

SYLLABUS**Accounting 26 – Principles of Accounting I**

Fall Term – 2007, August 30 – December 13, 2007

Thursdays, 6:00 PM – 8:45 PM

Hipp Hall, Room 007, Furman University Campus

Course Description

- This 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.
- The objective of the course is for the student to learn to read, understand, and analyze financial statements.
- 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 in depth the major asset, long-term liability, and shareholders' equity accounts.

Required Text

- Accounting, 7th edition, Horngren, Harrison. Prentice Hall, Chapters 1-13
- Accounting 7th edition Study Guide, Brubeck, McGovern, Prentice Hall
- Unaccountable, Mike Brewster, John Wiley & Sons, Inc.

Students should have already have purchased their textbooks before class. The bookstore is located in the Furman University Center (lower level) from 5:00-6:00 during the first week of class. Hours of operation during the week are 9-5 Monday through Friday and 11-3 on Saturday.

Instructor

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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).
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.

Course Format

Role of Textbook, Lectures, Class Notes, Supplemental Readings and PowerPoint Slides:

- The **textbook** covers the basic material in the course, including transaction analysis, financial disclosure and interpretation. Some of the textbook material is sufficiently straight-forward that and it is expected that you will learn it solely 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 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.
- Classroom **exercises** will cover the concepts you are expected to learn.
- Crosswords and other learning tools are provided to help you learn the vocabulary of this language.
- Accounting is learned by **doing**, not by only reading or listening. You must work the problems to learn.
- A **mock exam** covering each chapter will be taken during each class so that you may gauge your understanding. The mock exam will not count towards your grade, but 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 taking the mock exams. By the time you are tested on the actual exams, you will have worked the problems you are required to know several times.
- You will be emailed files of the lecture **PowerPoints** and the homework **solutions** after each class.
- Your grade is dependent on you having read the assigned material and worked the assigned problems.
- **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 will be expected to read and report on the book "**Unaccountable**."
- You will be expected to research a topic of your choice and write a **paper**. You will also present your findings to the class using a variety of **presentation** methods of your choosing including PowerPoint.

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 large 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.
- 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 strongly recommended, as they 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 on the 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.
- There are ample opportunities to improve your grade by completing bonus questions and assignments.

Classroom Environment

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

- Before class, read the assigned chapter in the textbook. Review the vocabulary and become familiar with terms that are new to you. 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 are also 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 attempt additional questions and problems. I encourage you to work in groups. However, homework must be 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.
- (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 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. Plagiarism is 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 am – 7:00 pm Monday through Thursday and 8:30 am – 5:00 pm 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.

Grading: The course grade will consist of the following items:

Exam 1 – 25%

Exam 2 – 25%

Final exam 3 – 25%

Quizzes, homework, class participation, bonus opportunities – 10%

Projects/Presentations – 15%

The following grade scale is used:

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 Research Paper Topics

- GAAP
- International Financial Reporting Standards and Convergence
- Review of recent accounting scandals
- The role of government and regulatory agencies in financial reporting
- Sarbanes Oxley
- Forensic Accounting
- Future of the Financial Accounting Standards Board - FASB
- How the PCAOB has done in overseeing audit firms
- Impact of Section 404 internal control requirements on corporations
- COSO
- Financial statement opinion letters
- 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.

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 by End of This Class</u>	<u>Suggested Homework (Do not turn-in)</u>
30-Aug		Introductions; Your goals; Syllabus review; Course objectives; Course requirements; Email; Learning styles	Begin reading <i>Unaccountable</i>		
6-Sep	Chapter 1	Accounting and the Business Environment Mock Exam	Read Chapter 1, Work Summary Problem; Continue reading <i>Unaccountable</i> ; Select research topic; Begin research and writing.	Crossword; Continuing Problem P1-42; Case 2 (p. 45)	Quick Check; Short Exercises; E1-17; E1-18; E1-22; E1-24; E1-26; Demo Doc (p. 49);
13-Sep	Chapter 2	Recording Business Transactions Mock Exam	Read Chapter 2; Work Summary Problem; Finish reading <i>Unaccountable</i> ; Begin writing summary	Crossword; Continuing Problem P2-44; P1-29A; P1-36B; Case 2.2 (p. 111)	Quick Check; Short Exercises; E2-18; E2-19; Demo Doc (p. 114);
20-Sep	Chapter 3	The Adjusting Process Mock Exam	Read Chapter 3; Work Summary Problems; Turn in your <i>Unaccountable</i> summary report; Research/Write Paper	Crossword; P2-33A; Continuing Problem P3-44; Case 3.1 (p. 175)	Quick Check; Short Exercises; E3-19; Demo Doc (p. 114)
27-Sep	Chapter 4; Appendix 4A	Completing the Accounting Cycle Mock Exam	Read Chapter 4 and 4A; Work Summary Problem; Research/Write Paper	Crossword; P3-36A; Comprehensive Problem 1-4 (p. 242) Continuing Problem P4-39; Case 4.1 (p. 236)	Quick Check; Short Exercises; E4-14; E4-15; E4-16; Demo Doc (p. 244);
4-Oct	Exam 1	Chapter 1-4	Project paper due; prepare presentations		
11-Oct	Chapter 5	Merchandising Operations Mock Exam	Read Chapter 5; Presentations;	Crossword; Case 5.1 (p. 301) Comprehensive Problem 1-5 (p. 308)	Quick Check; Short Exercises; E5-15; E5-125; E5-26

18-Oct	Chapter 6	Merchandise Inventory Mock Exam	Read Chapter 6; Presentations	Crossword; P5-33A; Case 6.1; Case 6.2	Quick Check; Short Exercises; E6-13; E6-14; E6-15; E6-16; E6-22; E6-25; E6-26
25-Oct	Chapter 7	Accounting Information Systems Mock Exam	Read Chapter 7; Presentations	Crossword; Comprehensive Problem 1-7 (p. 403)	Quick Check; Short Exercises; E7-15
1-Nov	Chapter 8	Internal Controls and Cash Mock Exam	Read Chapter 8; Presentations	Crossword; P7-34B Case 8.3 (p. 451)	Quick Check; Short Exercises;
8-Nov	Exam 2	Chapters 5-8			
15-Nov	Chapter 9 Appendix 9A	Receivables Mock Exam	Read Chapter 9; Presentations	Crossword; E9-15; E9-17	Quick Check; Short Exercises; E9-8; E9-17; E9-24
29-Nov	Chapter 10	Plant Assets and Intangibles Mock Exam	Read Chapter 10; Presentations	Crossword; P9A-1; P10-35B; P10-38B	Quick Check; Short Exercises; E10-10; E10-14; E10-15; E10-16; E10-20; E10-22; E10-23; E10-25; E10-26; E10-27
6-Dec	Chapter 11	Current Liabilities and Payroll Mock Exam	Read Chapter 11; Presentations	Crossword; P11-34B; Comprehensive Problem 8-11 (p. 592)	Quick Check; Short Exercises; E11-14; E11-15; E11-16; E11-17; E11-19; E11-22
13-Dec	Final Exam	Cumulative Chapters 1-11	MC		

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

During this academic period, the Furman UES program observes one holiday that impacts this class:

- Thanksgiving Day, November 22, 2007

COURSE: ACC 26

SEMESTER: Fall, 2007

I, _____, have received and read a copy of
(Print your name)

the syllabus for Acc26, Principles of Accounting I. This syllabus includes the course description, required text(s), learning outcomes, grading and grading scale, schedule of class meetings and assignments. I understand what is expected in this course.

Student Initials Date

Email Telephone number for messages (Optional)