

# John Massey School of Business

## ACCOUNTING

## Southeastern Oklahoma State University

### ACCT 2103 Fundamental Financial Accounting I - WEB

Semester Credit Hours: 3

Semester: Spring I 2019  
January 14- March 3

Instructor: Stephanie Metts

**ONLINE**

Office Location: R104

Phone Number: (580) 745-2189 Fax (580) 745-7485

Office Hours:

Monday: 9:30 – 11:30 a.m. and 1:00 - 3:00 p.m.

Tuesday: By Appointment

Wednesday: 9:30 – 11:30 a.m. and 1:00- 3:30 p.m.

Thursday: 8:00 – 9:30 a.m.

Friday: By Appointment

E-mail Address: [smetts@se.edu](mailto:smetts@se.edu)

Blackboard: This course is listed in BlackBoard at Se.edu

#### ***The MISSION of Southeastern Oklahoma State University***

Southeastern Oklahoma State University provides an environment of academic excellence that enables students to reach their highest potential. By having personal access to excellent teaching, challenging academic programs, and extracurricular experiences, students will develop skills and habits that promote values for career preparation, responsible citizenship, and lifelong learning.

#### ***University Educational Targets***

In fulfilling its mission, Southeastern fosters the region's cultural opportunities, economic growth, environmental quality, scientific and technological progress, as well as social and personal well-being.

#### ***The MISSION of the John Massey School of Business***

*The mission of the JMSB is to develop business professionals who are able to apply their knowledge of business to solve problems effectively as individuals or in a team environment, clearly communicate their ideas to appropriate audiences, and demonstrate an understanding of the process of making ethical decisions. The JMSB recognizes and values a wide range of intellectual contributions with an emphasis on applied knowledge and practice.*

#### ***The MISSION of the Department of Accounting and Finance***

*The primary mission of the Department of Accounting and Finance is to offer baccalaureate programs in the academic disciplines which are designed to provide academic excellence in undergraduate education as well as practical experiences. The department is dedicated to preparing the student to excel and to be successful in a diverse and global environment. Additionally, these programs can stimulate the students to develop an interest in lifelong learning.*

## **Program Targets and Intended Student Learning Outcomes**

Use critical and analytical thinking while learning basic accounting theory and practice.

### **I. Course Description**

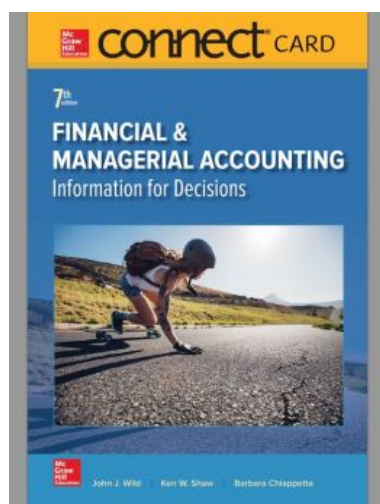
An Introduction to financial accounting including developing, analyzing, and interpreting financial statements.

### **II. Course Objectives**

- A. Correctly apply the basic theories of Generally Accepted Accounting Principles (GAAP) to recordable business transactions. (JMSB Goal 2)
- B. Identify basic accounting equation; calculate the effect of monetary transactions on the equation. (JMSB Goal 2)
- C. Understand the purpose of accounting books of entry and correctly demonstrate their use. (JMSB Goal 2)
- D. Apply double-entry accounting while choosing correct accounting entries and using proper accounts, debits, and credits. (JMSB Goal 2)
- E. Demonstrate knowledge of the accounting process, the purpose of accounting documents, and be able to prepare these basic documents. This includes knowledge of the preparation of financial statements, work sheets, trial balances, and other supporting schedules for corporations. (JMSB Goals 2, 5)
- F. Make adjusting entries required for accurate presentation of the financial statements; be able to make appropriate closing entries. (JMSB Goal 2)
- G. Correctly perform basic bank reconciliation, and petty cash entries.
- H. Apply basic concepts of internal control successfully. (JMSB Goal 2)
- I. Make appropriate entries to account for special areas, such as: short-term investments, notes receivable, petty cash, credit sales, and bad debts. (JMSB Goal 2)
- J. Make calculations and entries needed to precisely account for inventories including cost of goods sold and assigning costs to inventories. (JMSB Goal 2)
- K. Properly classify accounting transactions using entries and calculations relating to the acquisition, use, and disposition of operating assets. (JMSB Goal 2)

### **III. Required Materials**

Wild, Shaw & Chiappetta, (7th Edition) *Financial & Managerial Accounting Information for Decisions*, McGraw Hill/Irwin. ISBN 9781260004823 which will/should include access to Connect software which is mandatory for this online course.



**NO EXTENSIONS ON DUE DATES WILL BE GIVEN/ NO LATE WORK WILL BE ACCEPTED**

**IV. Class Management – Tentative Course Schedule\***

*\*Subject to change.*

<i>Week</i>	<i>Sections Covered</i>	<i>Due Date by 11:59 P.M. Sunday</i>
1	Chapter 1 & 2 all sections. Specific homework located in Bb- assignment link.	1/20/2019
	<b>Quiz # 1</b> Chapters 1 – 2/ Objectives A,B,D&E	
2	Chapter 3 & 4 all sections. & Quiz #1 (see schedule above) Specific homework located in Bb- assignment link.	1/27/2019
	<b>Quiz # 2</b> Chapters 3 – 4/Objectives A,C,D,E&F	
	<b>Exam #1</b> Chapters 1 – 4/ Objectives A thru F	
3	Chapter 5 & 6 all sections. Specific homework located in Bb- assignment link.	2/03/2019
	<b>Quiz #3</b> Chapters 5 – 6/ Objectives A,C,D,E,G,H&J	
4	Chapter 7 & 8 all sections. & Quiz #3 Specific homework located in Bb- assignment link.	2/10/2019
	<b>Quiz #4</b> Chapters 7 – 8/ Objectives A,D,I & K	
	<b>Exam #2</b> Chapters 5- 8/ Objectives A & C thru K	
5	Chapter 9 & 10 all sections. Specific homework located in Bb- assignment link.	2/17/2019
	<b>Quiz #5</b> Chapters 9 -10/ Objectives A,B,D,E, & I	
6	Chapter 11 & 12 all sections. & Quiz # 5 Specific homework located in Bb- assignment link.	2/24/2019
	<b>Quiz #6</b> Chapters 11 – 12/ Objectives A,B,D,E,	
	<b>Exam #3</b> Chapters 9-12/ Objectives A,B,D,E	
7	<b>Final Exam - Comprehensive/ Objectives A thru K</b>	3/03/2019

**SEMESTER CALENDAR:** Please see [HERE](#)

**COURSE REQUIREMENTS AND RESPONSIBILITIES:** *Students are expected to have read all assigned readings before they start the LearnSmart and homework and every student will be responsible for all reading assignments whether or not they are discussed in the course. Every student is expected to work and submit "LearnSmart" and homework completed as an individual not from a group effort.*

Attendance – The Registrar's office defines attendance in online classes as:

Stopped Attending = Students who were participating online but have stopped submitting any assignments, etc. without contacting/making arrangements with the instructor.

Never Attended = Students who never accessed Blackboard to view the course or never completed any assignments that were due for the course.

Excessive Absences = Students who have submitted some work but are infrequent in their participation or late on assignments – leading to a failing grade.

I will try to check the Blackboard site and my email daily. This course is entirely online and in an accelerated format. You WILL BE expected to be highly motivated and able to work independently. Although attendance is not being strictly counted as part of the grade, performance is. I will use the Registrar's definitions above for reporting purposes, as required.

Internet Etiquette (Netiquette) – Available through the Southeastern Online Learning website or Netiquette <http://www.se.edu/dept/online-learning/technology/communication-netiquette/>

Exams – There will be three exams and a comprehensive final exam. The three exams will consist of multiple choice or true/false questions, problems, exercises, and/or short answer questions. The final exam will be a *comprehensive* exam in multiple choice and true/false format. The final exam counts for a greater percentage of the final grade. **As this class is an accelerated 7-week course – Due dates will NOT be extended and late work will NOT be accepted. So pay close attention to the schedule, start your work early, and plan accordingly.**

Quizzes – Quizzes will be in short answer, multiple choice, true/false, and/or short calculation form. Quizzes are used to measure individual work and dishonest work will be rewarded with a grade of zero. **As this class is an accelerated 7-week course – Due dates will NOT be extended and late work will NOT be accepted. So pay close attention to the schedule, start your work early, and plan accordingly.**

LearnSmart Assignments – These McGraw-Hill modules are good learning tools and are required assignments. Completing these should increase learning and understanding of accounting. **As this class is an accelerated 7-week course – Due dates will NOT be extended and late work will NOT be accepted. So pay close attention to the schedule, start your work early, and plan accordingly.**

**NO EXTENSIONS ON DUE DATES WILL BE GIVEN/ NO LATE WORK WILL BE ACCEPTED**

Homework - These individual assignments will be done online in McGraw-Hill “Connect” and will be automatically graded. I allow the student several check your work opportunities. **As this class is an accelerated 7-week course – Due dates will NOT be extended and late work will NOT be accepted. So pay close attention to the schedule, start your work early, and plan accordingly.**

Calculator - The only calculator that you need for this class is a basic one that that you can purchase for a dollar.

E-mails - You must have a **valid SE e-mail** address to participate in the course. Be sure to use “ACCT 2103.W1” in the subject line of all e-mail, and your name in the body of every e-mail you send. You are identified by your name, not your e-mail address, on the Registrar’s printout and in the grade book. **Most e-mails sent through Hotmail, Yahoo, etc. go directly to spam. If messages arrive anyway from such sites, these messages may be viewed as spam and deleted unread.**

Special treatments or exceptions to this syllabus – None unless submitted through the campus Coordinator of Students with Disabilities and forwarded to this instructor by university processes.

Course Grading: This course is NOT graded off a total points system. The course grade will be determined as a **weighted average percentage** of points earned relative to points available not as a simple average. Weighted average techniques give greater importance to some items, such as tests. Weighted average calculations are discussed in chapter 5 of this course. The grading scale is: 90-100 = A; 80-89 = B, 70-79 = C, 60-69 = D and 0-59 = F. The percentage components of the course are as follows:

Exams (three of equal, i.e. 15% weight per exam)	45%
Comprehensive Final Exam	18%
Quizzes	10%
LearnSmart Modules	7%
Homework	<u>20%</u>
TOTAL	100%

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### **Americans with Disabilities Act Policy**

Any student needing special accommodations due to a disability should contact the Coordinator of Student Disability Services. Please find more information [HERE](#). It is the responsibility of each student to make an official request to the Coordinator for academic accommodations.

### **Equal Opportunity Statement**

In Compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and other Federal Laws and Regulations, Southeastern Oklahoma State University does not discriminate on the basis of race, color, national origin, sex, sexual identity, sexual orientation, age, religion, handicap, disability, or status as a veteran in any of its policies, practices or procedures, this includes but is not limited to admissions, employment, financial aid, and educational services. <http://www.se.edu/dept/compliance-and-safety/files/2018/03/Civil-Rights-Title-IX-Policy-REVISED-3-8-18.pdf>

**Title IX of the Education Amendments of 1972** (20 U.S.C. § 1681) states: No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..." Southeastern Oklahoma State University does not discriminate on the basis of sex in its education programs or activities, in compliance with Title IX and the U.S. Department of Education's regulations at 34 C.F.R. §§ 86.1 et seq. Individuals who believe they have been discriminated against on the basis of sex may contact S.E.'s Title IX Coordinator at 580-745-3090, [titleix@se.edu](mailto:titleix@se.edu), or PMB 2750.

## School of Business – Code of Academic Responsibility for Students, Staff and Faculty

### I. Academic Responsibilities.

It is the responsibility of faculty, staff, and students to create an academic community that is conducive to learning and the fostering of the free exchange of thought and ideas. This community is intended to be free from all forms of prejudice(s) that negatively influence learning, such as those based on age, ethnicity, gender, race, or religion, and national origin. All faculty, staff, and students should treat one another with courtesy and respect.

### II. Faculty and Staff Responsibility.

**Every instructor or staff member (whichever is applicable) is responsible to provide the student a written syllabus within the first three (3) days of class which contains the information in sentences numbered 1 through 6:**

1. Inform the students of the objectives, content, assignments, policies on return of student work, and examination procedure in each course;
2. Inform the students of the methods by which the instructor determines the final grade in the course;
3. Inform the students of all requirements that the student will be required to comply with, such as dress code, cell phone and pager use, etc. that the instructor believes to be proper, as well as the penalties for violation.
4. Inform the students of the requirements of major papers and/or major examinations in the course;
5. Inform the students of how class assignments will be made or posted.
6. Inform the students of the policy of the faculty for student review of papers and examinations.

**Every instructor or staff member shall endeavor to meet the following:**

7. Ensure that every student has equal access to all course materials, assignments, and examination.
8. Provide fair and impartial evaluation of all student performances, i.e., evaluating all students according to common criteria;
9. Be available for conferences with students during announced or posted office hours;
10. Treat students with courtesy and respect at all times. Courtesy and respect do not prohibit strong criticism directed at the student's academic errors or scholarly works;
11. Attempt to provide a learning environment that is free from all forms of prejudices that negatively influence the student(s) learning, such as those based on age, ethnicity, gender, disability, race, religion, or national origin.
12. Adhere to the Class Attendance Policy as adopted by the university.
13. Enforce and seek compliance with all University rules, regulations and policies.
14. Enforce and seek compliance with all the laws, rules and regulations of the State of Oklahoma, and the Board of Regents of Oklahoma Colleges.
15. Enforce and seek compliance with all the laws, rules and regulations of the United States of America as they may relate to the activities on this campus.



16. Assume the positive obligation to confront students of suspected academic dishonesty.

### **III. Student Responsibilities.**

Every student is responsible to:

1. Attend class in accordance with the Class Attendance Policy of the University;
2. Be attentive during class, and participate constructively in class discussions;
3. Perform the work assigned in each course to the best of the student's ability, and submitting the same on time or in a timely manner;
4. Comply with all of the requirements that the instructor may demand for the course;
5. Show respect for instructors and fellow students at all times;
6. Comply with any and all University rules, regulations and policies; the laws, rules and regulations of the State of Oklahoma; applicable rules and regulations of the State of Oklahoma Board of Regents; and the laws, rules and regulations of the United States of America as they may relate to the activities on this campus;
7. Obtain any information (written or otherwise) provided by the instructor during any regularly scheduled class period not attended by the student, and promptly make up any work or assignment that the instructor may allow.
8. Abide by the University's "Student Code of Conduct";
9. Inform the Office of Student Support Services of any disability that may interfere with the students' ability to learn or perform the required tasks of the course;
10. Comply with provisions and requirements of the "Academic Misconduct" Policy of the College of Business Administration.

### **IV. Academic Misconduct:**

The rights and responsibilities that accompany academic freedom are at the heart of the intellectual integrity of the University. Students are therefore expected to behave honestly in their learning. Cheating and other forms of academic misconduct undermine the value of an education for everyone, and especially for the person who cheats. Violations of the Academic Misconduct Policy can result in penalties ranging from grade reductions to suspension, dismissal, or expulsion from the University.

#### **a. Student Responsibility**

Misunderstanding of the appropriate academic conduct will not be accepted as an excuse for academic misconduct. If a student is in doubt about appropriate academic conduct in a particular situation, he or she should consult with the instructor in the course, the department chair, or the dean so as to avoid the serious charge of Academic misconduct.

#### **b. Definition and Criteria:**

Academic misconduct is defined as any activity that tends to compromise the academic integrity of the institution or subvert the educational process. Examples of academic misconduct include, but are not limited to:

#### ***Conduct with respect to and during a quiz, examination, or similar evaluation:***

1. Possessing, referring to, or employing open textbooks or notes or other devices not authorized by the instructor.



2. Looking at or using information from another person's paper.
3. Communicating with, providing assistance to, or receiving assistance from another person in a manner not authorized by the instructor.
4. Possessing, buying, selling, obtaining, or using a copy of any unauthorized materials intended to be used in or actually used in the preparation of a quiz or examination or similar evaluation.
5. Taking a quiz or examination or similar evaluation in the place of another person.
6. Utilizing another person to take a quiz, examination, or similar evaluation in place of oneself.
7. Violating procedures prescribed to protect the integrity of a quiz, examination, or similar evaluation.
8. Changing material on a graded examination and then requesting a re-grading of the examination.

***Written and other assignments.***

1. Submitting an assignment purporting to be the student's original work, which has been wholly or partly created by another person.
2. Submitting or presenting as one's own the work, ideas, representations, or words of another person without customary and proper acknowledgment of sources.
3. Knowingly permitting one's work to be submitted by another person as if it were the submitter's original work.
4. Submitting the identical or substantially the same assignment to fulfill the requirements for two or more courses without the approval of the instructors involved, or submitting the identical or substantially the same assignment from a previously completed course to fulfill requirements for another course without the approval of the instructor of the later course.
5. Violating procedures prescribed to protect the integrity of the assignment.
6. Cooperation with another person in academic misconduct, either directly or as an intermediary agent or broker.
7. Theft, attempted theft, malicious defacement, mutilation of library materials, or other academic resources.

**V. Disciplinary Procedure for Academic Misconduct:**

Academic misconduct matters shall be considered first by the faculty member affected. The faculty member may recommend penalties; including but not limited to withdrawal from the course, reduction or changing of a grade in the course, test, assignment, or in other academic work, performing additional academic work not required of other students in the course. Acceptance of the faculty member's recommended penalties by the student shall make the penalties final and constitute a waiver of further administrative procedures or appeals.

If the student does not accept the decision of the faculty member, the student may have the case reviewed by the academic department chair.

If the student does not accept the decision of the academic department chair, the student may have the matter referred to the Dean of the School.

If this decision of the Dean is not accepted, the student may have the matter referred to the Academic Appeals Committee. The Academic Appeals Committee serves as an appeals board for all requests from faculty or students who seek to have grades or records modified. The decision of the Academic Appeals Committee will be final as to

factual determinations of the appeal.

## **VI. Appeal Rights of Students:**

Every student has the right when appealing a faculty decision involving academic dishonesty:

1. To be informed of the nature(facts) of the allegations, charges, or reports brought against the student as well as a reference to the particular sections of the statutes, regulations, rules or policy involved;
2. To receive reasonable notice of any hearing; including the time, place, nature and purpose of the hearing, and the legal authority for the hearing;
3. To have findings of fact based exclusively on the information and evidence presented at the hearing;
4. To respond and defend the allegation(s) by; including but not limited to, presenting relevant evidence, testimony, and to call witnesses in his behalf, and to exam all witnesses to the proceedings that may appear against the student.
5. To be provided, in advance, a copy of all reports, data, or other information that will be submitted or considered by the Chair, the Dean, or the Committee in connection to the matter before it;
6. To have all proceedings be electronically recorded. Such recordings shall be maintained for such time so as to protect the record through any judicial review. Copies of the recordings may be provided by the University to any party to the proceeding, upon tender of the appropriate costs or expenses of recording. Any party wishing the proceedings to be transcribed may do so at their own expense.
7. To have all decisions rendered by the Chair, and/or the Dean, and/or the Committee to be in writing. The writing shall contain findings of fact, conclusions, and a resolution of the case. The decision of the committee is final unless appealed within three (3) days of the date the decision or three (3) days from the date the decision is served upon the student, whichever is later in time.
8. To appeal a Committee's decision to the President of the University. The Presidents review is limited to compliance with all university policies, codes, rules or regulations that pertain to the appeal at hand. Notice of Appeal(s) to the President shall be made in writing, within three (3) days of the date of the decision or three days from the date the decision is served upon the student. Notice of Appeal(s) shall also be sent to Chairman of the Committee, who shall send the decision and any evidence retained by the committee to the President. The President shall make his ruling on compliance within ten (10) days of the Presidents receipt of the decision and evidence. Findings of facts cannot be appealed.

## **VII. Appeal Rights of Faculty, Staff**

The faculty or staff may only appeal the decision of the Department Chair that involves academic misconduct, to the Dean. No other appeal is permitted by a member of the faculty or staff. The decision of the Dean is final as to members of the faculty and staff. The procedures and notices for this appeal shall be the same as set forth in VI 1 thru 8 above (Appeal Rights of Students).

## **ACKNOWLEDGMENT**

After you have read the entire syllabus, **type the following statement in the Syllabus Acknowledgment section in the Blackboard** course. This acknowledgement should be submitted by Sunday, 1/20/2019 at 11:59 P.M.

I \_\_\_\_\_ (print your name) have read the syllabus for Fundamental Financial Accounting, ACCT 2103.W1. I fully understand and will follow the requirements for the class. I understand that no due dates will be extended nor will any late work be accepted.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date