

SYLLABUS

Accounting 111 – Principles of Accounting I – Financial Accounting

Fall Semester (September 1 – December 15, 2009) Mondays, 6:00 PM – 8:45 PM

Hipp Hall 202, Furman University Campus

Course Description

- The course will introduce students to a new language - the language of business - accounting.
- The course is intended for students with no previous exposure to financial accounting.
- An objective of the course is for students to learn to read, understand, analyze financial statements and transactions, and finally effectively communicate their findings in written and presentation formats.
- The course adopts a decision-maker perspective of accounting by emphasizing the relation between accounting data and the underlying economic events that generated them.
- The course focuses initially on how to record economic events in the accounting records (bookkeeping and accrual accounting) and how to prepare and interpret the primary financial statements that summarize a firm's economic transactions (the balance sheet, the income statement, and the statement of cash flows).
- The course then examines the major asset, long-term liability, and shareholders' equity accounts.

By successfully completing this course, students will:

- Understand and remember key financial accounting foundation concepts, terms, and relationships
- Know how to use the course content to research, analyze, and communicate solutions to business problems
- Be able to critically relate these topics to current events and their individual experiences
- Understand the personal, professional, global, legal, social, and ethical implications of accounting
- Care about the accounting profession and understand the importance of significant learning
- Know how to continue learning about accounting using the tools and techniques acquired

Textbooks Required

Accounting, Horngren, 8th edition (new), Accounting, Chapters 1-14 and *MyAccountingLab* Student Access Code Package, 8/E bundled with *Study Guide* Chapters 1-14, Prentice Hall, ISBN 0-13-800596-6

MyAccountingLab, http://myaccountinglab.mathxl.com/login_acct.htm (You will need your access code)

VARK – This is a free site you may use to determine your individual learning style - <http://www.vark-learn.com/english/page.asp?p=questionnaire> (Know your learning style prior to the first class)

Unaccountable, Mike Brewster, John Wiley & Sons, Inc. ISBN 0-471-42362-9

Effective Writing, A Handbook for Accountants, Claire May and Gordon May, Pearson-PrenticeHall, ISBN 0-13-602908-6

Optional Textbooks (strongly recommended)

Wall Street Journal subscription paper and online (special student rate on this web site:

<http://subscribe.wsj.com/semester>)

Student membership in the AICPA

(<http://www.aicpa.org/About+the+AICPA/Membership+Information/Membership+Dues.htm>

\$35/year - <https://www.aicpa.org/AICPAReg/RegistrationStart.aspx>

Dues for each fiscal year include a subscription to the *Journal of Accountancy* (\$69 value) and *The CPA Letter* (\$40 value)

Students should have already have purchased their textbooks before class. The Bookstore located in the Furman University Center will be open 9 a.m. - 6:30 p.m. , M-Th, during the first week of classes and 11 a.m. - 3 p.m. on Saturdays. The Bookstore takes cash, check, or MasterCard/Visa.

Instructor

Bill Ellis, MPAcc, CPA

I'm available to meet as needed. Call or email to schedule an appointment with me.

Telephone Number: 864-288-1088, Mobile: 864-908-4743

Fax Number 864-286-9711

Email Address: bill.ellis@furman.edu

Conceptual Objectives

01. Explain the purpose of accounting and identify the users of accounting information.
02. Explain the importance of ethics in the preparation and use of accounting information.
03. Identify/explain the content and reporting purposes of specific financial statements.
04. Define generally accepted accounting principles (GAAP) and authority (FASB Codification)
05. Explain why accounts are important when analyzing and summarizing business transactions.
06. Define debits/credits and their purpose when analyzing business transactions.
07. Explain the purpose of a journal and of a ledger in an accounting system.
08. Explain why adjusting entries are a required part of the end-of-period accounting activities.
09. Explain why temporary accounts are closed at the end of each accounting period.
10. Identify the steps in the accounting cycle.
11. Define accounts receivable, merchandise inventory, and accounts payable.
12. Identify/explain the components of an income statement for a merchandising company.
13. Discuss the importance of internal control in an accounting system.
14. Define plant assets and explain why these assets are depreciated.
15. Explain the purpose for depreciation.
16. Define and identify current and long-term liabilities.
17. Define and identify current assets.
18. Explain the purpose for source documents and the importance of these documents in the accounting process.

Analytical Objectives

01. Analyze business transactions, using the accounting equation.
02. Analyze business transactions, applying the rules of debit and credit.
03. Use certain ratios to analyze business operations, including current/acid-test ratio, inventory turnover, days' sales in receivables/average collection period, gross profit percentage, and debt ratio.

Procedural Objectives

01. Journalize basic business transactions for service and merchandising organizations.
02. Prepare a trial balance after analyzing/journalizing business transactions.
03. Prepare simple financial statements from business transactions or from an adjusted trial balance.
04. Prepare end-of-period adjustments.
05. Prepare closing entries.
06. Compute inventory value in a perpetual system, using FIFO and LIFO cost-flow assumptions.
07. Prepare a bank reconciliation and related journal entries.
08. Estimate uncollectible receivables, using methods based upon sales and upon an accounts receivable aging schedule.
09. Determine the cost of a plant asset.
10. Compute and record depreciation using straight-line, units-of-production, and declining balance methods.
11. Account for asset disposal by discarding or selling the asset.

Assessment

Examinations – Multiple choice objective questions, critical essays and problems

Quick Topics – One-page research findings / 5-minute presentations on a current event

Research Paper – From the assigned book students will research a related topic and prepare a critical paper

Crosswords – Completed and submitted prior to each chapter's lecture to introduce key terms.

Homework and Class Participation – Homework exercises. Participation in class will be scored using individual student response devices (clickers).

Course Format

The **textbooks** cover the basic material in the course. Some of the textbook material is sufficiently straightforward and it is expected that you will learn it from reading the textbook. You may also be asked to report on additional assigned readings.

The **lectures** will cover only the more important and difficult material in the textbook as well as some additional material not covered in the textbook. The lectures will be based on the assumption that you will have read the material in the textbook and any additional class notes, **prior to class**. You are expected to be able to discuss in class what you have learned as well as work the problems.

Use the **Student Learning System** components: **DemoDocs; MyAccountingLab; Study Guide CD; Excel Templates** to complement classroom lectures and to practice working accounting problems.

Crosswords and other learning tools are provided to help you learn the vocabulary of this language. Completed Crosswords for each chapter should be **submitted prior to the start of that class**.

Clicker Challenge Questions covering each chapter will be presented using individual student response devices (clickers) as a part of each lecture so that you may gauge your understanding. Your Clicker Challenge responses will be **recorded and will count towards your grade**. Clicker Challenge Questions are examples of the questions you will be asked to answer on the exams. You will practice working the problems by doing the homework, participating in working exercises in class and answering the Clicker Challenge . By the time you are tested on the actual exams, you will have worked the problems you are required to know several

times. You should make note of the topics that require further study, as the Clicker Challenge Questions are not available for students outside of the classroom.

You will be expected to read and report on the book ***Unaccountable***. You will write a paper in proper form on your analysis of this book comparing and contrasting it to current accounting issues. Grading will follow the Furman writing assignment criteria prepared by Dr. Oakes and included on your course CD. Use the text, *Effective Writing, A Handbook for Accountants*, for information on researching, analyzing and writing your paper.

Quick Topics/A3 Reports - You will be expected to research several current topics to be assigned and write a very short **paper** on each. You will also teach your findings to the class using a variety of **presentation** methods of your choosing including PowerPoint. You will respond to a question each week. One response to the topic and one response to the posts are required. Use of current literature including the *Journal of Accountancy* and the *Wall Street Journal* are suggested.

You will be given files of the lecture **PowerPoints** and the homework **solutions** after that chapter is covered in class.

Your grade is dependent on your having read the assigned material and worked the assigned problems.

Accounting is learned by **doing**, not by only reading or listening. You must work the assigned homework problems to learn. All homework must be completed using Word or Excel including formulas. Refer to your learning style discovered using **VARK** to see what might work best for you. Use MyAccountingLab to test yourself, work exercises and problems, as well as memorize terms using online flashcards

Late assignments will be awarded a zero grade. As in business, missed deadlines are not acceptable in this course. Turn your work in prior to the deadline if you are unable to attend class.

You are required to complete your **VARK** analysis prior to the first class meeting. VARK is a questionnaire that provides users with a profile of their learning preferences. These preferences are about the ways we take-in and give-out information in a *learning context*. Some other dimensions are not open to change. You will want to read how understanding your learning style will help you become a more effective and efficient learner.

Computer Requirements

In order to successfully complete this course, students must be proficient using Microsoft Office - Word, Excel, and PowerPoint.

This course requires using an email account capable of sending and receiving up to 10MB files.

Below are a few guidelines that you should keep in mind when sending email:

- Always complete the subject line with your name and the subject.
- Use standard fonts. No backgrounds.
- Attached files should be identified by your name and subject as the file name.
- I will send you a response to all e-mails within 48 hours.

Class Attendance

Regular attendance and class participation are expected. Because the course covers a great deal of material, attending every class session is very important for performing well. Students who know they will have conflicts due to business trips, etc., must notify the instructor prior to their absence.

Discussions of the course material are an important part of the learning process in this course. **Students are expected to make a meaningful contribution to the class**, whether by asking questions, responding to

questions, working exercises or contributing in other ways to class discussion. If you don't understand, it is your responsibility to speak up.

If circumstances prevent your attendance at a particular class meeting, you are responsible for contacting one of your classmates to obtain any handouts distributed or assignments made.

Success in the course

- The learning methods used in this course have been designed for your success. Should you discover that modifications to accommodate your personal learning style need to be made, it is your responsibility to discuss this with the instructor. Use VARK and other tools.
- To facilitate your learning process, assigned readings and homework problems should be completed before each class. Success in this course will come by learning the vocabulary and solving the problems. It is not possible to master basic accounting without learning the language and actually working the exercises.
- Both attendance and class participation are essential to a successful learning process.
- Your final grade in the course is completely dependent upon the effort you put into this course.
- Very few students are successful when they do not attend class regularly and stay current with the assignments. You should not rely solely on examples and illustrations for total understanding of the material.
- Exam and final grades are not curved, but class participation and effort put into the course are considered in determining your final grade.

Classroom Environment

I expect that students will be **prepared** for class. I suggest the following routine:

- **Know how you learn.** Learning is very individual. Using VARK you can learn to develop good study habits.
- Before class, **read the assigned chapter** in the textbook. **Review the vocabulary** and become familiar with terms that are new to you. **Complete the crossword to turn in.** Try the assigned **problems** to test your understanding of the material. You are advised not to read the solutions until after you have made a genuine attempt to solve the problems. You also are advised not to simply memorize the solutions. Exam questions related to the same basic material might require alternative solution techniques. Use the web and CD learning tools for more explanation and practice opportunities.
- **Read** the assigned material (both textbook and supplemental material). The lecture notes and supplemental material often contain problems or examples which will be discussed in class and summarize the material in a way different from that provided in the textbook. **Try to answer the questions prior to coming to class.**
- The suggested problems on the assignment sheet may be discussed in class during the indicated class session (time permitting). Therefore, you should be familiar with these problems prior to coming to class.
- After class, complete the suggested problems which you were unable to complete prior to class, and identify gaps in your understanding. If necessary, you should work additional questions and problems. I encourage you to work in groups. However, **homework must be completed and submitted individually.** Further, the exams are an individual effort so only study in a group if this improves your *individual* understanding of the material.

It is expected that you will treat this course as a professional engagement.

- Be on time and remain throughout the class meeting.
- Cell phones must be turned off during class.

- Display courteous behavior.
- Follow the Furman Code of Academic Integrity. On behalf of the majority of the students who make an honest effort in this class, I will take action against anyone suspected of breaching this Code.

Time Requirements

Each student should expect to spend a minimum of two (2) hours of outside preparation for every classroom hour. This means you should expect to spend a **minimum of 6-7 hours per week outside of class in preparation**. This includes preparing for class, reading the text, doing homework, completing assignments, and reviewing for exams or quizzes. Anything less, you will be depriving yourself from obtaining your best grade.

If your grade falls below what is acceptable to you or you don't think you are learning satisfactorily, take immediate action. Do not wait until the last few weeks of the semester to seek help. Discuss the situation with the instructor. Consider the following, not necessarily in this order:

- (1) Are you working more hours and studying less? Can you correct that situation?
- (2) Form a study group. Teaching a team member is a proven way to learn.
- (3) Work extra problems and contact me if you need the solutions. Refine your note-taking skills.
- (4) Make use of the publisher's interactive learning website.
- (5) Contact the Undergraduate Evening Studies office for information on tutors and learning assistance.
- (6) And finally the most important, discuss your progress with the instructor on a regular basis.

Vehicle Registration Form

All UES students must display a Furman University parking decal on their vehicle. Parking registration forms are available online at (<http://www.furman.edu/conted/Forms.html>) or in the UES office.

Students with Disabilities

Students requesting accommodations for a learning disability must first make application to the Office of Disability Services and the director, Gina Parris. Information regarding that process can be found on their website located at: (<http://www.furman.edu/disability/index.htm>), or you can contact the UES office.

Academic Integrity Policy

Academic dishonesty in any form is a fundamental offense against the entire academic community and is always a threat to the standards of the University and to the standing of every student. In taking tests, examinations, doing homework, and writing papers, students are expected to perform with honor.

One of the most common forms of academic dishonesty is plagiarism, the use of another's words or ideas as if they were one's own. To avoid plagiarism, students should acknowledge their sources, using whatever documentation is appropriate to the discipline in which their work is being done.

Any student suspected of violating Furman's Academic Integrity Policy: (<http://www.furman.edu/integrity/PoliciesonAcademicIntegrity.htm>) may be subject to adjudication.

Resources on this issue are located on the UES website.

Access to Records (FERPA)

The Family Education Rights and Privacy Act, commonly referred to as the Buckley Amendment, provides for students' access to their educational records. Students wishing to inspect their records may do so by going to the appropriate office and presenting their identification credentials. Furman complies with all federal and state

statutes regarding confidentiality of student records. Students are guaranteed opportunities to challenge the accuracy of files or records. Requests for hearings are made to the Vice President for Student Services.

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

UES Office Hours

The Continuing Education office hours are 8:30 a.m. – 7 p.m. Monday through Thursday and 8:30 a.m. – 5 p.m. on Fridays.

Final Examinations

Furman requires final examinations to be given for every course.

Make-Up Exams

Students will coordinate make-up exams with the instructor. Only exams missed due to absences arranged with the instructor prior to the original exam date may be made up. **NO EXCEPTIONS.**

Grading

- Exam 1 – 20%
- Exam 2 – 20%
- Exam 3 – 20%
- Research Paper – 10%
- Class Participation/homework – 15%
- Quick Topics – 15%

The following grade scale is used (+/- is not used in this course):

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 0-59

If you have any questions about your grades in this course contact your instructor. I will keep you informed of your progress throughout the term.

SUGGESTED QUICK TOPICS

- GAAP, principles and concepts of accounting, history, authority, House of GAAP
- International Financial Reporting Standards (IFRS) and Convergence
- Review of recent accounting scandals
- FASB's role in accounting standards
- The role of government and regulatory agencies in financial reporting
- Sarbanes Oxley's history and impact
- Forensic Accounting
- Future of the Financial Accounting Standards Board
- How the PCAOB has done in overseeing audit firms
- Impact of Section 404 internal control requirements on corporations
- COSO
- XBRL
- Accountants and corporate leadership
- What is an independent financial audit?
- Financial statement opinion letters
- Financial statement analytical tools
- Accounting whistle blowers
- Company codes of ethics
- Audit standards and auditor independence
- What's a financial report?
- Accounting and IT (SAP, PeopleSoft)
- Any other topic of your choosing with the instructor's approval.

You will be assigned several topics to report on to the class during the term. Present your argument and support it with your research. Grading will be based on the thoroughness of your research and the quality of your writing. Your ideas, opinions and critique of what you've read are important. The ability to effectively communicate your ideas is a skill required in business and in particular the accounting profession. It is a skill learned by doing.

Use MLA (Modern Language Association) style.

Late papers will not be accepted.

Schedule of Class Meetings and Assignments

<u>Date</u>	<u>Chapter</u>	<u>Topic</u>	<u>Class Preparation and Homework</u>	<u>Complete, Prepare to Discuss in Class & Turn In</u>	<u>Suggested Homework</u> (Do not turn-in)
1 8/31		Introductions; Your goals; Syllabus review; Course objectives; Course requirements; Email; Learning styles VARK, Ethics	Complete VARK http://www.vark-learn.com/english/page.asp?p=questionnaire Prepare to discuss your learning style; Begin reading <i>Unaccountable</i> ; Become familiar with MyAccountingLab	VARK complete prior to class 1 Syllabus Contact information	
2 9/14	Chapter 1	Accounting and the Business Environment Mock Exam	Read Chapter 1; Begin working homework problems; Continue reading <i>Unaccountable</i> ; Select research topics for A3 Reports; Begin research and writing.	Crossword chapter 1; Practice Set P1 (p. 49) Continuing Problem P1-47; Case 2 (p. 45)	Quick Check; Short Exercises; E1-17; E1-18; E1-22; E1-24; E1-26; Demo Doc (p. 54);
3 9/21	Chapter 2	Recording Business Transactions Mock Exam	Read Chapter 2; Homework for Chapter 1; Finish reading <i>Unaccountable</i> ; Begin writing summary	Crossword chapter 2; Practice Set 2 (p. 120) Continuing Problem P2-64 (p. 119); P1-29A; Case 1 (p. 120)	Quick Check; Short Exercises; E2-18; E2-19; Demo Doc (p. 114);
4 9/28	Chapter 3	The Adjusting Process Mock Exam	Read Chapter 3; Homework for Chapter 2; Turn in your <i>Unaccountable</i> summary report; Research/Write Paper	Crossword chapter 3; P2-33A; Practice Set 3 (p. 186) Continuing Problem P3-43 (p. 185); Case 3.1 (p. 186)	Quick Check; Short Exercises; E3-19; Demo Doc (p. 114)
5 10/5	Chapter 4; Appendix 4A	Completing the Accounting Cycle Mock Exam	Read Chapter 4 and 4A; Homework for Chapter 3; Research/Write Paper	Crossword chapter 4; P3-33A; Practice Set 4 (p. 252) Comprehensive Problem 1-4 (p. 260) Continuing Problem P4-38 (p. 252); Decision Case 4.1 (p. 253)	Quick Check; Short Exercises; E4-14; E4-15; E4-16; Demo Doc (p. 244);

6 10/12	Exam 1	Chapter 1-4	Project paper due; Continuing & Comprehensive Problems due; Homework for Chapter 4; Prepare presentations	Continuing Problem	
7 10/19	Chapter 5	Merchandising Operations Mock Exam	Read Chapter 5; Presentations	Crossword chapter 5; Case 5.1 (p. 316) Practice Set P5-44 (p. 315) Continuing Problem P5-43 (p. 314) Comprehensive Problem 1-5 (p. 329)	Quick Check; Short Exercises; E5-15; E5-125; E5-26
8 10/26	Chapter 6	Merchandise Inventory Mock Exam	Read Chapter 6; Homework for Chapter 5; Presentations	Crossword chapter 6; E6-19 E6-20 Practice Set P6-44 (p. 367) P5-33A (p. 310); Continuing Problem P6-43 (p. 366) Case 6.1; (p. 368)	Quick Check; Short Exercises; E6-13; E6-15; E6-16 E6-22; E6-25; E6-26
9 11/2	Chapter 7	Internal Controls and Cash Mock Exam	Read Chapter 7; Homework for Chapter 6; Presentations	Crossword chapter 7; P7-35B (p. 420) Practice Set P7-43 (p. 425) Continuing Problem P7-42 (p. 424) Case 7.1 (p. 425) Demo Doc 7-1, 7-2	Quick Check; Short Exercises;
10 11/9	Exam 2	Chapters 5-8	Homework for Chapter 7;		
11 11/16	Chapter 8 Appendix 8A	Receivables Mock Exam	Read Chapter 8; Presentations	Crossword chapter 8; Practice Set P8-43 (p. 473) Continuing Problem P8-42 (p. 473) Case 8.2 (p. 474)	Quick Check; Short Exercises; E9-8; E9-17; E9-24
12 11/23	Chapter 9	Plant Assets and Intangibles Mock Exam	Read Chapter 9; Homework for Chapter 8; Presentations	Crossword chapter 9; P9-27A (p. 516) Continuing Problem P9-40 (p. 521) Case 9 (p. 522)	Quick Check; Short Exercises; Demo Doc

<p>13 11/30</p>	<p>Chapter 10</p>	<p>Current Liabilities and Payroll; Time Value of Money Mock Exam</p>	<p>Read Chapter 10, Appendix 10A; Homework for Chapter 9; Presentations</p>	<p>Crossword chapter 10; P10-36A (p. 567); P10-38A (p. 568 P10A-1A (p. 584) Continuing Problem P10-51 (p. 572)</p>	<p>Quick Check; Short Exercises; E10-10; E10-14; E10-15; E10-16; E10-20; E10-22; E10-23; E10-25; E10-26; E10-27</p>
<p>14-15 12/7</p>	<p>Current Topics, Ethics, and Review</p>		<p>Homework for Chapter 10; Presentations</p>		
<p>16 12/15</p>	<p>Final Exam</p>	<p>Cumulative Chapters 1-10</p>	<p>MC, Problems, 3 hours</p>		

These assignments may be modified during the term. Any changes will be announced in class.

Fall 2009 – UES Schedule Dates

Class Meeting Days:

	August	September	October	November	December
Monday	31	14, 21, 28	5, 12, 19, 26	2, 9, 16, 23, 30	7
Tuesday		1, 8, 15, 22, 29	6, 13, 20, 27	3, 10, 17, 24,	1, 8
Wednesday	26	2, 9, 16, 23, 30	7, 14, 21, 28	4, 11, 18,	2, 9
Thursday	27	3, 10, 17, 24	1, 8, 15, 29	5, 12, 19,	3, 10

Fall Semester Dates:

First Day of Classes: Wednesday August 26

Labor Day Holiday: – No Class Monday September 7

Mid Term Date: Wednesday October 14 (Please email mid-term grade for all students with an class average under a C.)

Homecoming Weekend: October 16-18

Fall Break: – No Class Thursday October 22 – Sunday October 25

Thanksgiving Holiday: Wednesday November 25 – Sunday November 29

Last Day of Classes: Friday December 11

Exam Week: December 14 – 18
