

**SAM HOUSTON STATE UNIVERSITY**  
**COLLEGE OF BUSINESS ADMINISTRATION**  
**Department of Accounting**  
**ACCT 3313 Course Syllabus**  
**Fall 2017**

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**COURSE NUMBER:** ACCT 3313 (Sections 01 and 02)

**COURSE TITLE:** Intermediate Accounting 1

**PREREQUISITES:** ACCT 2301 and ACCT 2302 with a minimum grade of C in each

**INSTRUCTOR:** Jan Taylor Morris, PhD, MBA, CPA, CGMA

**OFFICE:** Huntsville – SHB 311-D

**OFFICE PHONE:** 936-294-1127

**E-MAIL:** [jtm@shsu.edu](mailto:jtm@shsu.edu)

**OFFICE HOURS:** Monday 12:30 – 3:30pm; Wednesday 12:30 – 2:00pm; 5:00 – 6:00pm

**CLASS SCHEDULE:** MW Section 1: 9:30 – 10:50am; Section 2: 11:00am – 12:20pm. Room: SHB-337

**REQUIRED TEXT / MATERIALS:**

- 1) *Intermediate Accounting*, Spiceland, Sepe, and Nelson, McGraw-Hill, 9<sup>th</sup> ed. with access to Connect (see page 5 for text and Connect purchase options);
- 2) Connect registration to access chapter homework and other resources; and
- 3) Four-function, small screen, non-programmable calculator ***required*** for exams.

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**COURSE DESCRIPTION:**

ACCT 3313 provides a thorough study of the accounting principles underlying the preparation of financial statements. This course is concerned primarily with the recording process, formats of the financial statements, and the measurement and reporting of current and non-current assets and related revenues and expenses.

**COURSE OBJECTIVES:**

Upon completion of this course, students will:

1. have a broad awareness of basic financial accounting concepts;
2. understand the FASB Conceptual Framework and its limitations;
3. comprehend the accounting cycle including the recording of transactions and the preparation of the income statement and balance sheet;
4. be able to measure and report cash and short-term receivables;
5. understand inventory measurement, valuation, and reporting including cost flow assumptions and estimating techniques; and
6. be able to account for and appropriately report long-lived assets, including both tangible and intangible assets, in the financial statements including the acquisitions, subsequent expenditures, disposals, depreciation/depletion, and impairment of property, plant and equipment and intangibles.

**SPECIFIC STUDENT LEARNING OBJECTIVES:**

The primary specific student learning objectives of ACCT 3313 are in line with the AICPA's functional competency framework, which notes the essential skills needed by first year accountants. This course is specifically aimed at helping students gain competency in the following functional areas:

<i>Functional Competencies</i>	<i>Technical skill associated with competency</i>
<b>Measurement</b>	Knowledge of appropriate measures of performance & applicable standards
<b>Reporting</b>	Preparation of meaningful reports on work performed & conclusions reached

Each of the course's specific requirements are designed to help you gain knowledge, skill, and ability in these two functional competencies as well as in several of the framework's personal competencies.

## **COURSE ASSESSMENT AND EVALUATION POLICY:**

Points for course requirements and the percent of each in final course grade determination are as follows:

<i>Course Requirement</i>	<i>Available Points</i>	<i>Approx. % of grade</i>
Unit Exams (4 @ 100 points)	400	73%
Comprehensive Final Exam	100	18%
Introductory Survey	5	1%
Connect Homework ([CHW average]*25)	25	4.5%
Professionalism and in-class graded activity	20	3.5%
<b>Total points / percentage available</b>	<b><u>550</u></b>	<b><u>100%</u></b>

Letter grades will be assigned based on the percentage of available points earned as follows:

<b>Letter Grade</b>	<b>Points needed:</b>
<b>A</b>	493
<b>B</b>	438
<b>C</b>	383
<b>D</b>	328
<b>F</b>	0

**Exams:** There are four required unit exams and a comprehensive final exam. Each unit exam will consist of both structured response (e.g., open problem) and selected response (e.g., multiple-choice; matching) questions. The comprehensive final exam is composed of only selected response questions. Each exam will be discussed and reviewed in class prior to the exam. The comprehensive final exam may be used to replace your lowest of the required unit exams scores, including a zero for missing one of the unit exams. The comprehensive final exam cannot be made up.

*NOTE:* Students who score a **95 or higher on all four** of the unit exams can, at their option, exempt themselves from the final comprehensive exam. Total possible points for students choosing this option will be reduced by 100 points and your letter grade will be based on a total possible point total of **450**. Other course requirements' available points remain the same and must be considered in the decision to exempt from the final.

**Introductory Survey:** Complete the online introductory survey posted on Blackboard in Assignments folder and due within the first week of classes, to help me understand the make-up of your class.

**Connect Homework (CHW):** CHW for all chapters covered this semester will be available through Blackboard Assignments, however, you must first register for Connect in order to complete the assignments.

- **To Register for Connect:** See page 5 of this syllabus.

**Registration for Connect is open through September 30, however you CANNOT complete any CHW until you have registered and you will earn a zero for all homework due before then.**

- **Due dates:** Each chapter's CHW is due as noted on Connect and Blackboard and will NOT be accepted late.
- **Completing Assignments:** Access to CHW will be available via hyperlinks in Blackboard Assignments. Click on the links to take you to each relevant assignment in Connect. Failure to link to a CHW assignment through Blackboard will likely prevent your score for that assignment showing in Your Grades in Blackboard.
- **Assessment:** All the possible points available for CHW assignments will be summed and then 10 of the possible points deducted from the denominator prior to computing your average (e.g., if 80 total possible points of CHW are available and you earned 60, your final HW grade would be computed as  $[(60/(80-10)]*25$ ) or  $[(60/70]*25 = 21.43$  points out of a possible 25 graded points. There will be no make-up CHW.

**Professionalism:** Professionalism is defined as “the conduct, aims, or qualities that characterize or mark a profession or a professional person” (Merriam-Webster Dictionary) and as “the skill, good judgment, and polite behavior that is expected from a person who is trained to do a job well” (Merriam-Webster Learners Dictionary). On-time class attendance, in-class participation, and observance of course policies will comprise your professionalism grade.

- **Attendance:** Regular and **punctual** class attendance is expected. Attendance will be checked at the beginning of each class. Students arriving late (which should be a rare occurrence) will have been marked absent and it is the student's responsibility to see the instructor before leaving class to get the record changed. Attendance is an indicator of the amount of interest and effort a student is willing to exert in learning and will be considered in any borderline grade decisions. Most importantly, this course contains subject matter which is extremely difficult to master without excellent attendance.
- **In-class:** Students are expected to exhibit professional, respectful behavior at all times in this class. This includes arriving to class on time, being prepared for class, not leaving until class is dismissed, turning off cell phones (see below), and showing respect to all members of the class and the instructor. **Students exhibiting disruptive behavior in class will be asked to leave the classroom and may be removed from the course.** Disruptive behavior includes any behavior which distracts or disturbs either the instructor or other students. Failure to exhibit professional behavior will result in lost Professionalism points and may result in zero points earned. **Certain in-class activities will be collected and reviewed to assess your participation in these activities.**
- **Observance of Course Policies:**
  - **Cell Phones:** Cell phone use during class is not allowed. Do not plan to use your cell phone as your calculator in this course. Cell phones should be turned off or silenced and be kept out of sight through the duration of the class. If you have an emergency situation that would require your notification during the class period, let me know and we will discuss options. Please note that there is a SHSU Academic Policy in effect on campus, APS 100728, which indicates that the visible presence of a cell phone or other such device during an exam will result in a zero for that exam.
  - **Blackboard:** We will utilize Blackboard in this class. Blackboard can be accessed from the SHSU home page. It will be used to post this syllabus, assignments, selected handouts, solutions, grades, class announcements, and other online assignments / quizzes / exams. You are expected to regularly check Blackboard for announcements, etc. Excessive emailing asking about course requirements / content that has been posted on Blackboard will adversely impact your Professionalism assessment.
    - **Chapter handouts will be posted on Blackboard and you are responsible for printing and bringing the relevant chapter being studied with you to class.** I highly recommend that you print all available chapter notes for any given unit and bring all of these notes to each class (e.g., Unit 1 – bring Chapters 1, 2, 3, and 4 notes to all classes).
    - It is the student's responsibility to check Blackboard before and after each class meeting for announcements and notifications.
    - Blackboard is a very convenient tool and every attempt will be made to keep it updated, however, Blackboard should NEVER be considered a substitute for class attendance.
    - Not all materials used in class will be posted on Blackboard.
    - It is your responsibility to check the accuracy of your grades posted on Blackboard and to notify me as soon as possible if you notice a posted grade that you believe is in error.
  - **Make-up Policies:**
    - **EXAMS:** You are expected to take all exams as scheduled. However, as noted, the comprehensive final exam may be used to replace the lower of your first three unit exams, including a zero recorded for one missed unit exam.
    - **ALL OTHER ASSESSED ASSIGNMENTS:** No make-ups are allowed.
  - **Academic Dishonesty:** Academic dishonesty of any form will absolutely not be tolerated in this class. Consequences will range from a zero on the assignment in question to automatic failure in the course.
  - **Professional Office-Hours Interaction:** As you pursue your college education, there will be times (hopefully few) in which you receive a grade that is not satisfactory to you. If such a situation occurs, I encourage you to discuss your grade with me during office hours in a professional manner.
  - **After the final exam:** SHSU policy states that no additional points can be earned after the final exam has been administered. Further, please do not ask to make-up homework or other missed/incorrect

assignments/quizzes or the opportunity to earn extra credit points during the last week of class. See make-up policies above. See final thought at end of course schedule.

- **Assignment Retention/Review:**
  - Graded materials (including exams) retained by the professor will be available for your review throughout the semester during posted office hours.
  - While these will be minimal, if any, in this course, any graded materials returned to you in hard copy form for retention should be kept in the event of a grade discrepancy.
- **Extra Credit:** I absolutely believe in fairness and equity in the grading process and **will not** offer/provide extra credit work to any student *on an individual basis*. However, if I believe that it is warranted, extra credit and bonus assignments may be offered to all students equally.
- **Examinations:** Failure to abide by the below examination policies will result in, at a minimum, a grade penalty assessed for both the exam and your professionalism score.
  1. Items allowed on desk – Only scantrons, calculators, pens and pencils, bottled water, candy or other nutritional supplements, and other resources allowed or provided by the professor (e.g., the examination packet) will be allowed on the student’s desk/table during an exam. **All other items must be left at the front of the room including, but not limited to, backpacks, purses, satchels, books, class notes, CELL PHONES (see item 5 below) and watches that are synced with other electronic devices such as a cell phone, and other personal items.**
  2. Leaving the exam – **You may not resume completion of an exam once you have left the exam room.** Bring tissues if you think you will need them and consider other personal needs prior to starting your exam.
  3. Identification – A photo ID should be brought to each exam to verify identity. **If you fail to bring your ID to the exam, it is possible that your exam will not be graded.** Method and frequency of ID checks will be administered at the discretion of the professor or proctor.
  4. Calculators – You may occasionally require a calculator on exams. Only basic four function calculators are allowed. Each student should bring their own calculator to the exam; I will have a few to share during exams but you should not plan on this availability.
  5. Cell Phones, Laptops, Electronically Linked Devices, and other disturbances – Cell phones, laptops, electronic notebooks/tablets, and devices electronically linked to cell phone or laptops/tablets must be turned off / silenced and stored with items at front of the room during the exam and will not be checked by the student until s/he has left the examination room. If you have no other personal items to leave at the front of the room, you may leave your cell phone (and electronically linked watches – e.g., Apple Watch) with the professor / proctor or leave it on the white-board tray.
  6. Exam Attendance – The general policy is that make-up exams will **not** be given. The student should notify the professor *in writing* (email is acceptable) **prior to missing an exam** where there is adequate opportunity to reschedule taking the exam (perhaps with an alternate section). No consideration will be given to notifications made immediately before or after the exam period. A comprehensive make-up exam will be administered to all students who miss one of the first two exams on a single date/time announced later in the semester. No make-up is allowed for the third and final exam.
  7. Students with Disabilities exam policy – see information below in the University Policy/Students with Disabilities Policy section of the syllabus.

## **Other Relevant Policies:**

### **DISABLED STUDENT POLICY:**

Any student with a disability that affects his/her academic performance should contact the Office of Services for Students with Disabilities in the SHSU Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786) to request accommodations.

### **RELIGIOUS HOLY DAYS POLICY:**

Per University policy 861001, students desiring to miss a scheduled class in order to observe a religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). This request must be made in the first seven days of the semester. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

### **COURSE SCHEDULE AND OTHER IMPORTANT DATE INFORMATION:**

The schedule presented on the last page of this syllabus is TENTATIVE. It is correct to the best of my knowledge at the beginning of the semester and every effort will be made to adhere to this schedule. However, please note that all assignments and dates (including exam dates) are subject to change if deemed necessary (e.g., if there are weather-related cancelations of class). In the event of changes to the course, these changes will be announced as soon as possible in class or via email, depending on circumstances, and an updated schedule – if needed – will be posted on Blackboard.

**DATES FOR DROPPING THE CLASS (must be completed online). These dates apply only if you are taking more than one course:**

- Friday, **September 8, 2017**, is the last day to drop without a “Q” and receive a full refund.
- Friday, **November 10, 2017**, is the last day to drop full term classes and receive a “Q” grade. Students will not be permitted to drop full term courses after this date and will receive the grade that is earned.

### **FINAL EXAM DATE / TIME:**

The University’s Final Exam schedule notes the final exam is scheduled for:

**Section 1 (9:30am – 10:50am MW): Wednesday, December 6, 9:30am – 11:30am**

**Section 2 (11:00am – 12:20pm MW): Wednesday, December 6, 12:00pm – 2:00pm**

## **Textbook Purchase Options:**

1. SHSU Bookstore: NEW Text with Connect Access card - cost covers both Intermediate I and II. Access Connect through Blackboard link provided; use code provided to purchase Connect. If you buy a used text, you will not get the access to Connect card - See option 2.
2. Purchase the text at an online retailer (e.g., Amazon, B&N), former student, or other used book source and then purchase Connect access directly: The cost for text will vary by retailer. Access to Connect – including access to e-book at no additional cost - if purchased direct from McGraw-Hill for two semesters, will cover you through Intermediate II. You can also purchase the access card via online retailers but make sure it is for the 9<sup>th</sup> edition of the text and NOT an earlier edition or the international edition. Access Connect through Blackboard link provided and use code provided to purchase Connect.
3. Purchase Connect and e-book access directly from McGraw-Hill (cost essentially same as just the cost for Access to Connect in option 2 for two semesters). Access Connect through Blackboard link provided to complete purchase.

The e-book can be printed but only one page at a time. This is your most cost-efficient option but will take significant time to print if you want a hard copy of the text.

4. Purchase Connect and e-book access for two semesters and then order a loose-leaf hard copy of the text book for an additional cost. Access Connect through Blackboard link provided to purchase.

If you want a hard copy of the text, this is your most cost-and-time-efficient option.

## **FOR ALL OPTIONS, PLEASE PURCHASE ACCESS TO CONNECT THROUGH LINK POSTED ON OUR BLACKBOARD COURSE**

### **To Purchase / Register for Connect:**

Click on *Link to Connect* menu item in Blackboard and then click *Go to My Connect Section* / follow instructions.

If you have any trouble registering for Connect access, get help here: <http://bit.ly/StudentRegistration>

## ACCT 3313.01 and .02 - TENTATIVE COURSE SCHEDULE: FALL 2017

<u>DATE</u>	<u>DAY</u>	<u>TOPIC / IN-CLASS ACTIVITY</u>	<u>ASSIGNMENTS / DELIVERABLES</u>
8/23	W	Syllabus Review – Ch 1	
8/28	M	Chapter 1 – Environment and Theory of Accounting	<b>Intro Survey Due</b> , August 27, 11:59 pm (in BB Assignments)
8/30	W	Chapter 2 – A Review of the Accounting Process	<b>Ch 1 Connect Homework (CHW) due end of day = 11:59PM (EOD)</b>
9/4	M	<b><i>Labor Day – No class meeting</i></b>	
9/6	W	Ch 2	In-Class Graded Activity (Dr & Cr)
9/11	M	Ch 2	
9/13	W	Ch 2	
9/18	M	Chapter 3 – Balance Sheet and Statement of Cash Flows	<b>Ch 2 CHW due EOD</b>
9/20	W	Ch 3	<b>Ch 3 CHW due EOD Sun., 9/24</b>
9/25	M	<b>EXAM 1 (Chapters 1, 2, 3)</b>	
9/27	W	Chapter 4 – Income Statement	
10/2	M	Ch 4	
10/4	W	Complete assignment due Monday 10/9	<b>Ch 4 CHW due EOD</b>
10/9	M	Ch 7 - Receivables	<b>ASSIGNMENT due in class</b>
10/11	W	Ch 7 - Receivables	<b>Ch 7 CHW due EOD Sun., 10/15</b>
10/16	M	<b>EXAM 2 (Chapters 4, 7)</b>	
10/18	W	Complete Ch 8 pre-work assignment due Monday, 10/23	
10/23	M	Chapter 8 – Inventories	<b>ASSIGNMENT due in class</b>
10/25	W	Ch 8	
10/30	M	Ch 8	
11/1	W	Chapter 9 – Inventories	<b>Ch 8 CHW due EOD Fri, 11/4</b>
11/6	M	Ch 9	<b>Ch 9 CHW due EOD Tues, 11/8</b>
11/8	W	<b>EXAM 3 (Chapters 8, 9)</b>	
11/13	M	Chapter 10 – Acquisition and Disposition of Operational Assets	
11/15	W	Ch 10;	
11/20	M	Ch 10; Chapter 11 – Depreciation, Depletion, Amortization and Impairment of Operational Assets	<b>Ch 10 CHW due EOD</b>
11/22	W	<b><i>Thanksgiving Holiday – No class meeting</i></b>	
11/27	M	Ch 11	<b>Ch 11 CHW due EOD Tues, 11/28</b>
<b>11/30</b>	<b>W</b>	<b>Exam 4 (Chapters 10-11)</b>	
<b>12/6</b>	<b>W</b>	<b>COMPREHENSIVE FINAL EXAM</b>	

**Final thought:** The things you do today that you don't have to do will determine who, what, and where you will be when it is too late to do anything about the things you should have done. ~ Quote attributed to **Helen Keller**