Instructor: Robyn Robertson, CPA
Office: B140
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Office Hours: By appointment
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REQUIRED COURSE MATERIALS:

  ISBN: 9781307165036

COURSE DESCRIPTION:

This course covers the analysis of generally accepted accounting principles, concepts, and theory underlying the preparation of financial statements.

Course PreReq: ACCT 2301 or ACCT 2401

LEARNING OUTCOMES:

Upon successful completion of this course, the student will be able to identify objectives of financial accounting and define generally accepted accounting principles; prepare and analyze financial statements with emphasis on the income statement and balance sheet; and analyze complex transactions affecting asset accounts. These learning outcomes include the following:

Technical/Conceptual Competencies:

- Demonstrate knowledge of the development of accounting standards
- Understand the conceptual framework
- Understand and complete the steps in the accounting cycle
- Prepare the income statement, statement of stockholder’s equity, balance sheet and statement of cash flows
- Demonstrate an understanding of the purpose and limitations of the financial statements
- Understand the income statement including reporting of separately reported items
- Understand revenue recognition principles
- Understand and apply concepts of present value
- Demonstrate competency in applying US GAAP in accounting for the following current and long-term assets: cash, receivables, inventory, property, plant and equipment, and intangible assets.
Workplace/SCANS/Intellectual Competencies:
1. Manage Resources:
   - Manage time in order to complete class assignments and exams
   - Learn how organizations make decisions to manage and allocate scarce resources (Specific examples include management and control of cash, inventories, materials, and labor.)
2. Exhibit Interpersonal Skills:
   - Work in teams in order to complete class assignments
   - Learn to use communication, negotiation, and evaluation skills in group activities
3. Work with information:
   - Acquire and evaluate relevant information for decision making
   - Organize and maintain accounting information using a variety of accounting systems
   - Interpret and communicate relevant information in financial statements and other accounting reports
   - Process information with computers using electronic spreadsheets and other software
4. Apply Systems Knowledge:
   - Understand various accounting systems and effectively evaluate related information
   - Learn how to monitor/control accounting systems
5. Use Technology:
   - Access appropriate electronic databases to obtain decision-supporting information
   - Build appropriate models and simulations using electronic spreadsheets and other software
   - Acquire skills through technology-based learning modules when available and appropriate
6. Demonstrate Basic Skills:
   - Place information in appropriate context when reading, writing, speaking, and listening
   - Express information and concepts with conciseness and clarity when writing and speaking
   - Measure items using appropriate methods of measurement
7. Demonstrate Thinking Skills:
   - Make valid and reliable evaluations of information
   - Evaluate the significance of evidence or facts
   - Verify information for problem definition and solution
   - Seek consensus where appropriate
   - Consider unconventional approaches and solutions to problems
   - Know when to follow directions, question plans or seek help
8. Exhibit Personal Qualities
   - Cultivate growth in personal conduct and capabilities
   - Diagnose the need for change and take appropriate action to gain competencies
   - Recognize situations where professional ethical standards apply and behave accordingly
   - Accept professional development as a life-long process

Program Student Learning Outcomes:
1. Accounting Knowledge:
   - Identify and analyze relevant financial information
   - Record and communicate accounting transactions
2. Computational Skills (Quantitative Skills):
   - Select relevant data and perform appropriate financial calculations
3. Technology:
   - Use technology effectively to perform accounting tasks
4. Critical Thinking (Critical Analysis):
   - Analyze and compare relevant financial information for decision making
5. Communication:
   - Read, write, speak, and listen appropriately for academic and career purposes
6. Ethics:
   - Recognize ethical dilemmas, make ethical decisions, and provide rationale for decisions
7. Personal Life Skills:
   - Possess sufficient life skills to effectively manage personal and professional life

**Richland College's Quality Enhancement Plan – Learning to Learn: Developing Learning Power:**
Richland College is implementing its Quality Enhancement Plan (QEP) in select classes. The QEP provides techniques, practices, and tools to help students develop the habits, traits or behaviors needed to be effective and successful lifelong learners in college and in life. For more information, please log onto https://alt.richlandcollege.edu/qep/

**REQUIRED ONLINE ORIENTATION:**

ACNT 2303 requires you to complete an online orientation. This is very important so that I can verify your enrollment and participation to the Registrar. To fulfill your Orientation Requirement, complete the following steps within one week from the start date of the class.

1. Read the course syllabus and all Detailed Directions carefully.
2. Update your personal information on eCampus. I must have a current, working email address for you!
3. Post a personal statement on the Community Orientation Discussion Board in eCampus and respond to at least 2 fellow students’ postings. (go to the “Discussion Board” tab on eCampus).
4. Submit the following Orientation Statement through eMail to your instructor. Instructor info on first page of this syllabus.
   - "I have updated my personal information. I have read the syllabus, and all directions, I understand what I am to do. I have begun working on the first chapter, and I will email you at least once each week about my progress in the course."
   - I have posted my personal statement on the Community Orientation Discussion Board and I have responded to at least 2 fellow classmates.
5. In addition, tell me about yourself and why you are taking this course. Include any questions you have about the course in this initial communication.

**COURSE COMMUNICATIONS**

Active communication is vital in the OnLine Learning Environment. You begin this process with the OnLine Orientation, interacting with fellow students through the Community Orientation Discussion Forum and subsequently emailing your instructor to inform him/her of your completion of the orientation activities. To maintain regular, consistent course communications please adhere to the following guidelines.

**eMail**: eMail communications with your instructor should be limited to personal, individual situations requiring a private audience between you and your instructor. In these situations your instructor will strive to respond to your mail within 24 hours during a regular school-hours time-frame. Responses during off-hours will be prompt but could be at longer timing.

**Important Note**: For all e-Mail communications; always include your name, the course prefix and number, the course section number, and the title of whatever it is that you wish to communicate on the subject line of your emails.

**Discussion Board Forums**: The preferred method of communication within the course site is through Open Discussions within the eCampus module.

**Community Orientation Discussion Forum**: This forum is first used to fulfill your orientation requirements. It could also be helpful to continue building relationships, creating study teams and generally forming Community with fellow classmates throughout the semester. Your fellow classmates could be your greatest resource in this online class.
Course Question, Answer and Discussion Forum: Use this forum for any and all course questions or inquiries. Posting questions here will allow all students in the class to share in the same information. Your instructor will review this forum regularly and will respond to all questions asked.

*Do not send eMail to the instructor for course content questioning. Use this forum instead.* Please use clear, concise header information for each of your threads and responses. Use wording that will clearly identify the problem or topic presented for discussion and resolution.

Office Hours / Personal Conference: By appointment

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<thead>
<tr>
<th>COMPUTATION OF GRADES:</th>
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<tbody>
<tr>
<td><strong>Exams (3 exams, 355 points each)</strong></td>
<td>1065</td>
<td>53.25%</td>
</tr>
<tr>
<td><strong>&quot;Connect&quot; Homework (35 points per chapter)</strong></td>
<td>385</td>
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<tr>
<td><strong>&quot;Connect&quot; Chapter Quizzes (50 points per chapter)</strong></td>
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<tr>
<td><strong>Total Course Points (grading scale)</strong></td>
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<tr>
<td>+ Extra Credit Points</td>
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<tr>
<td>= Total Points Available</td>
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100 Extra Credit Points have been incorporated into the Computation of Grades. Therefore, each student may earn up to 2,100 points. However, the Grade Scale is based on 2,000 total points (90% of 2,000 points = 1,800). Therefore, you may improve your score by completing all assignments and earning all extra credit points. The extra credit points are earned on the practice assignments in McGraw Hill Connect. Quizzes, homework and assignments will *not* be accepted late.

EXAMINATIONS

The three exams will be taken on-line through the course e-campus site. The exam availability and due dates are listed on the course schedule attached to the syllabus. You will have three hours to complete the exam during the testing window.

REQUIRED “CONNECT” ASSIGNMENTS:

Required “Connect” Assignments: include homework brief exercises (BE), exercises (E), and problems (P) along with Chapter Quizzes which will count towards your grade. Homework modules allow unlimited attempts, while you are limited to **Two attempts on Graded Quizzes**. The attempt with the “Highest” grade will be used in the computation of course grades. All Required “Connect” Assignments must be submitted Online no later than the due date posted (see assignment schedule attached).

Homework assignments are designed to prepare you for Chapter Quizzes. Chapter Quizzes are designed to prepare you for Exams. Completion of all practice and required assignments will help you be successful in the course.

If eCampus is unavailable you may access your “Connect” assignments at the following URL using your McGraw-Hill “Connect” user ID and password: [http://connect.mheducation.com/class/r-robertson-2018fa-acnt-2303-81400](http://connect.mheducation.com/class/r-robertson-2018fa-acnt-2303-81400)
ACCOUNTING TUTORING AND LAB:

Tutoring for accounting students is available on campus in Room M216 Medina Hall and online by clicking on the Tutoring Resources tab on your eCampus course site. Tutoring is FREE and is recommended for any student who is having difficulty with the assignments or would like to review for an examination. Solutions to homework exercises are available to check your answers in M216 and online. Check the lab schedules posted in Room M216.

DISTANCE LEARNING INFORMATION:

Richland College Distance Learning Information Page: http://www.rlc.dcccd.edu/dl/

Distance Learning/OnLine ACNT 2303 courses are very intensive and challenging and require a disciplined approach to independent learning. You must be self-motivated, computer literate, and have access to the Internet, E-mail, and Microsoft Office, including Word and Excel.

If you were enrolled in a comparable 15-week on-campus accounting course, you would be expected to attend class 3 hours a week plus spend a minimum of approximately 6 hours per week studying and completing homework. Because you do not have the day-to-day classroom directed activities, you may find that distance education courses require more study time than on-campus classes.

To increase chance of success in a distance learning/OnLine ACCT 2301 course, you must be prepared to spend a minimum of 9 hours per week for a 15-week course, 11 hours per week for a 13-week course, 15 hours per week for a 9-week course, or 34 hours per week for a 4-week course. (Time required varies greatly based on individual backgrounds and aptitude.)

RICHLAND AND DCCCD POLICIES:

**Attendance Policy:** In order to be successful students must attend and participate in enrolled classes. Class attendance and course progress are the responsibility of the student. It is also the responsibility of the student to consult with the instructor following a period of absence.

**Withdrawal Policy:** If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by:

**November 15, 2018**

Failure to do so will result in your receiving a performance grade, usually an “F”. If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to https://www.richlandcollege.edu/apply-reg/reg/Pages/DropWithdrawable.aspx, contact the Admissions/Student Records office at 972-238-6100 or 6101 (Thunderduck Hall, T170), or contact the division office.

**Academic Progress:**
Students are encouraged to discuss academic goals and degree completion with their instructors. Specific advising is available throughout the semester.

Check https://www.richlandcollege.edu/services/Advising/Pages/default.aspx for more details.

**Institutional Policies:**
Institutional Policies relating to this course can be accessed from the following link www.richlandcollege.edu/syllabipolicies.

School policy prohibits eating, drinking or smoking in the classrooms.

**The instructor reserves the right to amend this syllabus as necessary**
Complete all Required “Connect” Assignments by 11:55pm on completion dates in the left-hand column!!

<table>
<thead>
<tr>
<th>11:55pm Completion Date</th>
<th>Chapter Lessons</th>
<th>End-of-Chapter Review Materials</th>
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<tbody>
<tr>
<td></td>
<td>Complete all “Required” HW and Quizzes in McGraw-Hill “Connect” for course grades. Use practice materials for content mastery. Practice Exercises are designed to prepare you for Chpt HW Chpt HW problems are designed to prepare you for Quizzes Chpt Quiz problems are designed to prepare you for Exams</td>
<td>Brief Exercises (BE); Exercises (E); Problems (P) (listed to show which questions are picked in connect assignment website)</td>
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<td>BE: 1-1, 2, 3, 4; E: 1-14</td>
<td>Chapter Practice</td>
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<td>E: 1-1, 2, 6, 7, 9, 10, 15</td>
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<tr>
<td>09/16/2018</td>
<td>Chapter 2: Review of the Accounting Process</td>
<td>BE: 2-2, 3, 4, 5, 9, 10, 11, 12</td>
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<td>BE: 2-2; E: 2-2, 3, 6, 8, 12, 15; P: 2-3, 4</td>
<td>BE: 2-7;</td>
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<td>09/23/2018</td>
<td>Chapter 3: The Balance Sheet and Financial Disclosures</td>
<td>BE: 3-1, 2, 6, 9; E: 3-3, 10</td>
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<td>BE: 3-5; E: 3-2, 5, 12, 16</td>
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<td>By: 09/30/2018</td>
<td>Exam 1: Ch. 1-3: Available on e-campus from Thursday, September 27 – Sunday, September 30</td>
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<td>10/07/2018</td>
<td>Chapter 4: The Income Statement, Comprehensive Income, and the Statement of Cash Flows</td>
<td>BE: 4-1, 3, 4; E: 4-12,17</td>
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<td>BE: 4-5; E: 4-2, 15, 20, 24; P: 4-5</td>
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<td>10/14/2018</td>
<td>Chapter 5: Revenue Recognition and Profitability Analysis</td>
<td>BE: 5-1, 2, 7, 22, 27, 31, 32</td>
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<td>BE: 5-3, 11, 28; E: 5-2, 5, 18</td>
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<td>10/21/2018</td>
<td>Chapter 6: Time Value of Money Concepts</td>
<td>BE: 6-2, 4, 6, 8</td>
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<td>E: 6-2, 3, 10, 11; P: 6-1, 3</td>
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<td>10/28/2018</td>
<td>Chapter 7: Cash and Receivables</td>
<td>BE: 7-4, 6, 9, 10, 13; E: 7-1</td>
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<td>Chapter 8: Inventories: Measurement</td>
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<td>E:8-1, 2, 8, 9, 13, 15; P 8-6</td>
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<td>Chapter 9: Inventories: Additional Issues</td>
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<td>12/02/2018</td>
<td>Chapter 10: Property, Plant and Equipment and Intangible Assets: Acquisition and Disposition</td>
<td>BE: 10-1, 6, 11</td>
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<td>E: 10-1, 2, 6, 8, 14, 16</td>
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<tr>
<td>12/09/2018</td>
<td>Chapter 11: Property, Plant and Equipment and Intangible Assets: Utilization and Impairment</td>
<td>BE: 11-2, 3, 4, 9, 10, 13, 19</td>
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<td>BE: 11-16, 17; E: 11-1, 4, 6, 11, 15, 26, 35; P: 11-8</td>
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<td>Exam 3: Ch. 8-11: Available on e-campus from Friday, December 7 – Tuesday, December 11</td>
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