Texas A & M University - Commerce  
College of Business & Entrepreneurship  
Department of Accounting  
Syllabus - Principles of Accounting I - Acct 221.01W.20278

Course Time and Location: Online 
Instructor: Leslie Richardson, MS  
Office Hours: Online ½ hour after each Class Live and by appointment 
Email (best contact method): leslie.richardson@tamuc.edu

Course Description:  
ACCT 221: Principles of Accounting I (three semester hours) 
An introduction to financial accounting concepts and financial reporting, with the focus being on how decision makers analyze, interpret, and use accounting information. Emphasis is given to how accounting measures, records, and reports economic activities for corporations and on the relationship between accrual and cash flow methods in interpreting accounting information.

Student Outcomes/Objectives:  
Upon satisfactory completion of the course, the student will:

Apply the fundamental concepts and assumptions that underlie financial accounting principles

Demonstrate an understanding of the steps of the accounting cycle and of the basic elements of financial statements

Identify, record, and report transactions in accordance with Generally Accepted Accounting Principles

Textbook and Online Homework Information:  
Please note that the online access to the customized My Accounting Lab PLUS for eCollege is required for this class. My Accounting Lab PLUS may be purchased only via one of the three options shown below.

Required Course Material:  

Below are your three options to acquiring the required course material:

- Purchase information from A&M-Commerce bookstore:  
  http://www.amcbookstore.com/CourseMaterials.aspx  
  New - Cost is approximately $182 and includes e-text and loose-leaf copy of text for both Acct 221 & 222 and one year online access to Customized My Accounting Lab PLUS, customized for and accessible only through your eCollege login. (If you purchase a used version, it will NOT allow you access to My Accounting Lab PLUS which IS required for this class.)

- Purchase information from Pearson custom store:  
Cost is approximately $170 and includes e-text and loose-leaf copy of text for both Acct 221 & 222 and one year online access to Customized My Accounting Lab PLUS, customized for and accessible only through your eCollege login.

- Order the online customized My Accounting Lab PLUS directly from within eCollege on the first day of class. This option does not include the loose leaf text.

You must purchase the customized My Accounting Lab PLUS. Don't purchase the "regular" version of My Accounting Lab. This version will NOT work with eCollege.

Students may use the text above for both Acct 221 and 222 as long as both courses are completed within one year, and as long as the 3rd edition of the text remains in adoption.

Student Responsibilities:
- Purchase required material
- Have access to computer/internet resources
- Read assigned material as scheduled
- Complete all homework/assignments and online discussions on time
- Take all quizzes and exams as scheduled
- Ask questions during Class Live sessions and participate in discussions
- Follow the policies set forth in this syllabus and as specified by the university

Extensive reading, studying, and solving homework problems is essential to success in this course. It’s important for students not to fall behind as it will be very difficult to catch up. Accounting is cumulative and students are to be held responsible for learning all the material in the textbook, the information provided in the lecture sessions and homework problems.

Students are expected to adhere to all rules and standards set forth in this syllabus. The instructor reserves the right to modify or change this syllabus at any time. Students are expected to adhere to the academic honesty standards promulgated by Texas A & M University-Commerce. There are no acceptable reasons for violating any of the stated rules and conduct standards published by the university or contained in this syllabus.

Methods of Evaluation:
Evaluations consist of quizzes, examinations, homework, participation and discussions. All homework assignments are due by the date listed in the syllabus. Late work is not acceptable. Students are required to complete all assignments. There are no make-up assignments (including exams). In the event a student does not complete an assignment when scheduled, the student will receive a zero. The levels of mastery are as follows:

Course Grades:
The final course grade is based on the following items:

<table>
<thead>
<tr>
<th>Course Work</th>
<th>Point Value</th>
<th>Grade Scale</th>
<th>Points</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Regular Examinations (2 x 100)</td>
<td>200</td>
<td>A</td>
<td>448 - 500</td>
<td>90% - 100%</td>
</tr>
<tr>
<td>Final Examination</td>
<td>100</td>
<td>B</td>
<td>398 - 447</td>
<td>80% - 89%</td>
</tr>
<tr>
<td>Quizzes (3 x 30)</td>
<td>90</td>
<td>C</td>
<td>348 - 397</td>
<td>70% - 79%</td>
</tr>
<tr>
<td>Homework</td>
<td>90</td>
<td>D</td>
<td>298 - 347</td>
<td>60% - 69%</td>
</tr>
<tr>
<td>Participation and Discussion</td>
<td>20</td>
<td>F</td>
<td>0 - 297</td>
<td>0% - 59%</td>
</tr>
<tr>
<td><strong>Total Possible Points</strong></td>
<td><strong>500</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Examinations:
Examinations will count 60% of your total grade. There will be two timed exams (100 points each) for a total of 200 points of the final grade. These exams will cover multiple chapters and will be given during the semester through My Accounting Lab. The final exam will count for 100 points of the final grade. It will be cumulative (covering Chapters 1 – 13) and be available from May 4th – May 6th. Each examination will include questions based on understanding concepts and solving problems. There will be no make-up examinations given.

Quizzes:
Quizzes count for 18% of the final grade. Three timed quizzes (30 points each) will be given periodically during the course. The three quiz dates are available within the syllabus so prepare appropriately. The quizzes will be completed through My Accounting Lab and must be completed by the due date assigned. There will be no make-up quizzes given. The quizzes will consist primarily of homework exercises and problems discussed in Class Live. A cumulative problem will be assigned which can replace your lowest quiz grade.

Homework, Participation and Discussion:
Homework, participation and discussion count for 22% of the final grade. Students must complete all homework before taking the quiz and/or exam over the material. No homework will be accepted after the final due date listed. Do not use the “guess and check” method for submitting homework. Students must be able to work the homework in order to pass the exams. Homework problems are to be completed in My Accounting Lab Plus. Students will receive automatic feedback in this program so take the opportunity to learn from this feedback.

Participation includes preparing for class, completing assignments on time, engaging in Class Live discussions and problem explanations. Additional discussions will be posted and all responses will be submitted through eCollege.

Class Live Sessions:
Class Live sessions will be held one day a week. The first session will be Thursday, January 17th at 7:00 p.m. CST. Students are encouraged to attend. Class expectations will be discussed during the first session. These sessions will be recorded in Class Live for students to listen to at their convenience. Other resources such as publisher’s Power Points will be available through My Accounting Lab (MAL).

There will be a Q & A Forum available in eCollege which I will monitor. Students are encouraged to use this source for posting course assignment questions. Hopefully all students can benefit from the responses. Remember I will monitor this site so please make sure it is used appropriately.

E-mail Policy:
Students must use university e-mail for communication. I will strive to answer e-mails within 24 hours. I will answer most emails in the afternoon. Please email me again if you don’t receive a reply within a 24 hour timeframe. Within the e-mail correspondence, please include the following: student name, campus ID, course name and section. Students are responsible for checking the university e-mail daily. I will communicate with the class using university e-mail accounts.

ADA Policy - Students with Disabilities:
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University – Commerce
Gee Library, Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu
Students registered with SDRS needing accommodations this semester must contact SDRS for accommodation letters to be delivered to the instructor. Accommodations are not retroactive. SDRS must be contacted by the student every semester in order to receive accommodation letters. To take exams/tests in SDRS students must sign up at least five days in advance of the test date to reserve a space/time.

**Comfortable Learning Environment:**
The university, this department, and your instructor are all committed to maintaining an inoffensive, non-threatening learning environment for every student. Class members (including the instructor) are to treat each other politely both in work and deed. Offensive humor and aggressive personal advances are specifically forbidden. If you feel uncomfortable with a personal interaction, contact your instructor for help in solving the problem.

**Academic Honesty Policy:**
The College of Business and Entrepreneurship at Texas A&M University – Commerce will strive to be recognized as a community with legal, ethical, and moral principles and to practice professionalism in all that we do. Failure to abide by these principles will result in sanction up to and including dismissal. Five different types of activities that will bring sanctions are as follows:

- **Illegal activity** – Violation of any local, state, or federal laws that prohibit the offender from performance of his or her duty;
- **Dishonest conduct** – Seeking or obtaining unfair advantage by stealing or receiving copies of tests or intentionally preventing others from completing their work. In addition, falsifying of records to enter or complete a program will also be considered dishonest conduct;
- **Cheating** – The unauthorized use of another’s work and reporting it as your own;
- **Plagiarism** – using someone else’s ideas and not giving proper credit; and
- **Collusion** – Acting with others to perpetrate any of the above actions regardless of personal gain.

**Discipline Policy:**
“All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” (See Student’s Guide Handbook, Policies and Procedures, Conduct).

**Technical Problems/Questions:**
Technical assistance is available 24 hours a day, 7 days a week. If you have questions related to eCollege, A&M – Commerce’s online course management system, click on “TECHNICAL SUPPORT” on the left side of your course screen. An e-mail box will appear. Fill out this technical support form, click submit, and your questions will be forwarded to the technical support staff. A resolution will be sent to you from the technical support staff via e-mail. If at any time you experience technical problems (e.g. you can’t log in to the course, you can’t see certain material, etc.) please contact the eCollege HelpDesk, available 24 hours a day, 7 days a week. The HelpDesk can be reached by sending an e-mail to helpdesk@online.tamuc.org or by calling (866) 656-5511. Additionally, you can click on the “Help” button located at the top of each page for more information.

**Policy for Dropping Class:**
University policy will be followed in regards to withdrawals during the semester. It is the student’s responsibility to conform with the university rules relating to dropping or withdrawing from the course and all other policies.
**NOTE:** The instructor reserves the right to change the schedule as the semester progresses. Any changes to the assignments or schedule will be discussed in Class Live posted in eCollege and communicated through university email.

### Tentative Course Schedule:

<table>
<thead>
<tr>
<th>Week</th>
<th>Beginning – Ending Dates</th>
<th>Chapters</th>
<th>Assignment Schedule</th>
</tr>
</thead>
</table>
| 1    | Jan. 13- Jan. 20          | Review Syllabus, eCollege and My Accounting Lab  
               | Class Live meets on Jan. 17th at 7:00 CST | Chpt 1 Accounting and the Business Environment  
               |                                             | Work the homework assigned for chapter  
               |                                             | Introduction to MyAccountingLab (MAL) assignment due before Thurs. Jan. 24 (not graded)  
               |                                             | Please take time to work through this assignment as it will be beneficial as you work your problems during the semester.  
| 2    | Jan. 20- Jan. 27          | Chpt 1 Accounting and the Business Environment  
               | Class Live meets on Jan. 24th at 7:00 CST | Chpt 2 Recording Business Transactions  
               |                                             | Work the homework assigned for chapter  
| 3    | Jan. 27- Feb. 3           | Chpt 2 Recording Business Transactions  
               | Class Live meets on Jan. 31st at 7:00 CST | Chpt 3 The Adjusting Process  
               |                                             | Work the homework assigned for chapter  
               |                                             | Discussion in eCollege is due by Sun. Feb. 3.  
               |                                             | Chpt 2 homework due Thurs. Feb. 7  
| 4    | Feb. 3- Feb. 10           | Chpt 3 The Adjusting Process  
               | Class Live meets on Feb. 7th at 7:00 CST | Chpt 4 Completing the Accounting Cycle  
               |                                             | Work the homework assigned for chapter  
               |                                             | Chpt 3 homework due Thurs. Feb. 14 QUIZ #1 (covering Chpts 1, 2 & 3) available from Fri. Feb. 15 – Sun. Feb. 17  
               |                                             | Remember: Homework for chapters 1-3 must be submitted before you take Quiz #1. Don’t wait until the last day.  
| 5    | Feb. 10- Feb. 17          | Chpt 4 Completing the Accounting Cycle  
               | Class Live meets on Feb. 14th at 7:00 CST | Work the homework assigned for chapter  
               |                                             | Comprehensive Problem Chpts. 1-4  
               |                                             | Chpt 4 homework due Thurs. Feb. 21 QUIZ #1 (covering Chpts 1, 2 & 3) available from Fri. Feb. 15 – Sun. Feb. 17  
               |                                             | Comprehensive Problem for Chapters 1-4 due March 10  
| 6    | Feb. 17- Feb. 24          | Chpt 5 Merchandising Operations  
               | Class Live meets on Feb. 21st at 7:00 CST | Work the homework assigned for chapter.  
               |                                             | Chpt 5 homework due Thurs. Feb. 28  
               |                                             | Comprehensive Problem for Chapters 1-4 due March 10  

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Class Live Meets</th>
<th>Chapter</th>
<th>Homework Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Feb. 24 - March 3</td>
<td>Feb. 28th at 7:00 CST</td>
<td>Chpt 6 Merchandise Inventory</td>
<td>Thurs. March 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Work the homework assigned for chapter</td>
<td>EXAM #1 (covering Chpts 1, 2, 3, 4, 5 &amp; 6) is available Fri. March 8th through Sun. March 10th. Remember you must submit all homework for Chpts 1-6 before you take Exam #1</td>
</tr>
<tr>
<td>8</td>
<td>March 3 – March 10</td>
<td>March 7th at 7:00 p.m. CST</td>
<td>Chpt 7 Internal Control &amp; Cash</td>
<td>Thurs. March 21</td>
</tr>
<tr>
<td></td>
<td>Class meets on</td>
<td></td>
<td>Work the homework assigned for chapter.</td>
<td>EXAM #1 (covering Chpts 1, 2, 3, 4, 5 &amp; 6) is available Fri. March 8th through Sun. March 10th. Comprehensive Problem for Chapters 1-4 due March 10</td>
</tr>
<tr>
<td>9</td>
<td>March 10- March 17</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Spring Break</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No Class Live Session</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>March 17 – March 24</td>
<td>March 21 at 7:00 CST</td>
<td>Chpt 8 Receivables</td>
<td>Thurs. March 28</td>
</tr>
<tr>
<td></td>
<td>Class Live meets on</td>
<td></td>
<td>Work the homework assigned for chapter.</td>
<td>QUIZ #2 (covering Chpts 7 &amp; 8) due available Fri. March 29th through Sun. March 31st. Remember you must submit all homework from Chpts 7 &amp; 8 before you can take the Quiz.</td>
</tr>
<tr>
<td>11</td>
<td>March 24- March 31</td>
<td>March 28 at 7:00 CST</td>
<td>Chpt 9 Plant Assets and Intangibles</td>
<td>Thurs. April 4</td>
</tr>
<tr>
<td></td>
<td>Class Live meets on</td>
<td></td>
<td>Work the homework assigned for each chapter</td>
<td>QUIZ #3 (covering Chpts 7 &amp; 8) due available Fri. April 12th through Sun. April 14th. Remember you must submit all homework from Chpts 9 &amp; 10 before you can take the Quiz.</td>
</tr>
<tr>
<td>12</td>
<td>March 31- April 7</td>
<td>April 4 at 7:00 CST</td>
<td>Chpt 10 Current Liabilities and Payroll</td>
<td>Thurs. April 11</td>
</tr>
<tr>
<td></td>
<td>Class Live meets on</td>
<td></td>
<td>Work the homework assigned for chapter</td>
<td>QUIZ #3 (covering Chpts 9 &amp; 10) due available Fri. April 12th through Sun. April 14th.</td>
</tr>
<tr>
<td>13</td>
<td>April 7 – April 14</td>
<td>April 11 at 7:00 CST</td>
<td>Chpt 11 Long-term Liabilities</td>
<td>Thurs. April 18</td>
</tr>
<tr>
<td></td>
<td>Class Live meets on</td>
<td></td>
<td>Work the homework assigned for chapter</td>
<td>QUIZ #3 (covering Chpts 9 &amp; 10) due available Fri. April 12th through Sun. April 14th. EXAM #2 (Covering Chpts 7, 8, 9, 10 &amp; 11) available Fri. April 19th through Sun. April 21st.</td>
</tr>
<tr>
<td>14</td>
<td>April 14 – April 21</td>
<td>April 18 at 7:00 CST</td>
<td>Chpt 12 Paid-In Capital &amp; the Balance Sheet</td>
<td>Thurs. April 25</td>
</tr>
<tr>
<td></td>
<td>Class Live meets on</td>
<td></td>
<td>Work the homework assigned for chapter</td>
<td>EXAM #2 (Covering Chpts 7, 8, 9, 10 &amp; 11) available Fri. April 19th through Sun. April 21st. Chpt 12 homework due Thurs. April 25</td>
</tr>
</tbody>
</table>
### Grading Rubric

#### (By Assignment Type)

<table>
<thead>
<tr>
<th>Exercises/Problems</th>
<th>Ineffective</th>
<th>Adequate</th>
<th>Effective</th>
<th>Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercises/Problems</td>
<td>Answer is incorrect in both calculation and</td>
<td>Final answer is incorrect but elements of</td>
<td>Answer is mostly correct, but has mistakes in</td>
<td>Answer is correct, with few, if any, mistakes in</td>
</tr>
<tr>
<td></td>
<td>presentation</td>
<td>presentation or calculations are correct.</td>
<td>calculation and presentation</td>
<td>calculation and presentation</td>
</tr>
<tr>
<td>Short Answer/Essay</td>
<td>Analysis is incorrect</td>
<td>Analysis is somewhat correct, but missing</td>
<td>Analysis is correct but missing minor</td>
<td>Analysis is correct based on standard analysis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>major theme or element</td>
<td>elements.</td>
<td>practice</td>
</tr>
<tr>
<td>Multiple Choice</td>
<td>The student did not select the best response</td>
<td>N/A</td>
<td>N/A</td>
<td>The student did select the best response</td>
</tr>
<tr>
<td>Fill-in-the-Blank</td>
<td>The student did not fill in the correct word(s)</td>
<td>N/A</td>
<td>N/A</td>
<td>The student did fill in the correct word(s)</td>
</tr>
</tbody>
</table>

#### Discussion Board Postings

No student participation; or no participation by due date

Minimal interaction with other students; Minimal discussion of topics

Adequate interaction with students concerning discussion topic; some responses to other students’ postings

Thoughtful discussion related to assigned topic; interacts with others and responds to their discussion postings

#### Participation

No advance preparation; no online class interaction; frequently late or absent

Some advance preparation; some online class interaction; sometimes late or absent

Mostly prepared for class; participates in discussion; seldom late or absent

Consistently prepared for class; actively contributes to class discussion; on time; few, if any, absences

### Course Rubric

#### (By Course Objective)

<table>
<thead>
<tr>
<th>1 (Unsatisfactory)</th>
<th>2 (Emerging)</th>
<th>3 (Proficient)</th>
<th>4 (Exemplary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply the fundamental concepts and assumptions that underlie financial accounting principles</td>
<td>Student can apply no fundamentals concepts and assumptions.</td>
<td>Student can apply some fundamental concepts and assumptions.</td>
<td>Student can apply most fundamental concepts and assumptions.</td>
</tr>
<tr>
<td>Demonstrate an understanding of the steps of the accounting cycle and of the basic elements of the four financial statements</td>
<td>Student demonstrates no understanding of the elements of the accounting cycle or the financial statements.</td>
<td>Student demonstrates some understanding of the elements of the accounting cycle and the financial statements.</td>
<td>Student demonstrates an understanding of the majority of the elements of the accounting cycle and the financial statements.</td>
</tr>
<tr>
<td>Identify, record, and report transactions in accordance with Generally Accepted Accounting Principles (GAAP)</td>
<td>Student does not demonstrate proficiency in identifying and recording accounting transactions.</td>
<td>Student demonstrates some proficiency in identifying and recording accounting transactions.</td>
<td>Student demonstrates proficiency in identifying and recording accounting transactions.</td>
</tr>
</tbody>
</table>

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