. In the accounting profession, ethics is of upmost importance, as numerous stakeholders rely on accounting information to make decisions. It is the intent of the Schlieff School of Accountancy to foster and encourage integrity in all of its accounting classes. Therefore, there will be no tolerance of academic dishonesty, including but not limited to, plagiarism, cheating on examinations, papers, or other course-related work, copying or collaborating on assignments without permission, or other inappropriate conduct. Any instances of such academic dishonesty will be documented and reported to the Dean and the student will receive an F in the course.

Chapter LearnSmart (SmartBook) Activities:
Chapter LearnSmart activities are due in Connect on the stated due date. These activities help you practice the concepts and objectives taught in the chapter and aid in preparing you for the chapter homework and exams. You will continue to work through these activities until you have successfully completed each assignment. Please note the amount of time to complete these activities varies by chapter. If you have not read the chapter and become familiar with the content, these activities will take much more time than they are structured to take. There is a tutorial in Connect that gives step by step instructions for successful completion of these activities.
Chapter Homework:
All homework assignments are due in Connect on the stated due date. No homework assignments will be accepted late, nor will they be accepted in writing. These assignments allow you to practice the concepts taught in each chapter and aid in preparing you for the exams. You will have three attempts to successfully complete the assignments and the highest grade will be recorded. Since it is not practical to assign every problem at the end of the chapter, “Need-to-Know” problems are found throughout each chapter that include the solutions. There are also “Multiple Choice Quizzes” found at the end of each chapter that include the solutions. I strongly encourage you to take advantage of these opportunities for additional practice to reinforce the concepts and prepare you for the exams.

Exams/Comprehensive Final Exam:
**ALL exams must be taken through Connect, IN CLASS.** A calculator AND whiteboard will be provided onscreen for each exam. No books, notes, websites, other people etc., can be used during the exams. A reliable computer and internet is required! ALL exams must be taken on the dates shown on the course timeline and no make-up exams will be allowed. There will be no exceptions to this policy. If an exam is missed, a grade of zero will be given. There will be no exceptions to this policy. The final exam will cover Chapters 1-12. The Comprehensive Final Exam is a REQUIRED EXAM. The final exam score cannot be dropped.

Attendance:
Regular class attendance is expected and strongly encouraged. Please make plans to attend every class and to arrive on time, ready to give full attention to every session. Missing class for any reason may jeopardize performance on exams, assignments, and class projects. While in class, students are expected to conduct themselves in a professional manner. Professionalism includes regular attendance, proper dress, participation in class discussions, civil conduct, cell phones turned off and put away, and ethical behavior, etc. Please ask if you are unsure what constitutes professional conduct in a particular situation. Since the daily assignments are tentative, it may be necessary to make changes as the semester progresses. Therefore, if a student is absent, it is the student's responsibility to contact the instructor and find out about any announced changes and additional assignments since you are still responsible for the work assigned for that day as well as any information given for that day. See also “Exams”.

In-Class Time:
Time in class will be spent on lecture, working problems, etc. The student is responsible for lectures, chapter reading, homework problems, class projects, and all examples worked, as well as any other material made available.

Cell Phones and other Electronic Devices:
Cell phones and all other electronic devices (i.e. iPods, MP3 players, etc.) are to be turned off AND put away during class time. Cell phones may not be used for any purpose during class (not even a calculator). This is mandatory, not a request.

Grades:
Grades will be posted in D2L upon completion of the grading. The student must notify the instructor within one week of the grade being posted in D2L if they have a question about the grade in order for any grade adjustment to be considered. Waiting until the end of the semester is too late.

Extra Credit/Bonus Points
The lowest homework assignment and quiz grade will be dropped. Allowing three attempts to complete each homework assignment allows you every opportunity to make a perfect score if you should so choose. LearnSmart (SmartBook) assignments can also be completed until a perfect score is received. Opportunities for bonus points may be given randomly and will be announced in class or on D2L. (If you do not attend class and check your email in D2L frequently, you may miss out on any bonus opportunities). Therefore, there will not be one magic assignment at the end of the semester to regain points that you missed earlier in the semester. Under no circumstances will individual extra credit be assigned at any point in the semester. Do not ask for individual extra credit at the end of the semester. Instead, earn the points when they are offered the first time.

Overall Exam Average:
At the end of the semester, students MUST have an OVERALL exam average of at least a 60 percent in order to pass this course. This grade is calculated by adding ALL appropriate exam scores (i.e. don’t include any “dropped” scores) together and dividing by the total possible points for these same exams. For example, if the student takes 4 “regular” exams and 1 final exam and the lowest “regular” exam grade is dropped, you would ONLY include the highest 3 “regular” exam scores AND the final exam grade in the calculation. If the overall exam average calculation is below a 60 percent at the end of the semester, the student automatically makes an “F” for the course regardless what other grades the student has received on other assignments.
Technical Problems
Although technical problems are no excuse for unfinished assignments, in the event a student should encounter technical difficulties, the student must notify me IMMEDIATELY when the problem occurs in order for the situation to be given any consideration. The student should do so by e-mail at stephanie.ross@sfasu.edu. **If you have a problem with Connect, you need to call 1.800.331.5094 or contact them online at www.mhhe.com/support. Connect has night and weekend hours.** When you contact Connect technical support, they will provide you with a case number. You need to include that case number in your correspondence with me. In addition to including the case number, please provide any support you may have of the technical difficulty (screenshots of errors given, error codes, etc...). **Those who do not follow these instructions will be given NO consideration. Understand that each situation will be handled on an individual basis.**

Program Learning Outcomes:
Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. You may access the program learning outcomes for your major and particular courses at http://www.sfasu.edu/cob/ugplo.asp.

General Student Policies
Academic Integrity
The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

**Withheld Grades Semester Grades Policy (5.5)**
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the coursework because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course to compute the grade point average. For additional information, go to https://www.sfasu.edu/policies/course-grades-5.5.pdf.

Students with Disabilities
To obtain disability-related accommodations, alternate formats, and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be
provided. Failure to request services promptly may delay your accommodations. For additional information, go to 
http://www.sfasu.edu/disabilityservices/.

**Student Wellness and Well-Being**
SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

**On-campus Resources:**
**The Dean of Students Office** (Rusk Building, 3rd floor lobby)
www.sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

**SFA Human Services Counseling Clinic** Human Services, Room 202
www.sfasu.edu/humanservices/139.asp
936.468.1041

**The Health and Wellness Hub** “The Hub”
Location: corner of E. College and Raguet St.

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:
- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

**Crisis Resources:**
- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-741

**Student Conduct (University Policy 10.4):**
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the full Student Conduct Code at http://www.sfasu.edu/policies/student-conduct-code.pdf.) Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/ inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.
**Course Requirements:**
- Regular Exams (Highest 3) 330
- Practice Set (3 Parts)** 70
- Comprehensive Final Exam* 105
- Chapter Homework (Highest 10) 100
- SmartBook Assignment (Highest 10) 50
- Total Points 655

**Grading Scale:**
- A = 590 to 655 Points
- B = 524 to 589 Points
- C = 459 to 523 Points
- D = 393 to 458 Points
- F = Below 393 Points

*Students must have a minimum test average of 60% for any other points earned to count.

** Please note that the practice set contains three individual parts which are worth a total of 70 points. All three of these need to be completed and turned in separately in McGraw Hill – Connect by the date listed in the “Tentative Course Schedule” below. These assignments take a significant amount of time, so you should not wait until the day they are due to begin working on them.
<table>
<thead>
<tr>
<th>Date</th>
<th>Chapters</th>
<th>Homework Assignment/Other Due Dates</th>
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</thead>
<tbody>
<tr>
<td>Week – January 15th</td>
<td>Introduction/Syllabus Overview</td>
<td>Sign up for McGraw Hill, make sure you can access course</td>
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<tr>
<td>Week – January 22nd</td>
<td><strong>Chapter 1</strong> - PowerPoint Lecture and Work-Out Problems</td>
<td>Chapter 1 Smartbook Due (01/28/2024)</td>
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<td>Chapter 1 Homework Due (01/28/2024)</td>
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<tr>
<td>Week – January 29th</td>
<td><strong>Chapter 2</strong> - PowerPoint Lecture and Work-Out Problems</td>
<td>Chapter 2 Smartbook Due (02/04/2024)</td>
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<td>Chapter 2 Homework Due (02/04/2024)</td>
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<tr>
<td>Week – February 5th</td>
<td><strong>Chapter 3</strong> - PowerPoint Lecture and Work-Out Problems</td>
<td>Chapter 3 Smartbook Due (02/11/2024)</td>
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<td>Chapter 3 Homework Due (02/11/2024)</td>
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<td><strong>Exam 1 (Chapters 1-3) (Tuesday, Feb. 13th)</strong></td>
<td>Exam 1 (In class using CONNECT Online at 11am)</td>
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<td><strong>Chapter 4</strong> – PowerPoint Lecture (Thursday, Feb. 15th)</td>
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<td>Week – February 19th</td>
<td><strong>Chapter 4</strong> – Work-Out Problems (Tuesday, Feb. 20th)</td>
<td>Chapter 4 Smartbook Due (02/21/2024)</td>
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<td><strong>Chapter 5</strong> – PowerPoint Lecture (Thursday, Feb. 22nd)</td>
<td>Chapter 4 Homework Due (02/21/2024)</td>
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<td>Practice Set II Due by 11:59 PM (02/21/2024)</td>
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<tr>
<td>Week – February 26th</td>
<td><strong>Chapter 5</strong> – Work-Out Problems (Tuesday, Feb. 27th)</td>
<td>Chapter 5 Smartbook Due (02/28/2024)</td>
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<td><strong>Chapter 6</strong> – PowerPoint Lecture (Thursday, Feb. 29th)</td>
<td>Chapter 5 Homework Due (02/28/2024)</td>
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<td>Practice Set III Due by 11:59 PM (02/28/2024)</td>
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<tr>
<td>Week – March 4th</td>
<td><strong>Chapter 6</strong> - Work-Out Problems (Tuesday, Mar. 5th)</td>
<td>Chapter 6 Smartbook Due (03/06/2024)</td>
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<td>Chapter 6 Homework Due (03/06/2024)</td>
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<td></td>
<td><strong>Exam 2 (Chapters 4 – 6) - Thursday, March 7th</strong></td>
<td>Exam 2 (In class using CONNECT Online at 11am)</td>
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<td>Week – March 11th</td>
<td><strong>WEEK OF SPRING BREAK</strong></td>
<td><strong>WEEK OF SPRING BREAK</strong></td>
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<td>Week – March 18th</td>
<td><strong>Chapter 7</strong> - PowerPoint Lecture and Work-Out Problems</td>
<td>Chapter 7 Smartbook Due (03/24/2024)</td>
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<td>Chapter 7 Homework Due (03/24/2024)</td>
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<td>Week – March 25th</td>
<td><strong>Chapter 8</strong> - PowerPoint Lecture (Tuesday, Mar. 26th)</td>
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<td>March 28th–March 31st</td>
<td><strong>EASTER BREAK</strong></td>
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<td>Week – April 1st</td>
<td><strong>Chapter 8</strong> - Work-Out Problems (Tuesday, April 2nd)</td>
<td>Chapter 8 Smartbook Due (04/03/2024)</td>
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<td><strong>Chapter 9</strong> – PowerPoint Lecture (Thursday, April 4th)</td>
<td>Chapter 8 Homework Due (04/03/2024)</td>
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<td>Week – April 8th</td>
<td><strong>Chapter 9</strong> - Work-Out Problems (Tues., April 9th)</td>
<td>Chapter 9 Smartbook Due (04/10/2024)</td>
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<td><strong>Exam 3 (Chapters 7-9) (Thurs., April 11th)</strong></td>
<td>Chapter 9 Homework Due (04/10/2024)</td>
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<td>Exam 3 (In class using CONNECT Online at 11am)</td>
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<tr>
<td>Week – April 15th</td>
<td><strong>Chapter 10</strong> - PowerPoint Lecture and Work-Out Problems</td>
<td>Chapter 10 Smartbook Due (04/21/2024)</td>
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<td>Chapter 10 Homework Due (04/21/2024)</td>
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</tbody>
</table>
| Week – April 22nd | Chapter 11 - PowerPoint Lecture and Work-Out Problems | Chapter 11 Smartbook Due (04/25/2024)  
Chapter 11 Homework Due (04/25/2024) |
|------------------|--------------------------------------------------|--------------------------------------|
| Chapter 12 – PowerPoint Lecture and Work-Out Problems | Chapter 12 Smartbook Due (04/29/2024)  
Chapter 12 Homework Due (04/29/2024) |

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<tr>
<th>Week – April 29th</th>
<th>Exam 4 (Chapters 10 - 12) – Tuesday, April 30th</th>
<th>Exam 4 (In class using CONNECT Online at 11am)</th>
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<tr>
<td>Review for Comprehensive Final Exam – Thursday, May 2nd</td>
<td>Review for Comprehensive Final Exam</td>
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</tbody>
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| Week – May 6th | Comprehensive Final Exam (Chapters 1-12) | Tuesday, May 7th, 10:30AM – 12:30PM ((In class using CONNECT Online)) |

Please note that all assignments will be due at 11:59 pm on the day listed in the tentative course schedule. Pay close attention to the due dates; some assignments are due on a Wednesday, some on a Thursday and some on a Sunday.

**Recommendations so that you are successful in this course:**

- **Before coming to class each day, do the following:**
  1. Read the chapter that we will be discussing to establish an initial understanding of the concepts.
  2. Additional resource: use the link in D2L to watch the youtube lecture video. These videos cover the material found in the chapter and offers more detailed discussions of some of the topics.
  3. Complete Smartbook over the chapter that we will be discussing before we talk about it.
  4. Complete your first attempt on the homework assignment so that you know where you are confused. This allows office hours to be more productive and allows you to get more out of our in-class discussions.

- **When you come to class each day, do the following:**
  1. Be prepared to participate!
  2. If you start to feel confused, ask questions! This is the only way to ensure you understand. To be successful in this course it is critical that you master the early information. Do not wait until the end of semester to ask for help! Get help as soon as you need it. It is much easier to stay current on the information than it is to catch up once you are behind.

- **After you come to class each day, do the following:**
  1. Complete Smartbook again, if you did not achieve a score of 100% previously. Hopefully our discussions during class will help to solidify any areas that you were previously struggling with.
  2. Complete the homework assignment for the second time and correct as many errors as you can.
  3. If you still have questions, come talk to me so that I can help you with any areas you are struggling in. I ask that you only come to me with questions on the homework though, after you have attempted the questions at least once on your own. A major part of the learning process is you struggling with the material. Then, when you receive help the information is far more likely to be retained.

I look forward to a great semester with all of you. If you ever have any questions, please feel free to reach out to me at stephanie.ross@sfasu.edu. Or, come by my office, I am always happy to meet with you.