

**ACCOUNTING 2301
PRINCIPLES OF ACCOUNTING I
COLLEGE OF BUSINESS ADMINISTRATION
UNIVERSITY OF TEXAS AT EL PASO
FALL 2022**

Instructor Contact Information

Instructor: Dr. David Folsom, Ph.D., Assistant Professor of Accounting
 Office: 254 Business Administration Building (Main Campus)
 Telephone: (915) 747-7759
 Email (best): dmfolsom@utep.edu (Please note that Pr. Folsom does not check email on Sundays.)
 Office Hours: Mondays and Wednesdays 9:00 am to 11:00 am and by appointment.

Required Course Materials

Textbook: Warren, Jones, & Tayler, *Financial & Managerial Accounting*, 16e, Cengage, 2023.

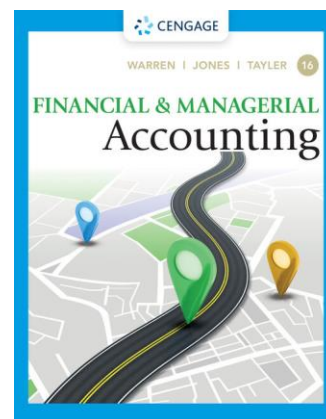
Websites: (1) Blackboard Webpage (please check weekly).
 (2) CengageNOW and Cengage MindTap Web Access – See Blackboard for sign-up instructions.

Practice Set: To be purchased from the Accounting Society for \$20 (availability forthcoming).

Computer: Notebook or laptop computer with the Respondus lock-down browser for in-class exams and quizzes. Students can borrow UTEP-owned computers from the library for free.

Phone App: iClicker Reef App; instructions available [here](#).

Calculator: Non-programmable four-function calculator. Cell phones, tablets, or smart watches cannot be used as calculators during exams or quizzes.

**Course Description**

A study of financial accounting concepts and procedures from the initial recording of an economic transaction to the preparation of financial statements for an entity.

Course Learning Objectives

1. Develop an understanding of accounting concepts and procedures as they apply to the business cycles of revenue, expenditure, and conversion while applying ethical standards.
2. Use accounting information for short-term planning and decision-making.
3. Be able to record accounting transactions and complete the accounting cycle.
4. Apply internal control principles and procedures as they apply to cash.
5. Develop fundamental skills in Excel.

Purchasing Cengage Course Materials

The best and most economical way to purchase required course materials is directly from Cengage through Blackboard by signing up for Cengage Unlimited. Students will also need these same materials for ACCT 2302 making Cengage Unlimited a good investment. See the purchase instructions from Cengage on Blackboard. Students having difficulties should contact our Cengage representative, Lisa Goodrich, at lisa.goodrich@cengage.com.

Grades and UTEP Academic Policies

Final letter grades will be based on the following items (weighted as follows):

Exams

Midterm #1 (Chapters 1 to 4)	Thursday, October 6 th	125 points
Midterm #2 (Chapters 5 to 7)	Thursday, November 3 rd	125 points
Final Comprehensive Exam	Monday, December 5 th	200 points

Excel Tutorial

Excel Modules and Projects (four topics worth 20 points each)	80 points
Comprehensive Excel Project	20 points

Assignments and Quizzes

Practice Set	100 points
Adaptive Study Plan Quizzes (10 points per quiz for each chapter)	100 points
Homework Assignments (10 points per assignment for each chapter)	100 points
In-Class Quizzes (10 points per quiz for each chapter)	100 points

In-Class Participation (using the iClicker app)	50 points
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Total Possible Points **1,000 points**

Grades are assigned using the following scale:

Grade Level	Achievement	Percentage of Points
A	Excellent	90.0 to 100.0%
B	Good	80.0 to 89.9%
C	Average	70.0 to 79.9%
D	Below Average but Passing	60.0 to 60.9%
F	Failure	< 60%

Extra Credit: 50 points of extra credit will be available for participation in various extracurricular activities approved by Professor Folsom. These activities may include actively participating in business-oriented student organizations, competing in sponsored business competitions, or participating in business-focused community service activities. Details of approved activities will be given in class throughout the semester. The extra points will be awarded to students who demonstrate consistent participation in approved activities and cannot be earned by “last-ditch” efforts in the final weeks of the semester.

Withdrawing from the Class with a “W”: The student drop deadline is 5:00 pm on October 28th. Students who wish to drop the course are responsible to do so by this deadline and will automatically receive a grade of “W” if the drop is processed on or before the drop date. If a student withdraws after the student drop deadline, the student will receive an “F” grade except under exceptional circumstances.

Three-time Rule: UTEP policies limit undergraduate course enrollment in repeated classes. In most instances, a student cannot enroll in an undergraduate class more than three times, except with the permission of the student’s academic dean. This includes enrollments that result in a grade of “W”, “F”, “D”, or “P”. A student may not re-enroll in a course in which a grade of “C” or higher has been previously earned. Moreover, a student may not enroll in a course in which he or she has an unresolved grade of “I”. A student may enroll more than three times in a course that is identified as “may be repeated for credit.”

Assessment Descriptions, Requirements, and Expectations

Exams (450 points)

If a conflict exists for a scheduled exam, students must reschedule the exam with the instructor at least two weeks before the exam. Exams will only be rescheduled if students have a conflicting University-approved activity. Rescheduling for vacations or personal commitments will not be honored. If a student has an unforeseeable legitimate emergency (e.g. serious illness or death in the family), he or she should notify the course instructor as soon as possible and be ready to provide documentation detailing the emergency (e.g. a doctor's note). Otherwise, a "0" will be designated for any missed exam.

All exams are closed-book and closed-note. Students will leave all coats, backpacks, non-approved electronic devices (e.g. cell phones, tablets, smartwatches, etc), and any other items not needed for the exam at the side or front of the examination room. Students should be prepared to change seats before or during the exam. Students should use the restroom before exams as no one will be allowed to leave the examination room until the exam is completed. Please note the final exam will be comprehensive.

For the midterm exams, students will need a notebook computer or tablet with UTEP's lockdown browser. Compatible computers can be borrowed from library services for free.

The final exam is comprehensive and covers all materials covered in the class. All sections of ACCT 2301 will take a common exam on Monday, December 5th at 7:00 am. The exam is timed and students will have 2 hours and 45 minutes to complete the exam. Plan on being on campus on December 5th. Makeup exams will only be given to students with university-approved absences. Early vacation, work conflicts, etc. do not generally constitute university-approved absences and make-up exams will not be given for these conflicts.

Re-grading Exams: All questions regarding exam grading must be submitted in writing to Professor Folsom within one week after the exam is graded. Graded exams will be retained by Professor Folsom. All students will have the opportunity to examine completed exams in class or during office hours. Tests that are submitted for re-grading after the deadline will not be re-graded for any reason. The deadline for requesting re-grading of the final exam may be moved up to ensure grades are submitted on time.

Excel Tutorial (100 Points total; 20 points for each module and 20 points for the final project)

Students will complete an online, self-guided tutorial to develop competency in Excel using the Cengage MindTap online tutorial system. Four major topical areas will be covered and students will be assessed based on a project in each of these topical modules. Students will also be assessed in a comprehensive project that integrates topics from these four modules. Students have three attempts for each graded assessment (i.e., the module and final projects) before each is due.

Practice Set (100 Points)

Completion of a course-specific, multi-part practice set is required to help students apply basic accounting concepts. Excel worksheets will be prepared to document journal entries and simple financial statements. Students will be told two weeks in advance when the practice sets are due, and **no practice set assignments will be accepted late**. Students must complete each part of the practice set individually (i.e., on their own). In other words, the practice set is an individual assignment that is to be completed by every student. Please understand that the sharing of practice sets is a form of collusion, and instances of collusion will be forwarded to the Office of Student Conduct and Conflict Resolution. Do not print any part of the practice set out for another student. Such actions are a form of cheating. The cost of the practice set will be \$20 to be paid for in class to the Accounting Society (who prepares the practice sets). The practice set must be purchased before the due date for the first practice set assignment or no credit will be given for any parts of the practice set.

Adaptive Study Plan Quizzes (100 Points total; 10 points for each chapter assignment)

Before beginning a new chapter, students are assigned to read the chapter and complete an adaptive learning assignment on CengageNOW (accessible through Blackboard). These assignments ensure students have a baseline understanding of the concepts for each chapter before class discussions.

Homework Assignments (100 Points total; 10 points for each chapter assignment)

After completing (or better, while studying) a chapter, students are assigned to complete homework problems on CengageNOW (accessible through Blackboard). Students will have unlimited attempts before the homework problem assignment is due. Please remember to click submit after the homework is completed. Homework will be graded on the completion and correctness of the assigned problems. Homework is not to be shared at any time and should reflect students' individual efforts. Please understand that copying homework is a form of collusion, and instances of collusion will be forwarded to the Office of Student Conduct and Conflict Resolution.

In-Class Quizzes (100 Points total; 10 points for each chapter assignment)

An in-class quiz will be given for each chapter. No make-up quizzes are given except for university-approved absences. The quizzes may be given at the beginning or end of class and students must be present in class to take the quiz. Students will need a pencil and calculator for each quiz. Using a cell phone, tablet, or smartwatch as a calculator is not acceptable and will result in an automatic zero for the relevant quiz. At least one in-class quiz will be given online using the Respondus Lockdown browser to ensure all students can properly use this technology. Pr. Folsom may use this technology for multiple (or most) quizzes during the semester. Thus, students will need access to a laptop computer for these quizzes. Students can borrow UTEP-owned computers from the library for free.

Class Participation (50 points)

Students are expected to attend class and actively participate. After the first week of classes, two participation points can be earned per lecture period: one for attendance as captured by using the iClicker polling system (regardless of the student response) and one for correct answers to various polling questions. Excluding the first week of classes, the course has 25 scheduled, non-exam discussion periods, resulting in 50 total points (i.e., 25 * 2). To best use the iClicker technology, students will be required to allow this software to access their location to verify students are physically present in class.

Unexplained absences/tardiness will result in negative participation credit. If a student cannot attend a class for any reason, he or she is expected to communicate with the instructor (e.g., email) the reason for the absence ***before*** class. If a student is absent without proper communication, he or she will lose ten graded points per absence. Of course, even if the student has a justifiable absence, positive class participation points for that class period cannot be earned due to the lack of attendance. Unprofessional behavior (such as unapproved cell phone use, texting, inappropriate discussions, and/or tardiness) will also result in negative participation points.

Plagiarism and Cheating

Students are encouraged to discuss homework assignments with other classmates. However, copying work from any source, including classmates, homework files, the Internet, etc. is NOT acceptable. *Submitting material that has been copied constitutes plagiarism and will be treated as cheating.* All students are expected to complete their own work and to abide by the Handbook of Operating Procedures available in the Office of the Dean of Students. Additional information can be found at <https://www.utep.edu/student-affairs/osccr/student-conduct/academic-integrity.html>. *Any suspected cheating will be reported to the Office of Student Conduct and Conflict Resolution.*

Two technologies may be used to ensure the integrity of student-submitted work. For uploaded assignments, the coursework will be submitted to SafeAssign, a plagiarism-detecting software. SafeAssign is used to review assignment submissions for originality to ensure sources are properly attributed rather than paraphrased. Exams (and potentially in-class quizzes) will be administered using Respondus Lockdown Browser, a UTEP-approved test proctoring software, during the class periods listed in the course calendar.

Technology Requirements

Course content is delivered via the Internet through the Blackboard learning management system. Cengage online materials are best accessed via Blackboard. Students need to ensure their UTEP e-mail accounts are working and that they have access to the Web using a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, students should first update their browsers, clear the browser cache, or try switching to another browser.

Students will need to have access to a computer/laptop for exams and quizzes. Students must also have an electronic device with the iClicker app (with location services turned on) during every class meeting. Students will need access to various computer software including (but not limited to) Microsoft Word, Microsoft Excel, Adobe Acrobat Reader, and Windows Media Player (or another audio/video player). Students can download Microsoft Office for free via UTEP's [Microsoft Office Portal](#).

IMPORTANT: For technical difficulties, please contact the [UTEP Help Desk](#) as these workers are trained specifically in assisting with the technological needs of students. In general, the Help Desk is much better equipped than Professor Folsom to assist students!

Free Tutoring

Walk-in, no-cost tutoring by upper-division accounting students is available at various times each week on campus (generally on the first floor of the business administration building). Details for this program are listed on Blackboard.

COVID-19 Precautions

Students should STAY HOME if diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If feeling unwell, please let Pr. Folsom know as soon as possible, so appropriate accommodations can be made. If a student has tested positive for COVID-19, he or she is encouraged to report this positive test to covidaction@utep.edu, so that the Dean of Students Office can provide support. The Student Health Center is equipped to provide COVID-19 testing.

Please consider wearing face coverings in class when advised by the CDC (see CDC County Check [here](#)).

Accommodations for Students with Disabilities

If a student has or suspects a disability and needs accommodations, he or she should contact the Center for Accommodations and Support Services (CASS) at 747-5148. Students may also email the office at cass@utep.edu or visit the office in the Union Building East, Room 106. For additional information, please visit the CASS website at <https://www.utep.edu/student-affairs/cass/>.

Course Calendar

A preliminary course calendar with a class-by-class description of activities is below. Be aware that predicting the precise flow of the course is impossible and these dates may have to be adjusted slightly from time to time. Modifications to the schedule and changes in course requirements will be announced during class meetings AND/OR through Blackboard.

Pr. Folsom reserves the right to change any assignment if circumstances dictate. Students will be notified of such changes through an announcement in a class meeting AND/OR via Blackboard. Students have the responsibility to be aware of such changes by checking Blackboard regularly and attending meetings.

DATE	CLASS TOPIC	ASSIGNMENTS AND QUIZZES
Tue, 08/23	Course Organization	
Thu, 08/25	Chapter 1: Introduction	
Tue, 08/30	Chapter 1: Introduction	
Thu, 09/01	Chapter 2: Analyzing Transactions	Chapters 1 & 2 Adaptive Study Plan Quizzes due by 7:30 am. Chapter 1 Quiz (in class).
Sun, 09/04 (No Class)		Chapter 1 Textbook Homework Assignment due by 11:55 pm. Excel Module #1 due by 11:55 pm.
Tue, 09/06	Chapter 2: Analyzing Transactions	
Thu, 09/08	Chapter 2: Analyzing Transactions	
Tue, 09/13	Chapter 3: The Adjusting Process	Chapter 3 Adaptive Study Plan Quiz due by 7:30 am.
Thu, 09/15	Chapter 3: The Adjusting Process	
Sun, 09/18 (No Class)		Chapter 2 Textbook Homework Assignment due by 11:55 pm. Excel Module #2 due by 11:55 pm.
Tue, 09/20	Chapter 3: The Adjusting Process	Chapter 2 Quiz (in class using Respondus Monitor).
Thu, 09/22	Chapter 4: The Accounting Cycle	Chapter 4 Adaptive Study Plan Quiz due by 7:30 am.
Sun, 09/25 (No Class)		Chapter 3 Textbook Homework Assignment due by 11:55 pm. Excel Module #3 due by 11:55 pm.
Tue, 09/27	Chapter 4: The Accounting Cycle	Chapter 3 Quiz (in class).
Thu, 09/29	Chapter 4: The Accounting Cycle	
Sun, 10/02 (No Class)		Chapter 4 Textbook Homework Assignment due by 11:55 pm. Excel Module #4 due by 11:55 pm.
Tue, 10/04	Exam Review	Chapter 4 Quiz (in class).
Thu, 10/06	Exam #1: Chapters 1 through 4	
Sun, 3/8 (No Class)		
Tue, 10/11	Chapter 5: Retail Businesses	Chapter 5 Adaptive Study Plan Quiz due by 7:30 am.
Thu, 10/13	Chapter 5: Retail Businesses	
Sun, 10/16 (No Class)		Chapter 5 Textbook Homework Assignment due by 11:55 pm. Excel Comprehensive Project due by 11:55 pm.

DATE	CLASS TOPIC	ASSIGNMENTS AND QUIZZES
Tue, 10/18	Chapter 6: Inventories	Chapter 6 Adaptive Study Plan Quiz due by 7:30 am. Chapter 5 Quiz (in class).
Thu, 10/20	Chapter 6: Inventories	
Sun, 10/23 (No Class)		Chapter 6 Textbook Homework Assignment due by 11:55 pm.
Tue, 10/25	Chapter 7: Internal Controls and Cash	Chapter 7 Adaptive Study Plan Quiz due by 7:30 am. Chapter 6 Quiz (in class).
Thu, 10/27	Chapter 7: Internal Controls and Cash	
Fri, 10/28 (No Class)	Last Day to Drop with a "W"	
Sun, 10/30 (No Class)		Chapter 7 Textbook Homework Assignment due by 11:55 pm.
Tue, 11/01	Exam Review	Chapter 7 Quiz (in class).
Thu, 11/03	Exam #2: Chapters 5 through 7	
Tue, 11/08	Chapter 8: Receivables	Chapter 8 Adaptive Study Plan Quiz due by 7:30 am.
Thu, 11/10	Chapter 8: Receivables	
Sun, 11/13 (No Class)		Chapter 8 Textbook Homework Assignment due by 11:55 pm.
Tue, 11/15	Chapter 9: Long-Term Assets	Chapter 9 Adaptive Study Plan Quiz due by 7:30 am. Chapter 8 Quiz (in class).
Thu, 11/17	Chapter 9: Long-Term Assets	
Tue, 11/22	Chapter 10: Current Liabilities	Chapter 10 Adaptive Study Plan Quiz due by 7:30 am.
Thu, 11/24 (No Class)	Thanksgiving	
Sun, 11/27 (No Class)		Chapter 9 Textbook Homework Assignment due by 11:55 pm.
Tue, 11/29	Chapter 10: Current Liabilities	Chapter 9 Quiz (in class).
Thu, 12/01	Exam Review	Chapter 10 Quiz (in class).
Sun, 12/04 (No Class)		Chapter 10 Textbook Homework Assignment due by 11:55 pm.
Mon, 12/05; 7:00 am to 9:45 am	Comprehensive Final Exam Room To Be Announced	