

Introduction to Financial Accounting

Syllabus

ACG2021 Fall 2017

Credits: 3

Instructor: Harry Hooper

My email address is harry.hooper@sfcollge.edu

Office Hours:

Tuesdays: 9 am to 12:30 pm A-031L NW Campus (352) 395 5399

3:15 pm to 6:00 pm

Wednesdays: 4:15 pm to 5:30 pm By phone (352) 395 5399

or (774) 277 9828

Thursdays: 9:00 am to 11:30 am A-031L NW Campus (352) 395 5399

Course Objectives:

1. Understand the basic concepts of accrual accounting;
2. Understand the concepts of Generally Accepted Accounting Principles and International Financial Reporting Standards and how they are established;
3. Be able to prepare and understand the four main types of financial statements.

Textbook(s):

The textbook for this class is Kemp & Waybright, Financial Accounting, 3rd Edition, published by Pearson, and we use My Accounting Lab to administer homework and provide you with excellent, extensive, additional learning materials. We have arranged for a special edition of this textbook to be made available to you through the Santa Fe bookstore.

The ISBN for your book is 1-269-87885-7. The title is Financial Accounting, Third Custom Edition for Santa Fe College.

The MyAccountingLab code is packaged together with the book in a Value Pack. If you wish to purchase the text and code together, you should buy the Value Pack. Please understand that it will be impossible to complete the course without the MyAccountingLab code.

The course id you will need is **hooper50471**. This link provides information on signing up for MyAccountingLab: <http://www.pearsonmylabandmastering.com/northamerica/students/get-registered/index.html>

Textbook availability: access to MyAccountingLab is available free to students for 14 days to assist those waiting for Financial Aid payments. There is, therefore, no reason not to start the course at the beginning of the semester.

Materials/Supplies

For exams, you will need a simple **four-function calculator**. In class, when we work problems, understand that good accountants do most of their written work with a **sharp pencil** (not a pen,) so they can erase their errors and keep their output clearly readable for later reference, or for audit by others. Obviously, to use MyAccountingLab, you are expected to have a functioning computer with online access. *Equipment or communications failure will not be accepted as an excuse for late completion of assignments or submission of the term project.* If necessary, computers with access to the Internet are available to all registered students on the SF College campus during the semester and, if you experience a hardware or communications problem, you may need time to find alternative resources. This is just one excellent reason why you should not leave completion of the assignments or the term project until the last minute. See also the Forgiveness Policy, below.

Document Sharing

The Document Sharing link on the left side of the MAL screen provides regularly updated access to important, required information about the course. **You must check for new material under Document Sharing at least once a week.** If I publish a file under Document Sharing with instructions relating to the weekly assignments, the class project, the exams, the course schedule, or any other matter pertaining to the course, you will be expected to read and comply with it or to respond to me immediately with any questions. Some announcements will also be posted on the MyAccountingLab homepage.

Email and Discussion Board

Access to email and the discussion board is available under the Communication Tools link on the left side of the MAL screen. I have set up a Discussion Board in MAL for this class. I recommend that you sign on to the Board at the beginning of the semester and introduce yourself to the others in the class. During the semester, use the Board to ask questions of your fellow students, arrange study groups, share anecdotes relating to the material, and provide feedback of a general nature. (Email should be used for *private matters*.) I will moderate the Board for appropriateness.

Exams

There will be two **exams**, a mid-term and a final exam, during the semester. See the Class Schedule before the withdrawal date to make sure you are available on the exam dates. If you are unable to attend and if you make arrangements at least two weeks before the scheduled exam date, you may take the exams remotely using ProctorU. ProctorU charges a separate fee for their service.

Missed Exams and Make-Up Policy

Exams must be taken when scheduled, except in cases of documented illness, military duty, or court appearances.

If you miss the mid-term exam **and** have a documented excuse for your absence, you will *not* be given a make-up exam; instead, your final exam may count for the two exams.

(A documented excuse is a signed statement issued by your physician's office written on office letterhead, a copy of your military orders, or a summons to appear in court on a specific date and time. Work-related excuses may be considered with appropriate documentation and after giving me the opportunity to talk with your employer. You must contact me prior to the exam.) There is no provision for a missed final so you must take it at the scheduled time.

Attendance

Attending class, accessing the course through MyAccountingLab, using of the Study Guide in MyAccountingLab, and participating through regular contact with me, your instructor, will contribute to your final grade. MyAccountingLab records when you access the system and provides your instructor with statistics. To keep pace with the schedule, you will be required to access MyAccountingLab on at least 4 different days each week.

Course Schedule

See the schedule under "Document Sharing" in MyAccountingLab. The course lasts for the entire semester. MAL only displays internal assignments in its calendar, so check the announcements on the MAL home page and the course schedule for any additional due dates.

Grading

Students are to read and complete all assignments ON TIME. Late work is NOT acceptable, nor accepted. If circumstances – personal or technical – prevent you from submitting work on time, this situation is covered by my assignment forgiveness policy, described below. If you contact me requesting acceptance of a late assignment, I will refer you to this paragraph of the Syllabus.

Forgiveness Policy: *Forgiveness for late, incomplete, or missed assignments. There are always reasons during a semester that students are unable to complete an individual homework assignment. It is difficult for your instructor to determine equitably whether one student's reason for missing or failing to complete an assignment is more "legitimate" than another student's. For this reason, only the top 10 assignments scores will be used in calculating the final grade, meaning that no student will be penalized for three or four missed assignments. Please do not ask your instructor for exceptional treatment under this category.*

*This provision is intended to include communications and systems outages, whether caused by your own malfunctioning equipment, your communications provider, or Pearson's MyAccountingLab. **So don't leave an assignment until the last minute because something could go wrong and, if it happens to you more than three or four times, you should, by then, have learned to do the assignment earlier.** If the system is unavailable one or two times, as stated in the previous paragraph, those scores will be forgiven.*

Exams 50%

There will be two (2) on-campus exams. Each will be of equal weight. Make sure you bring a picture ID to the exam room.

Quizzes 20%

Access to the quizzes is available under the Assignments link on the left side of the MAL screen. Here is the real test of your understanding of each week's material. Don't do the quiz until you are confident that you can answer the questions. You cannot start the quiz until you have scored at least 75% on the related homework. During the first part of the semester, two quizzes are assigned each week. You are only permitted one attempt at each quiz.

Homework 0%

Access to the Homework is available under the Assignments link on the left side of the MAL screen. The homework is extremely important and it is also part of the learning process. I haven't allocated a score to the homework because I don't want you to get frustrated by mistakes you may make doing it. My hope is that you will learn from it. You can attempt each homework as many times as you like before the due date.

Participation and Study Plan 15%

Access to the Study Plan is available under the Study Plan link on the left side of the MAL screen. Points in this category will be awarded based on your adherence to the Study Plan developed in MyAccountingLab. Your progress is measured by the Mastery Points you earn by demonstrating achievement of the Learning Objectives. Learning Objectives can be

accomplished in the homework, quizzes, and the "Quiz Me" exercises included in the Study Plan. Your score may be modified by your participation in the classroom, your substantive contributions to the Discussion Board, your responses to questions from your instructor, and the number and type of questions you ask. It will be enhanced by actions that indicate a genuine interest in the course. You start the semester with zero points in this category.

Project 15%

The Project is a practical test of your understanding of the material in general. It will provide an invaluable exercise in understanding a company's financial statements.

Exam and Homework Scores:

If you have a question regarding scoring, please submit a written request for review which states the specific problem, the reason for the request, and your proposed resolution. Such requests should be made within one week of the score posting date.

Course Grading Scale

The following standard Santa Fe College scale indicates the minimum total score to earn the corresponding letter grade. Since the course and exam content varies each semester, a curve may be applied to the total score for the class.

A	90 and above	- Superior Achievement
B+	85 - 89	- Good Achievement
B	80 - 84	
C+	75 - 79	- Satisfactory Achievement
C	70 - 74	
D+	65 - 69	- Minimum Achievement
D	60 - 64	
F	Below 59	- Failure

You should set your goals early in the semester so that you are able to achieve your desired grade. Please do not ask your instructor to change your grade at the end of the semester for any reason other than an error in grading.

An Incomplete grade will only be awarded when an extraordinary event prevents a student from taking the Final exam after they have completed the rest of the course. Students wishing to withdraw from the class must do so by the published withdrawal date. The instructor will not withdraw students after the published withdrawal date.

Americans with Disabilities Act (ADA)

If you are a student with a disability: In compliance with Santa Fe College policy and equal access laws, I am available to discuss appropriate academic accommodations that you may require as a student with a disability. Requests for academic accommodations need to be made during the first week of the semester (except for unusual circumstances) so arrangements can be made. You must be registered with Disabilities Resource Center (DRC) in S-229 for disability verification and determination of reasonable academic accommodations. For more information, see

http://www.sfcollege.edu/student/drc/index.php?section=faculty_resources/rights_responsibilities

Discrimination/Harassment Policy

SF prohibits any form of discrimination or sexual harassment among students, faculty and staff. For further information, refer to College Rule 2.8 at http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_2/2_8.pdf

Student Rights & Responsibilities

The purpose of this document is to provide students with a general overview of both their rights and responsibilities as members of the Santa Fe College community. For a complete list of students' rights and responsibilities go to http://www.sfcollege.edu/studentaffairs/index.php?section=policies/student_rights

Academic Progress

The school policy on academic progress can be found at http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_7/7_9.pdf

Financial Aid

If you receive financial aid, it is your responsibility to know the financial aid rules and rule changes and how they affect you. If you have any questions concerning your financial aid, please consult with the Financial Aid Office. Financial Aid attendance status will be confirmed after you have logged into the Canvas account for this class at the beginning of the semester.

Dishonesty

By taking the course, students confirm that they have read, understand, and agree to the Student Conduct Code of Santa Fe College as published in the Student Rules Manual (http://www.sfcollege.edu/Assets/sf/rules/pdfs/Rule_7/7_23.pdf.) Any appearance of academic dishonesty will not be tolerated. The consequences will be severe, including, but not limited to, a failing grade in the course or expulsion from the Florida College and University System.

Importance of this Syllabus

All students are covered by the terms of this Syllabus and you are expected to have read and understood it. It provides for equitable treatment of all participants in the course. If there is anything here you don't understand, please ask me about it within one week of the beginning of the semester. Any communication from students requesting alternative dispensations will receive a copy of this paragraph and a copy of any other relevant paragraph from this Syllabus in response.