

# Principles of Accounting I - ACCT 2301 01

Summer I 2018 (6/11-7/6)

## 1 Contact Information

Instructor: Yuyun Zhou, M.B.A.

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Meeting: M, T, W, R, F, 9:20am-11:30am

Location: COBA 319

Office Hours: Monday and Wednesday, 12:00pm-2:00pm (except holidays).

## 2 Course Material (Required)

- Textbook
  - *Financial & Managerial Accounting*, by Warren, Reeve, and Duchac, 14th 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
- USB

## 3 Registration

1. Connect to <https://login.cengagebrain.com/course/E-Y84EYLF3CJHJE>
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 the book and Cengage. You can purchase the electronic version or the loose-leaf edition which then allows you access to Cengage. Do not purchase a used book without the code for Cengage. **You must have Cengage to be able to do the homework.**
- You are to have 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. 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. You need to score 80% or higher on each chapter assignment to receive 10 points for a total of 100 points for all the homework assignments. If you score lower than 80% on the assignment you will receive NO points for that homework.

### 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 8:00 am on the day we start the chapter. 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 points you will receive 8.5 points. Listed on the schedule at the end of the syllabus are the due dates for each pre-lecture quiz.

### 6.3 Chapter Quizzes

A chapter quiz will be given for each chapter. No make-up quizzes are given; if you are late or leave early before the quiz is given you will NOT be allowed to take the quiz nor make it up unless there is a note from a doctor. You will need to bring a pencil, scantron, your textbook and a calculator to class each day. The quiz will be given at different times and you need to be prepared at any time that we are covering the material to take the quiz.

### 6.4 Exams

Three exams are scheduled during the semester and you have 80 minutes to complete the exam. NO make-up exams will be given. If you plan to miss an exam please notify me in advance (24 hours before exam started) or you will receive a zero. A scantron and a calculator are required for all exams. You must bring the recommended calculator to class with you at all times and on the day of the exam. No cell phone calculators may be used during an exam. During the exams, all belongings will be placed at the front of the room until after you have finished the exam. All cell phones must be silenced during exams and can be left in your backpack/bag at the front of the room. No cell phones are permitted on the individual or in the individual's lap or under your leg during class at any time. Please use the restroom before the exam begins; however, if you need to use the restroom during the exam we will abide by the following rules:

**If you need to use the restroom during the exam, we will be using the airplane mode; only one person in the restroom at a time. To use the restroom bring your exam, cell phone from your backpack, and your scantron to the front of the classroom and place them face down on**

my desk or table. If there is an exam, cell phone, and scantron on my desk you may not use the restroom until the other student returns. Any student caught using a phone, taking a picture, texting, etc., or using any other type of technology during an exam will be turned over to the Office of Student Conduct and Conflict Resolution.

Exams will not be returned but you may stop by my office during office hours to view your exam or make an appointment to see it. All grades will be posted on Blackboard, usually within 48 hours.

## 6.5 Final Exam

The final exam will be comprehensive and will count 20% of your course grade. A minimum score of 40% on the final exam is required to pass the course. This is a Department of Accounting policy. Instructions for the final exam are similar to the regular exams. We will abide by the following rules:

**You have 2 hours and 45 minutes to complete this exam. If you need to use the restroom during the exam we will be using the airplane mode; only one person in the restroom at a time. To use the restroom bring your exam, cell phone, and your scantron to the front of the classroom and place them face down on my desk or table. If there is an exam, cell phone, and scantron on my desk or table you may not use the restroom until the other student returns. Any student caught using a phone, taking a picture, texting, etc., or using any other type of technology during an exam will be turned over to the Office of Student Conduct and Conflict Resolution.**

## 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 Participation

Class attendance is expected. If you attend class and miss 3 times or less you will receive all the attendance points for the semester and if you miss more than 3 times you will not receive any points for attendance. Attendance is extremely important. You will not be dropped from class because of numerous absences. It is the student's responsibility to withdraw from the class on a timely basis before or on the drop date listed below. If you are late to class and the quiz has already started you will not be allowed to enter the room or take the quiz nor will you receive credit for attendance for that day. If you leave class early before we take the quiz you will not be allowed to make up the quiz nor will you be given credit for attendance that day. BE ON TIME to class and DON'T LEAVE EARLY.

## 6.8 Grading Policy

Component	Percentage of Final Grade
Homework (10 points each chapter)	10%
Pre-lecture Quiz (10 points each chapter)	10%
Quiz (10 points each chapter)	10%
3 Exams (125 points each)	37.5%
Final Exam-Comprehensive	20%
Practice Set (5 parts)	10%
Attendance (miss 3 times or less)	2.5%
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 pm on June 29<sup>th</sup>. 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 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](mailto: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 exercises and problems assignments will be done in CengageNow.

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

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

Date	Chapter	Topic	Note
Week 1			
6/11	1	Introduction to Accounting and Business	
6/12	1 (continued)	Introduction to Accounting and Business	Pre-lecture 1 due 8:00 am
6/13	2	Analyzing Transactions	Pre-lecture 2 due 8:00 am
6/14	2 (continued)	Analyzing Transactions	
6/15	3	Exam 1 (Chapter 1 & 2), The Adjusting Process	HW Due June 17, 11:55 pm.
Week 2			
6/18	3 (continued)	The Adjusting Process	Pre-lecture 3 due 8:00 am
6/19	4	Completing the Accounting Cycle	Pre-lecture 4 due 8:00 am
6/20	4 (continued), 5	Completing the Accounting Cycle, Accounting for Merchandising Businesses	Pre-lecture 5 due 8:00 am
6/21	5	Accounting for Merchandising Businesses	
6/22	6	Exam 2 (Chapter 3, 4, & 5), Inventories	HW Due June 24, 11:55 pm.
Week 3			
6/25	6 (continued)	Inventories	Pre-lecture 6 due 8:00 am
6/26	7	Internal Control and Cash	Pre-lecture 7 due 8:00 am
6/27	7 (continued)	Internal Control and Cash	
6/28	8	Receivables	Pre-lecture 8 due 8:00 am
6/29	8 (continued)	Receivables	
6/29	9	Exam 3 (Chapter 6, 7, & 8), Long-Term Assets: Fixed and Intangible	Course drop deadline (June 29 <sup>th</sup> ) HW Due July 1, 11:55 pm.
Week 4			
7/2	9 (continued)	Long-Term Assets: Fixed and Intangible	Pre-lecture 9 due 8:00 am
7/3	10	Liabilities: Current, Installment Notes, and Contingencies	Pre-lecture 10 due 8:00 am
7/4		Happy July 4th! (No Class)	
7/5	10 (continued)	Liabilities: Current, Installment Notes, and Contingencies	
7/6	12	Corporations: Organization, Stock Transactions, and Dividends	HW Due July 8, 11:55 pm.
Week 5			
7/9		Final Exam (10:00 am-12:45 pm)	