

SAM HOUSTON STATE UNIVERSITY
COLLEGE OF BUSINESS ADMINISTRATION
Department of Accounting
ACCT 3313 Course Syllabus
Spring 2018

COURSE NUMBER: ACCT 3313 (Sections 03 and 10)
COURSE TITLE: Intermediate Accounting I
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
OFFICE HOURS: **Tuesday:** 9:30 – 11:00am; 3:30 – 5:00pm; **Thursday:** 9:30 – 11:00am
Wednesday at TWC: By appointment during hours 4:00 – 6:00 pm

CLASS SCHEDULE: **Tuesday/Thursday:** Section 3: 11:00am – 12:30pm (Huntsville) - Room: SHB-337
Wednesday: Section 10: 6:00 – 8:50pm (Woodlands) - Room: TWC-331

REQUIRED TEXT / MATERIALS: 1) **Intermediate Accounting**, Spiceland, Sepe, and Nelson, McGraw-Hill, 9th ed. with access to Connect (Text and Connect purchase options are provided in this syllabus);
2) Connect registration to access chapter homework, pre-work videos, and other resources; and
3) Four-function, small screen, non-programmable calculator **required** for exams.

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 Pre-certification core competency framework, which notes the essential skills needed by first year accountants. This course is specifically aimed at helping students gain accounting competency in the following two areas:

<i>Accounting Competencies</i>	<i>Technical skill associated with competency</i>
Measurement analysis and interpretation	Identify and apply appropriate, reliable, and verifiable measurements to analyze data for a given purpose and intended use.
Reporting	Identify the appropriate content and communicate clearly and objectively to the intended audience, the work performed and the results as governed by professional standards, required by law or dictated by the business environment.

Each of the course's specific requirements are designed to help you gain knowledge, skill, and ability in these two accounting 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%
Connect Video Assignments	10	2%
Connect Homework ([CHW average]*30)	30	5%
Professionalism	10	2%
<i>Total points / percentage available</i>	<u>550</u>	<u>100%</u>

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

Letter Grade	Points needed:
<i>A</i>	493
<i>B</i>	438
<i>C</i>	383
<i>D</i>	328
<i>F</i>	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. Students choosing this option will have to submit a short assignment on final exam day.

Connect Video Assignments: Preparation for each class is aided by viewing very short videos and answering a few questions. Minimal point value is assigned for completion of these questions but watching the video and attempting to answer the questions will help your understanding as we cover the material in class. One point is assigned to each question; these will be averaged into a 10 point scale. See discussion of assessment of Connect Homework (next) to understand how these will be averaged. Late assignments will not receive point credit.

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 information on textbook purchase options in this syllabus.

Registration for Connect is open ALL SEMESTER, however you will not be able to complete any CHW for a grade 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 possible raw points will be deducted from the denominator prior to computing your average. If 80 total possible points of CHW are available and you earned 60, your final HW grade would be computed as $[(60/(80-10))*30]$ or $[(60/70)*30] = 25.71$ points out of a possible 30 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.

- **Introductory Survey:** Complete the online introductory survey posted on Blackboard in Assignments folder.
- **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., Exam 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** – See note in prior section about exam make-ups.
 7. **Students with Disabilities exam policy** – Exam accommodations will be based on the notification from the Office of Services for Students with Disabilities.

UNIVERSITY POLICIES AND STUDENT SYLLABUS GUIDELINES

The guidelines summarized below are available in detail (via link to the specific university policy or procedure) at <http://www.shsu.edu/syllabus/>

ACADEMIC DISHONESTY:

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials. For a complete listing of the university policy, visit the Dean of Student's Office webpage or go to: <http://www.shsu.edu/dotAsset/728eec25-f780-4dcf-932c-03d68cade002.pdf>

Consequences for academic dishonesty will begin with automatic failure in the course.

You are expected to do your own work. The guidelines identified in the university policy cited above are applicable to this course.

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS POLICY:

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Section 51.911 (a) (2) defines a religious holy day as: "a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20..." A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from 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). 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. For a complete listing of the university policy, see: <http://www.shsu.edu/dotAsset/0953c7d0-7c04-4b29-a3fc-3bf0738e87d8.pdf>

STUDENTS WITH DISABILITIES POLICY:

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance are expected to visit with the Office of Services for Students with Disabilities located in the Counseling Center. They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Counseling Center and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential.

NOTE: No accommodation can be made until you register with the Counseling Center. For a complete listing of the university policy, see:

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.

VISITORS IN THE CLASSROOM:

Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.

TELEPHONES AND TEXT MESSAGERS:

The use of telephones and/or text messagers in this class is prohibited. Students are expected to turn these devices off during both regular class meetings and examinations. The SHSU university policy regarding telephones and text messagers can be found at

<http://www.shsu.edu/dotAsset/6d35c9c9-e3e9-4695-a1a1-11951b88bc63.pdf>

and the provisions of that document are incorporated into this document by reference. In compliance with that procedure, specifically paragraphs 1.0 and 2.0, the following policies are set forth for this class:

- (1) During regular classes, telephones and/or text messagers are to be turned off, placed out of sight, and not used except during breaks
- (2) During examinations, telephones and/or text messagers are to be turned off and placed out of sight. This also applies to smart watches.
- (3) Telephones and/or text messagers are not allowed to be used as calculators during examinations.

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

- Thursday, **February 1, 2018**, is the last day to drop without a “Q” and receive a full refund.
- Friday, **April 6, 2018**, 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 3 (11:00 – 12:30pm TR): Thursday, May 10, 12:00 – 2:00pm

Section 10 Wednesday at TWC: Wednesday, May 9, 8:30 – 10:30pm (however we will review this time and, if all are in agreement, will hold the final exam earlier that evening)

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***

**ACCT 3313.03 - TENTATIVE COURSE SCHEDULE: Tuesday / Thursday 11:00am – 12:20pm
Spring 2018**

This schedule is tentative and subject to change as needed.

	<u>DATE</u>	<u>DAY</u>	<u>TOPIC / IN-CLASS ACTIVITY</u>	<u>ASSIGNMENTS / DELIVERABLES</u>
1	1/18	R	Syllabus Review Chapter 1 – Environment and Theory of Accounting	
2	1/23	T	Ch 1	Ch 1 Connect Video Class Prep Assignment (CVCPA) before this class
3	1/25	R	Chapter 2 – A Review of the Accounting Process	Ch 2 CVCPA before this class
4	1/30	T	Ch 2	Intro Survey Due (on BB), 11:59 pm
5	2/1	R	Ch 2	
6	2/6	T	Ch 2	
7	2/8	R	Chapter 3 – Balance Sheet and Financial Disclosures	Ch 3 CVCPA before this class
8	2/13	T	Ch 3	Ch 1, 2, 3 CHW due EOD
9	2/15	R	EXAM 1 (Chapters 1, 2, 3)	
10	2/20	T	Chapter 4 – Income Statement, Comprehensive Income, and Statement of Cash Flows	Ch 4 CVCPA before this class
11	2/22	R	Ch 4	
12	2/27	T	Ch 4; Ch 7 - Receivables	Ch 7 CVCPA before this class
13	3/1	R	Ch 7 - Receivables	
14	3/6	T	Ch 7 - Receivables	Ch 4,7 CHW due EOD, Mon 3/5
15	3/8	R	EXAM 2 (Chapters 4, 7)	
	3/13	T	Spring Break	
	3/15	R		
16	3/20	T	Chapter 8 – Inventories	Ch 8 CVCPA before this class
17	3/22	R	Ch 8	
18	3/27	T	Ch 8	
19	3/29	R	Ch 8; Chapter 9 – Inventories	Ch 9 CVCPA before this class
20	4/3	T	Ch 9	Ch 8, 9 CHW due EOD, Mon, 4/2
21	4/5	R	EXAM 3 (Chapters 8, 9)	
22	4/10	T	Chapter 10 – Acquisition and Disposition of Operational Assets	Ch 10 CVCPA before this class
23	4/12	R	Ch 10;	
24	4/17	T	Ch 10;	
25	4/19	R	Ch 10	
26	4/24	T	Chapter 11 – Depreciation, Depletion, Amortization and Impairment of Operational Assets	Ch 11 CVCPA before this class
27	4/26	R	Ch 11	
	4/30	M		Ch 10, 11 CHW due EOD, Mon, 4/30
28	5/1	T	EXAM 4 (Chapters 10-11)	
29	5/3	R	Review for final exam	
30	5/10	R	COMPREHENSIVE FINAL EXAM (12-2pm)	

All Connect Homework (CHW) due end of day (EOD) = 11:59PM on days as noted.

Textbook and Connect 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 9th 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>

NOTE: there is a very short free preview period for Connect in which you can complete homework assignments. If you do not purchase Connect by the end of this preview period, all of your completed work will be lost and no grades will be allowed for these assignments. If you do purchase Connect within the preview period, these assignments and grades are retained.

**ACCT 3313.10 - TENTATIVE COURSE SCHEDULE: Wednesday 6-8:50pm
Spring 2018**

This schedule is tentative and subject to change as needed.

	<u>Date</u>	<u>Day</u>	<u>ACTIVITY</u>	<u>ASSIGNMENTS / DELIVERABLES</u>
1	1/17	W	Class Canceled – SHSU weather closure	Review Syllabus; Online video discussion of Chapter 1 – ACCT Environment and Theory
2	1/24	W	Chapter 1 – ACCT Environment and Theory Chapter 2 – A Review of the Accounting Process	Complete Ch 1 and 2 Connect Video Class Prep Assignment (CVCPA) before this class
		T		Introductory Survey Due, Tuesday, 1/30, 11:59 pm (in BB Assignments)
3	1/31	W	Ch 2	
4	2/7	W	Chapter 3 – Balance Sheet and Financial Disclosures	Ch 3 CVCPA before this class
		T		Ch 1, 2, 3 CHW due EOD, Tues, 2/13
5	2/14	W	EXAM 1 (Chapters 1, 2, 3)	
6	2/21	W	Chapter 4 – Income Statement, Comprehensive Income, and SCF	Ch 4 CVCPA before this class
7	2/28	W	Ch 4; Ch 7 - Receivables	Ch 7 CVCPA before this class
		T		Ch 4,7 CHW due EOD, Tues 3/6
8	3/7	W	EXAM 2 (Chapters 4, 7)	
	3/14		Spring Break!	
9	3/21	W	Chapter 8 – Inventories	Ch 8 CVCPA before this class
10	3/28	W	Ch 8; Chapter 9 – Inventories	Ch 9 CVCPA before this class
		T		Ch 8, 9 CHW due EOD, Tues, 4/3
11	4/4	W	EXAM 3 (Chapters 8, 9)	
12	4/11	W	Chapter 10 – Acquisition and Disposition of Operational Assets	Ch 10 CVCPA before this class
13	4/18	W	Ch 10	
14	4/25	W	Chapter 11 – Depreciation, Depletion, Amortization and Impairment of Operational Assets	Ch 11 CVCPA before this class
		M		Ch 10, 11 CHW due EOD, Mon, 4/30
15	5/2	W	EXAM 4 (Chapters 10-11); Review for final	
16	5/9	W	COMPREHENSIVE FINAL EXAM (12-2pm)	