

Principles of Accounting I - ACCT 2301 01

Summer I 2020 (6/8-7/2)

1 Contact Information

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Location: Blackboard

Office Hours: Please contact me via email if you have any questions.

2 Course Material (Required)

- Textbook
 - *Financial & Managerial Accounting*, by Warren, Jones, and Taylor, 15th Edition.
 - CengageNOW software (Code and ebook come together)
- Practice Set available from the Accounting Society \$20 (information on availability to be provided during the semester)
- 6 function calculator, (add, subtract, multiply and divide)- No cell phones will be used as calculators during class

3 Registration

1. Connect to
<https://www.cengage.com/dashboard/#/course-confirmation/E-Y84E55WGGC24F/initial-course-confirmation>
2. Follow the prompts to register your CengageNOWv2 course.

4 Course Objectives

1. Develop an understanding of accounting concepts and procedures as they apply to the business cycles of revenue, expenditure, and conversion.
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 Operating Procedures

- Every student must purchase an access code for Cengage. The electronic book comes with the access code. **You must have Cengage to be able to do the homework.**
- You have to read the chapter by the first day it is assigned.
- You are expected to bring your book, paper, pencil, and calculator to class each day to actively work/solve problems in class.
- No cell phones will be allowed at any time during class and must be silenced and in your backpack at all times. If there is an emergency, please step out of class to answer a phone call or to text someone.

6 Assignments, Quizzes, Exams, and Related Policies

6.1 Homework Assignments

Homework assignments are done on Cengage and the due dates are indicated in the schedule (Section 8- Assignments and Course Schedule). You have unlimited takes to do the homework up until the due date. Homework will NOT be accepted after it is due and please remember to click submit when finished. Homework grades will be based on percentage and quality of completion. For every homework completed on Cengage, you will receive a grade based on your score, ex: if you score 100% you will receive 10 points, if you score 85% you will receive 8.5 points. Listed on the schedule at the end of the syllabus (Section 8- Assignments and Course Schedule) are the due dates for homework assignments.

6.2 Pre-lecture Quizzes

Points are given based on the student's completion of the pre-lecture quiz on Cengage. These pre-lecture quizzes must be completed before 11:55 a.m. on the day we start the chapter (except the exam day). There is only one take for the pre-lecture quiz. For every pre-lecture quiz completed on Cengage, you will receive a grade based on your score, ex: if you score 100% you will receive 10 points, if you score 85% you will receive 8.5 points. Listed on the schedule at the end of the syllabus (Section 8- Assignments and Course Schedule) are the due dates for each pre-lecture quiz.

6.3 Chapter Quizzes

A chapter quiz will be given on Blackboard for each chapter. You must use the Respondus LockDown Browser to take the quiz. Each chapter quiz will include 10 multiple-choice questions and you have 20 minutes to complete the quiz. On the day we end the chapter, the quiz will be given at 12:01 a.m. and must be completed before 11:59 p.m.. There is only one take for the chapter quiz and no make-up quizzes are given. Listed on the schedule at the end of the syllabus (Section 8- Assignments and Course Schedule) are the due dates for each chapter quiz.

6.4 Exams

Three exams are scheduled during the semester. Each exam will include 25 multiple-choice questions and you have 80 minutes to complete the exam. Exams are done on Blackboard and you must use the Respondus LockDown Browser to take the exam. On the exam day, the exam will be given at 12:01 a.m. and must be completed before 11:59 p.m.. There is only one take for the exam and no make-up exams are given. Listed on the schedule at the end of the syllabus (Section 8- Assignments and Course Schedule) are the due dates for each exam.

6.5 Final Exam

The final exam will be given on Blackboard and will include 50 multiple-choice questions. You must use the Respondus LockDown Browser to take the final exam. This exam will be comprehensive and will count 20% of your course grade. It is a common final and all sections taking 2301 will take the final exam on the same day which for this semester **Monday, July 6th. You have 2 hours and 45 minutes to complete this exam and no make-up final exam is given.** Listed on the schedule at the end of the syllabus (Section 8- Assignments and Course Schedule) are the due dates for the final exam.

6.6 Practice Set

Completion of a practice set will be required for this course. Every student must purchase their own practice set; no sharing is allowed. The due dates for the practice set will be told two weeks in advance. NO PRACTICE SETS will be accepted LATE. Practice sets will be sold for \$20. Be prepared to purchase the practice set during class when the time comes. A requirement for the Practice Set is that each student must have their own USB. Make sure when doing your practice set that you make it your own work. Do not copy nor print out copies for anyone. This is an individual assignment that is to be completed by every student.

6.7 Grading Policy

Component	Percentage of Final Grade
Homework (10 points each chapter)	11%
Pre-lecture Quiz (10 points each chapter)	11%
Quiz (10 points each chapter)	11%
3 Exams (125 points each)	37.5%
Final Exam-Comprehensive	20%
Practice Set (5 parts)	9.5%
Total Points	100%

Grading Guidelines	
90% - 100%	A
80% - 89.9%	B
70% - 79.9%	C
60% - 69.9%	D
<60%	F

7 Miscellaneous

7.1 Drop/Withdrawal Policy

The student drop deadline is **5:00 p.m. on June 26th.** You must have the drop form signed by your advisor and then you must take the form to Records, Academic Services Building Room 123. Students are responsible for seeing they are dropped by the deadline, and will automatically receive a grade of "W". After the student drop deadline, Accounting Department policy states that neither the instructor nor the Chair of the department are allowed to sign drop forms.

7.2 Three-time Rule

The University has adopted a policy that limits undergraduate course enrollment. In most instances a student may enroll in an undergraduate class a maximum of 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 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."

7.3 Scholastic Dishonesty

Any student caught using a phone, taking a picture, texting, etc., or using any other type of technology during an exam will be given a zero and turned over to the Office of Student Conduct and Conflict Resolution. The University of Texas at El Paso prides itself on its standards of academic excellence. In all matters of intellectual pursuit, UTEP faculty and students must strive to achieve based on the quality of the work produced by the individual. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Any form of scholastic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to all graduates of UTEP. Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Proven violations of the detailed regulations, as printed in the Handbook of Operating Procedures (HOP) and available in the Office of Student Conduct and Conflict Resolution, may result in sanctions ranging from disciplinary probation, to failing grades on the work in question, to failing grades in the course, to suspension or dismissal, among others.

7.4 Student Standards of Conduct

Each student is responsible for notice of and compliance with the Regents' Rules and Regulations and the rules of the University. Copies of the Regents' Rules and Regulations and all University rules are available for review in the office of: President, Vice President for Student Affairs, Dean of Students, Student Activities, and the University Library.

All students are expected and required to obey the law, to comply with the Regents' Rules and Regulations, with System and University rules, with directives issued by an administrative official in the course of his or her authorized duties, and to observe standards of conduct appropriate for the University. A student who enrolls at the University is charged with the obligation to conduct him/herself in a manner compatible with the University's function as an educational institution.

Any student who engages in conduct that is prohibited by Regents' Rules and Regulations, UT System or University rules, specific instructions issued by an administrative official or by federal, state, or local laws is subject to discipline whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct.

7.5 Policy on Disruptive Acts

The obstruction or disruption of any teaching, research, administrative, disciplinary, public service or other authorized activity on campus or on property owned or controlled by the University is prohibited and will subject the student or group of students to disciplinary action.

An instructor may deny a student access to participate in class activity for up to two individual classes (or course related activity periods) for behavior that is disruptive to the learning or teaching environment. Individuals so denied may be immediately referred to the Office of Student Conduct and Conflict Resolution for additional disciplinary intervention including withdrawal from the course.

7.6 Campus Carry

Persons who hold a Concealed Handgun License can lawfully carry their gun into a UTEP classroom as long as it remains concealed. Open carry remains prohibited on campus. Should you feel someone is intentionally displaying a gun (or any other weapon for that matter), do not hesitate to call Campus Police (X 5611) or 9-1-1. For more information on campus carry, see <http://sa.utep.edu/campuscarry/>; for more information on overall campus safety, see <http://admin.utep.edu/emergency>

7.7 Students with Special Needs

If you feel you may have a disability that requires accommodations, contact the Center for Accommodations and Support Services (CASS) at 747-5148 or go to room 106 East Union, or email: cass@utep.edu.

7.8 Additional Services

- Student Counseling Center (202 Union West):
 - (915) 747-5302
 - <http://sa.utep.edu/counsel/>
 - Walk-ins encouraged
- Student Health Center:
 - (915) 747-5624
 - <https://www.utep.edu/chs/shc/>
 - Many services free to students paid for through student health fee
- Center for Accommodations and Support Services (106 Union East):
 - (915) 747-5148
 - <http://sa.utep.edu/cass/>
- Student Engagement and Leadership Center (106 Union West):
 - (915) 747-5670
 - <http://sa.utep.edu/selc/>
 - Includes study space with workstations and family friendly room with lactation space
- Career Center (103 Union West):
 - (915) 747-5640
 - <http://sa.utep.edu/careers/>
- Minetracker:
 - <https://minetracker.utep.edu/>
 - Events, news and organizations

8 Assignments and Course Schedule

All homework and pre-lecture quizzes will be done in CengageNow.

Homework Assignments Schedule

Chapter	Exercises	“B” problems	Due Dates
1	1,4,6,8,13,16,17,18	1	June 14, 11:55 p.m.
2	2,4,5,6,8,13,16	2	June 14, 11:55 p.m.
3	1,6,8,18,19,24,26	2,5	June 21, 11:55 p.m.
4	1,2,3,8,10,16,22	1	June 21, 11:55 p.m.
5	2,3,5,8,11,20,29	1,2,5	June 21, 11:55 p.m.
6	3,4,12,13,23,26	1,2,3,7	June 28, 11:55 p.m.
7	12,16,17,18,21,22	3,5	June 28, 11:55 p.m.
8	4,6,17,18,21,22	1,5,6	June 28, 11:55 p.m.
9	3,10,11,13,15,17,19,20	3,5,6	July 5, 11:55 p.m.
10	4,6,8,10,19	1,2	July 5, 11:55 p.m.
12	1,8,9,18,22	3	July 5, 11:55 p.m.

Pre-lecture Quizzes Schedule

Chapter	Due Dates
1	June 9, 11:55 a.m.
2	June 10, 11:55 a.m.
3	June 15, 11:55 a.m.
4	June 16, 11:55 a.m.
5	June 17, 11:55 a.m.
6	June 22, 11:55 a.m.
7	June 23, 11:55 a.m.
8	June 25, 11:55 a.m.
9	June 29, 11:55 a.m.
10	June 30, 11:55 a.m.
12	July 2, 11:55 a.m.

Chapter Quizzes & Exams Schedule

Chapter	Quiz Available	Due Dates
1	June 9, 12:01 a.m.	June 9, 11:59 p.m.
2	June 11, 12:01 a.m.	June 11, 11:59 p.m.
Exam I	June 12, 12:01 a.m.	June 12, 11:59 p.m.
3	June 15, 12:01 a.m.	June 15, 11:59 p.m.
4	June 17, 12:01 a.m.	June 17, 11:59 p.m.
5	June 18, 12:01 a.m.	June 18, 11:59 p.m.
Exam II	June 19, 12:01 a.m.	June 19, 11:59 p.m.
6	June 22, 12:01 a.m.	June 22, 11:59 p.m.
7	June 24, 12:01 a.m.	June 24, 11:59 p.m.
8	June 25, 12:01 a.m.	June 25, 11:59 p.m.
Exam III	June 26, 12:01 a.m.	June 26, 11:59 p.m.
9	June 29, 12:01 a.m.	June 29, 11:59 p.m.
10	July 1, 12:01 a.m.	July 1, 11:59 p.m.
12	July 2, 12:01 a.m.	July 2, 11:59 p.m.
Final Exam	July 3, 12:01 a.m.	July 6, 11:59 a.m.

Table 1: Course Schedule (tentative and subject to change)

Week	Date	Chapter	Topic	Note
1	6/8	1	Introduction to Accounting and Business	Pre-lecture 1 due 11:55 a.m. Pre-lecture 2 due 11:55 a.m.
	6/9	1 (continued)	Introduction to Accounting and Business	
	6/10	2	Analyzing Transactions	
	6/11	2 (continued)	Analyzing Transactions	
	6/12	3	Exam I (Chapter 1 & 2) & The Adjusting Process	HW Due June 14, 11:55 p.m.
2	6/15	3 (continued)	The Adjusting Process	Pre-lecture 3 due 11:55 a.m.
	6/16	4	Completing the Accounting Cycle	Pre-lecture 4 due 11:55 a.m.
	6/17	4 (continued) & 5	Completing the Accounting Cycle & Accounting for Merchandising Businesses	Pre-lecture 5 due 11:55 a.m.
	6/18	5 (continued)	Accounting for Merchandising Businesses	
	6/19	6	Exam II (Chapter 3, 4, & 5) & Inventories	HW Due June 21, 11:55 p.m.
3	6/22	6 (continued)	Inventories	Pre-lecture 6 due 11:55 a.m.
	6/23	7	Internal Control and Cash & Receivables	Pre-lecture 7 due 11:55 a.m.
	6/24	7 (continued)	Internal Control and Cash & Receivables	
	6/25	8	Receivables	Pre-lecture 8 due 11:55 a.m.
	6/26	9	Exam III (Chapter 6, 7, & 8) & Long-Term Assets: Fixed and Intangible	HW Due June 28, 11:55 p.m.
4	6/29	9 (continued)	Last Day to Drop with a "W"	Pre-lecture 9 due 11:55 a.m.
	6/30	10	Long-Term Assets: Fixed and Intangible	Pre-lecture 10 due 11:55 a.m.
	7/1	10 (continued)	Liabilities: Current, Installment Notes, and Contingencies	
	7/2	12	Liabilities: Current, Installment Notes, and Contingencies Corporations: Organization, Stock Transactions, and Dividends	Pre-lecture 12 due 11:55 a.m. HW Due July 5, 11:55 p.m.
	5	7/6	Final Exam	