SYLLABUS

Instructor: Ginger DeLatte, CPA
Office: OCNR 350
Office Hours: MWF: 10 a.m. – 11 a.m.; 12 p.m. – 1 p.m. 
Before/after class or by appointment.
Office Phone: (361) 825-3184
E-MAIL: Ginger.DeLatte@tamucc.edu
Classroom & Time: MWF 1:00 – 1:50 p.m., OCNR 115
Packaged with Connect Accounting
Publishing Company. www.mhhe.com/phillips3e
Connect by McGraw-Hill
http://connect.mcgraw-hill.com/class/g_delatte_spring_2014_mwf_1pm
Computerized Web-based Practice Set, Work4Me-I,
PKLSoftware.com
Green scantrons to be used for taking examinations

Course Description:

Course Objectives:
By the end of the course, the student will be able to:
• Demonstrate an understanding of the concepts, principles, and methods used to prepare financial statements;
• Link the results of management decisions to information reported in the financial statements;
• Demonstrate an understanding of the ability to use computer software to complete the accounting cycle and prepare financial statements;
• Describe the conceptual differences between International Financial Reporting System (IFRS) and U.S. GAAP;
• Demonstrate an understanding of the basic principles of proper ethical conduct;
• Identify the difference between accrual and cash basis accounting
• Use a trial balance to prepare the adjusting entries;
• Demonstrate an understanding of the matching concept, compute cost of goods sold of a merchandising business firm with three inventory models, and give entries required after a bank reconciliation;
- Demonstrate an understanding of the accounting treatment for receivables, the cost and allocation of expense methods for fixed assets, and the reasons for allocations of bond premiums or discounts.

**Relationship to Other Coursework:**
Financial Accounting is the first course in accounting. It provides both business and non-business students with a foundation for understanding financial information they might encounter in their future careers. For accounting majors, this course develops the basic concepts that future courses will build upon.

**Major Field Test:**
The Major Field Test (MFT) is required for all students pursuing the Bachelor of Business Administration degree and will be administered in the MGMT4388, Administrative Policy and Strategy course. To prepare for this test, business majors are advised to retain their class notes, textbooks and other relevant materials from this class and the other business core courses and to fine-tune their readiness for the MFT by completing the online MFT review available through the COB website at www.cob.tamucc.edu.

**Instructional Methodology:**
Lecture, class discussion, in-class group problem solving sessions, case studies, and video presentations may be used in this class. Quizzes may also be given periodically.

**GRADING:**

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
</tr>
<tr>
<td>D</td>
<td>60% - 69%</td>
</tr>
<tr>
<td>F</td>
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**SUMMARY OF TOPICAL COVERAGE:**

<table>
<thead>
<tr>
<th>TOPIC</th>
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<tbody>
<tr>
<td>The Financial Statements</td>
<td>2</td>
</tr>
<tr>
<td>Transaction Analysis</td>
<td>4</td>
</tr>
<tr>
<td>Using Accrual Accounting to Measure Income</td>
<td>6</td>
</tr>
<tr>
<td>Internal Control and Cash</td>
<td>3</td>
</tr>
<tr>
<td>Short-Term Investments and Receivables</td>
<td>4</td>
</tr>
<tr>
<td>Merchandise Inventory and Cost of Goods Sold</td>
<td>6</td>
</tr>
<tr>
<td>Plant Assets, Natural Resources, and Intangibles</td>
<td>6</td>
</tr>
<tr>
<td>Current and Long-Term Liabilities</td>
<td>4</td>
</tr>
<tr>
<td>Stockholders’ Equity</td>
<td>4</td>
</tr>
<tr>
<td>Tests and Simulation</td>
<td>6</td>
</tr>
<tr>
<td>TOTAL</td>
<td>45</td>
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</table>
Exams:
Accounting is cumulative by nature; so all exams are comprehensive. However, the primary focus of each exam will be on the new material covered since the previous exam (except for the final exam which will cover all course material). Exams must be taken as scheduled unless you have a critical reason for needing to reschedule any of the exams. In that case, you must discuss it with me in person or by email before the exam. If you miss an exam for any non-critical reason or neglect to inform me in advance, you will be able to take the exam late, but you will be penalized accordingly. The final exam is mandatory and must be taken as scheduled. The final exam is comprehensive and weighted more. You will receive a grade of zero for failure to sit for the Final exam or any other exam/quiz. Not sitting for the Final exam does not entitle you for a grade of “I” (incomplete). Students are only allowed to use a four-function calculator during exams.

Lecture & Homework Guidelines:
1. Lectures and class discussions will be conducted on the assumption that all assigned readings for that particular day have been completed. The lecture will be an expansion of the material in the text and will emphasize important concepts, methods and procedures.

2. You are responsible for your own grade. Each student is expected to manage their own grade (keep track of accumulated points) and to apply the necessary effort to achieve their individual goal.

3. All assignments and/or quizzes need to be completed by the deadline. Deadlines are posted in Connect and are NOT posted in the schedule attachment to this syllabus. It is the student's responsibility to regularly check assignment deadlines in Connect. Once the deadline has past, the assignments will be taken off Connect. You may only view the results of the assignment and/or quiz after the deadline. There will be NO make-up assignments and I will NOT under any circumstance re-open an assignment, so keep up with when the assignments will be administered. However, I will drop your three lowest Connect assignment (non-quiz) grades at the end of the semester.

4. I expect all assignments to be completed on your own. This will be more beneficial to you. However, if you are making a concerted effort and still struggling with the assignment, please come by so we can work through it together.

5. Out of courtesy to all of us, NO active cell phones, iPods, iPhones nor ear phones/gadgets are allowed in class and, especially, during exams. Students are only allowed to use a four-function calculator during exams. Please let me know if you need and exception for translation purposes.

Participation Points:
1. Students are expected to conduct themselves in a professional manner at all times.

2. We will work on some problems/exercises during class and I expect students to actively participate during those exercises. I will primarily take volunteers but will call on people from time-to-time to make sure everyone is “getting a turn”.

3. Any disruptive behavior during class will result in the disruptive student losing points from their total points and potentially asked to leave.

4. Examples of disruptive behavior include but are not limited to: Excessive talking when not being addressed by the instructor, chronic joking around with your neighbor, entering and leaving the room while class is in session (unless it's an emergency or prior approval/notice was given), and blatant disrespect to me or your classmates. Cell phones and all other communication electronic devices must either be turned off or placed on mute. Of course, no one should be talking on cell phones during class.

5. Cheating will not be tolerated. All quizzes and exams will be monitored for cheating. Please refer to the Academic Integrity Policy section below.

Blackboard:
Please feel free to use Blackboard ‘Discussions’ to ask questions as these questions are of interest to other students as well as (especially those that pertain to class projects and topics). Grades, announcements, and other
information pertinent to this course will be posted on Blackboard. You are expected to read the information posted on the Blackboard Discussion Board periodically and it is recommended that you keep up with any news or information thereon. However, I do tend to check email more frequently then Blackboard and that is the best way to get a hold of me quickly.

**Oral and Written Communication Content:**
Oral communication is emphasized during class discussions. Effective written communication is stressed through the written component of collected assignments. Furthermore, exams may include an essay question component.

**Technology Applications:**
During the class, students will use a computerized software system, where they will input journal entries and produce statements, ledgers and journals. The students will then answer questions that demonstrate an understanding of the accounting concepts and apply what they have learned in class. The whole process will take part on the Internet and is accessible from any location.

**Ethical Perspectives**
Accounting often involves gray areas that require judgment to resolve. Throughout the text, the importance of forming ethical judgments in these situations is stressed. Furthermore, some of the assigned material from the text focuses explicitly on the ethical dimension of accounting decision making.

**Global Perspectives**
The globalization of many business entities raises the issue of international accounting practices. While this course will occasionally discuss the implication of internationalization on accounting, an in-depth discussion of these issues is generally beyond the scope of the course.

**Demographic Diversity Perspectives**
This course will not specifically address the issue of demographic diversity.

**Political, Social, Legal, Regulatory, and Environmental Perspectives**
This course will address the influence of the SEC and other regulatory bodies on the accounting profession. There will be limited coverage of political, social and environmental issues.

**Academic Honesty**
University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one's own work.) All assignments and exams are expected to be done independently unless otherwise specifically noted in the instructions.

**Code of Ethics**
This course, and all other courses offered by the College of Business (COB), requires all of its students to abide by the COB Student Code of Ethics (available online at www.cob.tamucc.edu). Provisions and stipulations in the code are applicable to all students taking College of Business courses regardless of whether or not they are pursuing a degree awarded by the COB.

**Grade Appeals**
As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules Web site at http://www.tamucc.edu/provost/university_rules/index.html. For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.
Disabilities Accommodations
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 believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

Dropping a Class:
I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. April 11, 2014 is the last day to drop a class with an automatic grade of ‘W’ this term.

Incompletes:
A grade of ‘I’ (incomplete) will be assigned only under extreme, verifiable emergency situations where you are unable to complete a minor portion of the course work because of circumstances beyond your control PROVIDED YOU ARE PASSING THE COURSE. It is your responsibility to work with student services in completing the paper work and forms required to be granted the “I” grade. Not sitting for Final exam does NOT entitle you for a grade of “I” (incomplete).

Four Easy Steps to PKL Software [Work4Me-I].
1. Go to www.pklsoftware.com
2. Select “Log In” [from Top Menu]
3. On main page, click on “Work4Me-I” [under ‘Problem Set Programs’]
4. On the Log-In page, click on the Yellow Button that says: First Time User? Click Here!
5. Print the instructions sheet and carefully follow the steps listed on the instruction sheet to complete the license purchase and the student registration process.

*** DO NOT forget to enter the following code below (without this code your professor cannot see your work and cannot grade it***

Your Professor’s Class Code is: 2301_0100_Sp2014

Carefully enter this code while registering.

After you enter your assigned class code click on Submit User Data.

Start with the demonstration problem, practice and take assessment/evaluation for each problem.

Nine problems (1-9) in PKL software “Work4Me-I” will be assigned for this course. Software will grade your performance on each problem. You have to complete all detailed journal entries and then take evaluation/exam for each problem to get full grade. A grade of zero points will be assigned if student completes ONLY the evaluations/exams without completing the actual entries. Further details about Work4Me-I computer software will be provided as needed in class and on Blackboard.

Textbook can be acquired online from publisher by copying and pasting the following URL link:

Connect On-line practice quizzes can be accessed through the following URL link:
### Tentative Course Schedule & Assignments – Spring 2014

<table>
<thead>
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<th>Date</th>
<th>Day</th>
<th>Subject/Chapter</th>
<th>Reading/Assignment</th>
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<tbody>
<tr>
<td>Jan 22</td>
<td>W</td>
<td>Intro</td>
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<tr>
<td>Jan 24</td>
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<td>Jan 27</td>
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<tr>
<td>Jan 29</td>
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<td>Jan 31</td>
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<tr>
<td>Feb 2</td>
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<tr>
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<td>Read Chapter 5</td>
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<tr>
<td>Feb 25</td>
<td>W</td>
<td>Chapter 5</td>
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</tr>
<tr>
<td>Feb 28</td>
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<td>Mar 3</td>
<td>M</td>
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<td>Mar 7</td>
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<tr>
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<tr>
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