

	Course	Introductory Financial Accounting ACCT 2301 Section 003 Monday and Wednesday. 1:00pm-2:15pm. JSOM 1.102
	Professor	Dr. Yibin Zhou
	Term	Spring 2019

Professor's Contact Information

Office Phone	(972) 883-2738
Office Location	JSOM 4.430
Email Address	Elearning email or yibin.zhou@utdallas.edu
Office Hours	Wednesday 2:15pm – 3:00pm or by appointment.
Teaching Assistant	Tatiparti, VenuMadhav Office location: JSOM 13.323 Email: VenuMadhav.Tatiparti@utdallas.edu Office hours: Mon. 2:30 -3:30pm or by appointment
Other Information	For questions on lecture notes, please email me. For questions on suggested problems or sample exams, please email your TA.
SI	Adrian, Andrew Email: Andrew.Adrian@utdallas.edu

General Course Information

Class Notes, Homework Assignments, and other relevant information available at: http://elearning.utdallas.edu	
Course Description	<p>This course is an introduction to business financial reporting designed to create an awareness of the accounting concepts and principles for preparing the three basic financial statements: the income statement, balance sheet, and statement of cash flows.</p> <p>The course is designed to benefit all business students who will be future users of accounting information. At the end of the semester, you will understand:</p> <ul style="list-style-type: none"> § How businesses meet the information needs of investors and creditors § How businesses operate and how accounting serves them § The elements of, the relationships among, and the accounting concepts underlying the primary financial statements § How business transactions are input, processed by an accounting information system, and output by that same system to produce financial statements § The uses and limitations of financial statements and related information for making business decisions
Learning Outcomes	<ol style="list-style-type: none"> (1) Obtain a basic understanding of financial accounting concepts (2) Conduct basic financial ratio analysis (3) Compare four main financial statements and understand the relationship with each other (4) Discuss how financial accounting information is used to make business decisions
Recommended Text*	Financial Accounting, 9th Edition, Libby, Libby, and Hodge ISBN: 9781260676129 (this is the binder-ready version), \$98 at UT Dallas bookstore

Important Dates

<i>January 14</i>	<i>Monday</i>	<i>First day of ACCT 2301 class (WELCOME ☺)</i>
<i>January 21</i>	<i>Monday</i>	<i>Martin Luther King Day, no class</i>
<i>January 30</i>	<i>Wednesday</i>	<i>Last day to drop course without a “W”</i>
<i>February 18</i>	<i>Monday</i>	<i>EXAM 1 (tentative)</i>
<i>March 18-24</i>		<i>Spring Break, no class</i>
<i>April 8</i>	<i>Monday</i>	<i>EXAM 2 (tentative)</i>
<i>May 1</i>	<i>Wednesday</i>	<i>EXAM 3(tentative)</i>

Grading Policy

The overall course grade will be comprised of the following:

<i>Six In-Class Quizzes (best 5 out of 6)-----</i>	<i>10%</i>
<i>Exam 1.....</i>	<i>25%</i>
<i>Exam 2.....</i>	<i>25%</i>
<i>Exam 3 (Cumulative).....</i>	<i>40%</i>
	<i>100%</i>

No extra credit is available.

No letter grades will be assigned on exams or quizzes during the semester. At the end of the semester, I will calculate composite scores and assign grades in accordance with the guidelines and grading standards for the course. I may curve the final grades if necessary, based on the class average and the academic standards for the course.

Quizzes:

There will be 6 quizzes administered throughout the course. Tentative quiz dates are listed on the attached Class Schedule. The quizzes will be similar to homework exercises and problems and examples covered in class. There will be no make-up quizzes. However, I will drop your lowest quiz score. If you miss a quiz, your grade will be zero. If you are running late for class and arrive after I have collected the quizzes, your grade will be zero.

COURSE SCHEDULE

DATE (tentative)	CHAPTER	READING ASSIGNMENT	SUGGESTED QUESTIONS & PROBLEMS
1/14 -1/16	1	Financial Statements and Business Decisions [Read Chapter 1]	Questions: 2, 4, 8, 12, 13, 14, 15 MC Questions: 1, 4 Exercises: 1-2, 1-5, 1-9 Continuing Problem: CON 1-1
1/21		MLK Day, no class	
1/23 -1/28	2	Investing and Financing Decisions and the Accounting System [Read Chapter 2]	Questions: 2, 3, 8, 12 MC Questions: 4, 5, 9 Exercises: 2-1, 2-3, 2-4, 2-6, 2-13 Problems: 2-1, 2-3 Continuing Problem: CON 2-1
1/30		Quiz 1	
1/30 -2/4	3	Operating Decisions and the Accounting System [Read Chapter 3]	Questions: 4, 5, 6, 7 Exercises: 3-1, 3-5, 3-7, 3-10, 3-11 Problems: 3-4 Continuing Problem: CON 3-1
2/6 – 2/13	4	Adjustments, Financial Statements, and the Quality of Earnings [Read Chapter 4]	Questions: 2, 4, 11 MC Questions: 5, 7 Exercises: 4-9, 4-11, 4-13, 4-18 Problems: 4-2, 4-4 Continuing Problem: CON 4-1
2/11		Quiz 2	
2/18		EXAM 1 (Chapters 1-4)	
2/20 -2/25	6	Reporting and Interpreting Sales Revenue, Receivables, and Cash [Read Chapter 6 and Ch. Supplement]	Questions: 1, 8, 9 MC Questions: 5, 8, 10 Exercises: 6-3, 6-8, 6-9, 6-12, 6-16 Problems: 6-1
2/27 -3/6	7	Reporting and Interpreting Cost of Goods Sold and Inventory [Read Chapter 7 and Ch. Supplement B, C]	Questions: 4, 7, 8, 9, 10 MC Questions: 2, 4 Exercises: 7-1, 7-6, 7-9, 7-19, 7-22 Problems: 7-4, 7-9
3/4		Quiz 3	
3/11 – 3/13	8	Reporting and Interpreting Property, Plant, and Equipment; Intangibles; and Natural Resources [Read Chapter 8]	Questions: 5, 16, 14 Exercises: 8-4, 8-7, 8-9, 8- 16, 8-20 Problems: 8-6, 8-8
3/18 -3/24		Spring Break, no class	
3/25	8	Reporting and Interpreting Property, Plant, and Equipment; Intangibles; and Natural Resources [Read Chapter 8]	Questions: 5, 16, 14 Exercises: 8-4, 8-7, 8-9, 8- 16, 8-20 Problems: 8-6, 8-8
3/27		Quiz 4	
3/27 -4/1	9	Reporting and Interpreting Liabilities [Read Chapter 9]	Questions: 1, 9, 14 Exercises: 9-1, 9-13, 9-16 Problems: 9-1, 9-11
4/3	10	Reporting and Interpreting Bond Securities [Read Chapter 10]	Questions: 1, 7, 8 Exercises: 10-3, 10-8, 10-11, 10-13, 10-15 Problems: 10-6, 10-9

4/8		EXAM 2 (Chapter 6-9)	
4/10	10	Reporting and Interpreting Bond Securities [Read Chapter 10]	Questions: 1, 7, 8 Exercises: 10-3, 10-8, 10-11, 10-13, 10-15 Problems: 10-6, 10-9
4/15	11	Reporting and Interpreting Stockholder's Equity [Read Chapter 11]	Questions: 3, 4, 11, 12 MC Questions: 2, 3, 4 Exercises: 11-3, 11-7, 11-15, 11-18, 11-20 Problems: 11-2
4/17		Quiz 5	
4/17 – 4/22	12	Statement of Cash Flows [Read Chapter 12 and Ch. Supplement B]	Questions: 6, 10, 11, 12 Exercises: 12-1, 12-5, 12-8, 12-11, 12-16 Problems: 12-1, 12-2
4/24		Quiz 6	
5/1	CUMULATIVE FINAL EXAM		

**Course content is subject to change at the discretion of the Professor.*

Course Policies

<p>Class Procedure</p>	<p>Class sessions will be a combination of lecture, problem solving, and discussion. Students should bring to each class session a printed copy of that day’s lecture notes (available on eLearning prior to each class) and a basic calculator for in-class problem solving. The material covered in-class will follow the lecture notes, which are designed to clarify and complement the text material. It is recommended that you read the assigned chapter in the textbook before class (see the “Assignment Schedule”). Solutions to the suggested problems will be available on Elearning. Problems contained in the lecture notes and solved in class will <u>not</u> be available electronically. <u>Classroom attendance is critical for your success in this class.</u> Neither the office hour nor e-mail communication serves as a substitute for class teaching. In office hours, I will not go over the material covered in class if you have missed class.</p>
<p>Exams</p>	<p>Exams will be in-class, closed book, and as (tentatively) scheduled above (exams are 100% INDEPENDENT work!). Exam formats will include multiple-choice questions and longer problems requiring development, analysis, and presentation of comprehensive solutions. Concepts from chapter notes, class handouts, and homework assignments will be included on the exam. Concepts from handouts and class discussions will be included on the exam. Sample exams and solutions will be provided on eLearning at least one week prior to the exam. The Final Exam is CUMULATIVE and will cover all topics discussed throughout the course of the semester.</p> <p><u>You are not permitted to use any electronic communications devices during the exam.</u> This explicitly includes cell phones, pagers, computers, iPads, and other advanced electronic devices. I will consider it cheating if a cell phone or other electronic communication device is used and/or visible during the exam.</p> <p>Calculator usage during the exam is limited to basic level (4-function) calculators only. For those students who prefer not to purchase their own, I will provide 4-function calculators for their use during the exams. <u>You are not permitted to copy or otherwise reproduce the exams at any time.</u> This includes taking pictures of the exam with your cell phone or other device while taking the exam or when reviewing graded exams in class.</p> <p>All students are required to present proof of identification at the time of the exam. Acceptable documentation must include picture identification such as an official UTD Comet Card, Passport, or State approved driver’s license. <u>Unless you have prior approval from the instructor, you must take the exam in the section for which you are registered.</u> As per school policy, exams will be retained for one year and then destroyed.</p>
<p>Missed-Exams</p>	<ol style="list-style-type: none"> 1. Students MUST take all exams. 2. Make-up exams are given <u>only</u> for excused absences, which must be determined <u>prior</u> to the exam. If you “have to” miss the exam (backed by signed document from authorized person), you need to contact me <u>at least one week ahead of exam day</u> and take the make-up exam <u>before</u> the scheduled exam day. Failure to do so will result in zero for the exam. 3. Excused absences from the scheduled exam dates may be given for verifiable medical or family emergencies or UTD-sponsored activities. Written documentation must be provided to qualify for an “excused absence”. 4. Students who do not show up for an exam without making arrangements with me <u>prior</u> to the exam will receive a zero. Failure to take the make-up exam at the agreed time and place will result in a grade of zero.

Classroom Citizenship

You can expect that I will (1) arrive on time for class, (2) be prepared and organized for every class, (3) listen attentively, actively, and respectfully to whomever is speaking in class, (4) maintain equity in all course policies, (5) meet with you outside of class on an individual or group basis at a mutually agreeable time, and (6) respond to your suggestions to make this class more challenging, stimulating, and enjoyable. I expect that you will (1) arrive on time for class, (2) complete the course assignments and be prepared for every class, (3) listen attentively, actively, and respectfully to whomever is speaking in class, (4) thoughtfully participate in class discussion, (5) refrain from activities that can distract other students such as chatting, checking email or browsing the internet during the lecture, and (6) suggest ways in which I can make this class more challenging, stimulating, and enjoyable.

Use of Computers and Recording Devices

Audio or videotaping of class lectures is prohibited. Students may use laptops to record their notes subject to the following provisions: (1) the computer must be silent with speakers muted; (2) the computer cannot be connected to the internet. Students failing to follow these rules will be asked to leave the classroom. UNDER NO CIRCUMSTANCES WILL STUDENTS BE ALLOWED TO USE THEIR COMPUTERS ON EXAMS.

Technical Support

If you experience any problems with your UTD account you may send an email to: assist@utdallas.edu or call the UTD Computer Helpdesk at 972 883-2911.

Student Conduct & Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations of the Board of Regents of the University of Texas System, Part 1, Chapter VI, Section 3*, and in Title V, *Rules on Student Services and Activities of the Course Syllabus Page 8, University's Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SSB 4.400, 972/883- 6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Academic Integrity

The faculty and administration of the School of Management expect from our students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work. We want to establish a reputation for the honorable behavior of our graduates, which extends throughout their careers. Both your individual reputation and the school's reputation matter to your success.

The Judicial Affairs website lists examples of academic dishonesty. Dishonesty includes, but is not limited to cheating, plagiarism, collusion, facilitating academic dishonesty, fabrication, failure to

contribute to a collaborative project, and sabotage. Some of the ways students may engage in academic dishonesty are:

- Coughing and/or using visual or auditory signals in a test;
- Concealing notes on hands, caps, shoes, in pockets or the back of beverage bottle labels;
- Writing in blue books prior to an examination;
- Writing information on blackboards, desks, or keeping notes on the floor;
- Obtaining copies of an exam in advance;
- Passing information from an earlier class to a later class;
- Leaving information in the bathroom;
- Exchanging exams so that neighbors have identical test forms;
- Having a substitute take a test and providing falsified identification for the substitute;
- Fabricating data for lab assignments;
- Changing a graded paper and requesting that it be re-graded;
- Failing to turn in a test or assignment and later suggesting the faculty member lost the item;
- Stealing another student's graded test and affixing one's own name on it;
- Recording two answers, one on the test form, one on the answer sheet;
- Marking an answer sheet to enable another to see the answer;
- Encircling two adjacent answers and claiming to have had the correct answer;
- Stealing an exam for someone in another section or for placement in a test file;
- Using an electronic device to store test information, or to send or receive answers for a test;
- Destroying or removing library materials to gain an academic advantage;
- Consulting assignment solutions posted on websites of previous course offerings;
- Transferring a computer file from one person's account to another;
- Transmitting posted answers for an exam to a student in a testing area via electronic device;
- Downloading text from the Internet or other sources without proper attribution;
- Citing to false references or findings in research or other academic exercises;
- Unauthorized collaborating with another person in preparing academic exercises.
- Submitting a substantial portion of the same academic work more than once without written authorization from the instructor.

<http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-Basicexamples.html>

During tests and quizzes, students in this section are not allowed to have with them any food or drinks, scratch paper, course materials, textbooks, notes, invisible ink pens, or electronic devices, including iPads, iPhones, iPods, MP3 Players, earphones, radios, smart phones, cameras, programmable calculators, multi-function timepieces, or computers. When possible, students should sit in alternating seats, face forward at all times, and remove any clothing which might conceal eye movements, reflect images of another's work, or hide course material for copying. Exam proctors will monitor any communication or signaling between students by talking, whispering, or making sounds, or by using your hands, feet, other body movements, the test paper itself or your writing implement.

Students in this course suspected of academic dishonesty are subject to disciplinary proceedings, and if found responsible, the following minimum sanctions will be applied:

- 1. Quizzes – Zero for the Quiz**
- 2. Tests – F for the course**

These sanctions will be administered only after a student has been found officially responsible for academic dishonesty, either through waiving their right for a disciplinary hearing, or being declared responsible after a hearing administered by Judicial Affairs and the Dean of Student's Office.

In the event that the student receives a failing grade for the course for academic dishonesty, the student is not allowed to withdraw as a way of preventing the grade from being entered on their record. Where a

student receives an F in a course and chooses to take the course over to improve their grade, the original grade of F remains on their transcript, but does not count towards calculation of their GPA.

The School of Management also reserves the right to review a student's disciplinary record, on file with the Dean of Students, as one of the criteria for determining a student's eligibility for a scholarship.

Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials, including music and software. Copying, displaying, reproducing, or distributing copyrighted works may infringe the copyright owner's rights and such infringement is subject to appropriate disciplinary action as well as criminal penalties provided by federal law. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. As a UT Dallas student, you are required to follow the institution's copyright policy (Policy Memorandum 84-I.3-46). For more information about the fair use exemption, see <http://www.utsystem.edu/ogc/intellectualproperty/copypol2.htm>

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's UT Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at UT Dallas provides a method for students to have their UT Dallas mail forwarded to other accounts.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **F**.

Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday thru Thursday, 8:30 a.m. to 6:30 p.m.; and Friday, 8:30 a.m. to 5:00 p.m.

The contact information for the Office of Disability Services is:

The University of Texas at Dallas
Disability Services
PO Box 830688, SU 22
Richardson, Texas 75083-0688
(972) 883-2098 (voice or TTY)
disabilityservice@utdallas.edu

If you anticipate issues related to the format or requirements of this course, please meet with the Coordinator of Disability Services. The Coordinator is available to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with Disability Services to notify them of your eligibility for reasonable accommodations. Disability Services can then plan how best to coordinate your accommodations.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

I reserve the right to change this syllabus's content, grading scheme, and exam dates. Any changes will be announced at the class ahead of the time of the change.