

ACCT 2101 - PRINCIPLES OF ACCOUNTING I

Expanded Course Outline

Monday & Wednesday

Fall 2018

Instructor: Alison Hollingsworth

Office: Adamson Hall 211

E-Mail: alisonh@westga.edu

Phone: 678-839-5248

Office Hrs: M,W 2:00 pm – 5:00 pm and Tu 9:00 am – 12:00 pm and by appointment. I will generally respond within 24 hours Monday-Friday to determine a mutually agreeable meeting time. You are welcome to “drop-in” when I am in my office.

Additional Contact Information:

- Please send all emails to my UWG account, alisonh@westga.edu.
- When calling, try my office first, (678) 839-5248 and leave a message if I do not answer then you are welcome to text me at (205) 514-9553. Generally, I will not respond after 8:00 p.m.
- I will send announcements to the class via official UWG email and in CourseDen. The policy of the University of West Georgia is that each student is responsible for checking her/his my.westga.edu e-mail account on a regular basis. Check to be sure that your account has not exceeded its quota and can receive new messages.

Catalog Description:

Basic structure of accounting; accounting cycle for a service and a merchandising concern; notes, deferrals, and accruals; receivables; inventory, and plant assets; accounting systems and concepts; liabilities; equities; and investments.

Required Background or Experience:

- Prerequisites: G.P.A. of 2.0
- General Education (Core) Contribution:

Expected Outcomes:

The overall objective for this course is for you to learn about accounting as an information development and communication function that supports economic decision making. To this end, upon completion of the course you should:

- have a broad view of accounting's role in satisfying society's need for information and its function in business, in government, in other organizations, and in public accounting. (LG5)
- gain an overview of the accounting profession, encompassing its history, its ethics, its public responsibilities, and its international dimensions as well as an appreciation of the role of auditing in enhancing the credibility of publicly reported information. (LG5)
- understand the basic features of accounting and reporting by organizations, including the principles underlying the integrity and effectiveness of accounting information systems. (LG4, LG5, LG7)

- understand fundamental accounting concepts in addition to the elements of financial statements. These concepts include accountability, estimation, accounting judgment, the qualitative characteristics of accounting information, choice in accounting measurement, and the ethics of reporting. (LG5, LG7, LG8)
- understand that some accounting systems are more effective than others in given circumstances and that the decision usefulness of information produced by an accounting system depends on its design and choices among information capturing, analysis, and reporting options. (LG4, LG7)
- gain an appreciation that the accounting discipline is the focus of constructive debate and intensive rethinking caused by economic and technological change, and will continue to evolve in the future. (LG4, LG5)
- gain an appreciation of ethical issues through the coverage of ethics problems in the text. (LG5)

Text and References:

Required text: Rich, Jones, Mowen, & Hansen, Cornerstones of Financial Accounting, Fourth edition, ISBN: 9781337760997. The ePack (which also includes access to online homework) may be purchased from the UWG bookstore or purchased online (see below).

On-line Options for University of West Georgia ACCT 2101 Students

The publisher provides the opportunity to purchase all necessary class materials online. It is immaterial to your instructor how and where you purchase your textbook. Make the best deal you can, but do not waste time. You need your textbook already. The microsite for purchase is: [Cengage\(www.cengagebrain.com/course/2760828\)](http://www.cengagebrain.com/course/2760828).

Please note: Online homework instructions are section-specific and will be distributed separately.

Special or Unique Student Materials:

The department will furnish all Scantrons necessary for exams.

Non-smudge eraser.

Basic function calculator. Note: Only basic function calculators are allowed for examinations. (See Instructions for Examinations in section X. for the definition of a basic function calculator.)

Special or Unique University Facilities:

Normal classroom facilities with whiteboard, overhead projector, screen and a computer.

Expanded Description of the Course and Instructional Methods:

- Description of the Course: The first course in accounting is very important to all who take it, whether they plan to become professional accountants or to use accounting information in non-accounting careers. We hope the course meets your educational needs, engenders accurate perception of the broad role of accounting in modern economies, and assists you in making well-informed career choices.
- Instructional Methods:

- Lecture and Demonstration/Performance. The instructor will stress certain points and elaborate on others. You should not expect the instructor's lecture to substitute for individual reading of the assigned text materials or to cover all the chapter material. In addition, certain problems and exercises will be worked on the chalkboard or electronic media to demonstrate one approach to solving the problem. You should then complete a similar problem to capture the concept in your mind.

Methods of Evaluating Outcomes:

- Evaluation Tools:
 - The overall grade is based on online homework and four exams.
 - Weights are shown below.
 - Classroom Exam 1 15%
 - Classroom Exam 2 15%
 - Classroom Exam 3 15%
 - Classroom Exam 4 22.5%
 - Final Exam 22.5%
 - Online Homework Average 10.0%
 - Total 100%

A = 90% or above; B = 80%-90%; C = 70%-80%; D = 60%-70%; F = below 60%
- NOTE: The exams for ACCT 2101 are "standardized". While the test questions and answers will differ between sections, the overall level of difficulty and coverage will be the same in all sections. The examinations are designed to measure the achievement of the Expected Learning Goals, cited in Part III above.
- MISSED EXAMS: Anyone unable to attend an exam should, if possible, contact the instructor prior to the exam. Persons missing an exam will take a makeup exam during exam week if the absence is excused by the Instructor.
- Learning Domains:
- Cognitive (Knowledge, comprehension, analysis, and evaluation.)
 - Affective (Receiving, responding, and characterization.)
 - Psychomotor (Perception, guided response, and origination.)

Other Information:

- RIGHTS AND RESPONSIBILITIES: The document at this link contains important information pertaining to your rights and responsibilities in this class. Please review it carefully [Common Language](http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Sylla.pdf) (http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Sylla.pdf)
- SCHEDULE CHANGES: The schedule provided should be considered a general guideline. At various times during the semester, we may vary from the printed schedule. Occasionally, the assigned problems may be deleted, added or modified. Anyone absent from class is responsible for finding out about schedule changes.

- **TIME COMMITMENT:** This is a course that requires study time outside of class. Expect to spend at least two hours outside class for every hour of class time. You should arrange your schedule to allow for the required time commitment.
- **READING ASSIGNMENTS:** Reading of the assigned chapters is extremely important for success in this course. Each chapter should be read at least twice. If you have never done this, you will be surprised at how much clearer concepts become with an additional reading (or readings). You also may wish to do an outline or make study notes during your second reading.
- **ASSIGNMENTS:** This consists of textbook problems assigned to be done online outside of class. Completion and understanding of the assignments is very important for success in the course and is also 10% of the course grade.
- **ATTENDANCE:** Class attendance is very important for your understanding of the subject matter. The instructor may elect to take absences into account when determining final grade assignments for those students with borderline grades.
- **ADDITIONAL HELP:** You are urged to make use of your instructor's office hours. These hours are set aside for your benefit and you are welcome to come in at any time during these posted hours. If you are unable to get to the office during the posted hours, see your instructor for an appointment.
- **CAMPUS CARRY AT UWG:** Information concerning Georgia House Bill 280 may be found at [Campus Carry \(https://www.westga.edu/police/campus-carry.php\)](https://www.westga.edu/police/campus-carry.php)
- **CLASS BEHAVIOR:**
 - The instructor retains the right to drop from class any student(s) for disruptive behavior—no warning given.
 - You are expected to attend class and be on time. After three absences (3) your instructor may elect to drop you from the class. **NOTE:** Withdrawal from class is not automatic. A student who desires to withdraw is responsible for processing the withdrawal.
 - You are expected to turn off your cell phones prior to entering the classroom.
 - Academic dishonesty will result in dismissal from the class with a grade of F.

Instructions for Examinations

Materials needed for the examination:

- Scantron (furnished; do not bend.)
- Number 2 pencils (Pens may be used in addition to the pencils, but the pencils are needed for filling out the scantron form.)
- Non-smudge eraser (Before coming to the exam, test the eraser to be sure that it erases cleanly without smudges.)
- Basic four-function calculator (Basic functions are add, subtract, divide, multiply, square root, and percent. MC, MR, M+ and M - are okay also.) **CALCULATORS WITH MORE THAN THE BASIC FUNCTIONS ARE NOT ALLOWED.**

Examination Procedures:

- Only the above-mentioned materials and the examination copy are on the desktop. Scratch paper is not used. Calculations and notations are written on the exam. Examination Copies Are Not Taken from the Room.
- Cell phones are turned off prior to entering the classroom.
- Exams are handed out face down. Exams are turned over when the instructor says to do so. (Everyone will start at the same time.)
- When the instructor says to do so, the exam is turned over and:
 - The number that is in the upper right-hand corner of your exam is written on the scantron form just above the space for the name.
 - Your name is written on the scantron form and on the front page of the examination.
- Calculators are not shared during the examination.
- Students are responsible for turning in a scantron form free of smudge marks. No credit will be given for correct answers that are marked as incorrect because of smudge marks as a result of changed answers.
- The answers marked on the scantron form are the ones graded. No credit will be given for answers marked correctly on the examination copy which are marked incorrectly on the scantron form.
- Reminder: Budget your time.

Procedures for Review of Returned Exams:

- The only items on the desk during the review of the returned exam are the examination copy and the returned scantron form. No other materials are allowed on the desk. Suggestion: Complete documentation of calculations as the examination is being taken will be helpful for the review of the examination.
- **EXAMINATION COPIES ARE NOT TAKEN FROM THE ROOM.** Before leaving the room, the examination copy must be brought to the instructor. This is applicable even if the person leaving will return. Anyone who leaves the room with the examination copy will be assigned a zero grade for the examination.
- The instructor will come by each desk to collect the examination copies after the review is complete. Please remain in your seat as the exam copies are being collected.

MY.WESTGA.EDU

The policy of the University of West Georgia is that each student is responsible for checking his/her my.westga.edu e-mail account on a regular basis.

EXTRA CREDIT

There is no extra credit in this course beyond that explicitly stated in the course syllabus.

WORK FROM OTHER COURSES

Work submitted for credit in other courses will not be accepted for credit in this course.

Tentative Schedule

Date		Class Discussion
August		
W	15	Introduction; Chapter 1
M	20	Chapter 1
W	22	Chapter 2 (Exclude LO 1)
M	27	Chapter 2
W	29	Chapter 3
September		
M	3	Labor Day; no class
W	5	Exam 1: Chapters 1 and 2
M	10	Chapter 3
W	12	Chapter 3
M	17	Chapter 4
W	19	Chapter 4
M	24	Exam 2: Chapters 3 and 4
W	26	Chapter 5
October		
M	1	Chapter 5
W	3	Chapter 6 (Exclude pp. 307-311; Add Appendix 6B)
M	8	Chapter 6 (Last day to withdraw with a grade of "W")
W	10	Chapter 6
M	15	Chapter 7
W	17	Exam 3: Chapters 5 and 6
M	22	Chapter 7
W	24	Chapter 7
M	29	Chapter 8
W	31	Chapter 8

November

M	5	Chapter 8
W	7	Exam 4: Chapters 7 and 8
M	12	Chapter 9 (Learning Objectives 1, 2, 5, 6, & 7 only)
W	14	Chapter 9
M	19	Thanksgiving Break; no class
W	21	Thanksgiving Break; no class
M	26	Chapter 10
W	28	Chapter 10

December

M	3	Chapter 10, Statement of Cash Flows Handout
W	5	Review
Sat	8	Final Examination: 0830 – 1030; Chapters 9, 10, and Statement of Cash Flows Handout

Online Assignments

Please do NOT procrastinate! The online homework assignments WILL NOT be opened up for credit after the specified deadlines!

The assignments will be closed for credit at 11:00 p.m. on the specified dates

Ch. 1 Assignments	15,16,17,34,35,63B	Closed August 27
Ch. 2 Assignments	22,23,24,40,57A,60B	Closed September 4
Ch. 3 Assignments	24,25,26,27,39,44,47,48,53	Closed September 16
Ch. 4 Assignments	16,17,21,41,44,46,49	Closed September 23
Ch. 5 Assignments	26,28,64,65,74,87A	Closed October 2
Ch. 6 Assignments	19,26,28,30,31,32,34,52,63	Closed October 16

Ch. 7 Assignments	18,25,27,54,58,70A,72A	Closed October 28
Ch. 8 Assignments	32,51,62,65,70,73B,75B,80A	Closed November 6
Ch. 9 Assignments	66,67,88,89	Closed November 25
Ch. 10 Assignments	25,29,32,34,52,56,74,87A	Closed December 7

Supplemental Instruction

Supplemental Instruction (SI) study sessions are offered for this course. SI sessions meet two times a week, throughout the semester. Supplemental Instruction is an academic assistance program which provides peer-led group study sessions to assist students in traditionally difficult courses. SI sessions are led by a SI leader who has already mastered the course material and has been trained to facilitate group sessions where students can meet to improve their understanding of course material, review and discuss important concepts, develop study strategies and prepare for exams. SI is for everyone, and open to all students enrolled in this class; not just those students who are struggling. Attendance at SI sessions is voluntary. Students, who attend SI sessions weekly, typically earn higher final course and exam grades than students who do not participate in SI. Please bring your lecture notes, books, and questions with you. The time and location of your SI session will be announced in class.