



**ACCT 2301 – Principles of Accounting - Financial  
Fall 2012  
Course Syllabus**

**I. Course.**

This syllabus is for ACCT 2301, Principles of Accounting – Financial. The section number is 304, CRN number 11700, being offered during the Fall 2012 semester on the Bryan Campus of Blinn College. This course is being offered in a traditional classroom format and is scheduled to meet each week on Tuesday/ Thursday from 12:00 – 1:15pm beginning August 27, 2012 and ending December 10, 2012.

**II. Instructor Contact Information.**

Your instructor for this course will be -

Name: Larry G. Stephens, CPA, JD/LLM  
Office Location: Bryan Campus, Science Bldg. 141 (S141)  
Office Phone: (979)209-7218  
E-mail: larry.stephens@blinn.edu  
Office Hours: Monday – Thursday 9:00 am - 12:00 noon; other times by appointment only

**III. Course Description.**

*ACCT 2301: Principles of Accounting – Financial.* An introduction of accounting including concepts, systems, the accounting cycle, recording and reporting of business transactions; income measurement and asset evaluation; sole proprietorship through corporation accounting; analysis and use of financial statements. Three class hours per week. Credit: Three semester hours.

**IV. Course Prerequisites.**

There are no course prerequisites for ACCT 2301.

**V. Core Course.**

ACCT 2301 is not a core curriculum course.

**VI. Student Learning Outcomes.**

The following have been identified as the learning outcomes for a student who successfully completes ACCT 2301:

1. Identify accounting as an information system.
2. Demonstrate the elements of, the relationships among, and the accounting concepts underlying the primary financial statements –

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- a. the Balance Sheet,
  - b. the Income Statement,
  - c. the Statement of Retained Earnings, and
  - d. the Statement of Cash Flows.
3. Apply the following fundamental accounting concepts:
    - a. fundamental accounting equation,
    - b. accounting cycle,
    - c. valuation of assets, and
    - d. depreciation.
  4. Demonstrate the uses and limitations of financial statements.
  5. Compare and contrast accrual basis accounting and cash basis accounting.
  6. Demonstrate the matching principle by preparing adjusting entries.
  7. Calculate
    - a. Cost of Goods Sold,
    - b. Gross Profit,
    - c. and the value of inventories using
      - i. specific identification,
      - ii. FIFO,
      - iii. LIFO, and
      - iv. weighted average.
  8. Identify the importance of internal control procedures.
  9. Identify the components of Stockholder's Equity. Demonstrate the impact of transactions affecting Stockholder's Equity.
  10. Demonstrate the concepts of long-term liabilities including Bonds Payable.
  11. Prepare and interpret the Statement of Cash Flows.

**VII. Required textbooks, supplies, and materials.**

- Required Text: Corporate Financial Accounting, (11<sup>th</sup> edition) by Warren, Reeve, and Duchac; South-Western, Cengage Learning. ISBN: 978-0-538-48092-5.
- Required Web access: CengageNOW. Access can be purchased with the book or online. Your computer should have reliable Internet access capabilities.
- A basic function calculator. Other electronic computing devices will not be allowed.

**VIII. Outline or description of course content.**

*The instructor reserves the right to make adjustments to the class schedule as necessary in order to enhance achievement of Student Learning Outcomes.*

**Course Requirements:**

- Participate in class discussions and in-class problems.
- Complete online homework assignments.
- Take unit quizzes.
- Take the comprehensive final exam.

**Academic Calendar/Due Dates**

First day of classes	Mon, Aug 27
Last day to register/change classes	Fri, Aug 31
Labor Day Holiday	Mon, Sep 3
Day of Record	Wed, Sep 12
Last day to drop with a 'Q'	Fri, Nov 16
Thanksgiving Break	Wed, Nov 21 – Sun, Nov 25
Last day of classes	Mon, Dec 10
<b>Comprehensive Final Exam</b>	<b>Tue, Dec 11</b>
Grades Due	Sat, Dec 15

**IX. Criteria for Grading.**

Your grade in this course will be computed as follows:

Quizzes (5 @ 125 points each)	625 points
Comprehensive Final Exam	200 points
Homework / Class Participation	<u>175 points</u>
Total:	<u>1,000 points</u>

The final course grade will be assigned based on the points earned scale below:

900 or more points	=	A
800 – 899 points	=	B
700 – 799 points	=	C
600 – 699 points	=	D
Below 600 points	=	F

**Quizzes and Comprehensive Final Exam:** Bring at least 2 pencils, Advantage scantron, and basic function calculator ONLY for testing. There will be 6 unit quizzes during the term and I will drop your lowest score and only use the 5 highest quiz scores in determining your final course grade. All students are required to take the comprehensive final exam in order to receive course credit. You will not be allowed to drop the score on your comprehensive final exam as your lowest quiz score. **There are NO make-up quizzes; if**

**you miss a quiz, it will be dropped as your lowest score. The Comprehensive Final Exam for this class is scheduled for Tuesday, December 11, 2012 from 10:15am - 12:15pm.**

Class Participation: The class participation grade is based on the instructor's subjective evaluation of student participation, including but not limited to:

- Attentiveness
- Participation in class discussions
- Participation in in-class problems
- Civility
- Punctuality

Students will establish "accounting firms" of 3 - 4 students in each firm. Each week the professor will ask each "accounting firm" to lead the discussion of solving an end of chapter homework problem. All members of the firm should take turns leading the class discussion throughout the term in order to maximize class participation points earned.

Homework: Homework assignments are web-based, using CengageNOW. Homework will be due before you take the quiz for that unit. I will only count your highest 10 homework scores (14 total homework assignments). Each homework assignment will be worth a maximum of 10 points. You will find the homework problems for each chapter on the course page in eCampus.

***The instructor reserves the right to make adjustments to the class schedule as necessary in order to enhance achievement of Student Learning Outcomes.***

## **X. Blinn College Policies.**

### **A. Civility Statement**

Members of the Blinn College community, which includes faculty, staff and students, are expected to act honestly and responsibly in all aspects of campus life. Blinn College holds all members accountable for their actions and words. Therefore, all members should commit themselves to behave in a manner that recognizes personal respect and demonstrates concern for the personal dignity, rights, and freedoms of every member of the College community, including respect for College property and the physical and intellectual property of others.

### **Civility Notification Statement**

If a student is asked to leave the classroom because of uncivil behavior, the student **may not** return to that class until he or she arranges a conference with the instructor. It is the student's responsibility to arrange for this conference. This statement reflects step one in a possible four step process. The Incivility Protocol is detailed in the *Blinn College Student Handbook*, [www.blinn.edu/student%20handbook.pdf](http://www.blinn.edu/student%20handbook.pdf)

### **B. Attendance Policy**

The College District believes that class attendance is essential for student success; therefore, students are required to promptly and regularly attend all their classes. A record of attendance will be maintained from the first day of classes and/or the first day the student's name appears on the roster through final examinations. If a student has one week's worth of unexcused absences during the semester, he/she will be sent an e-mail by the College District requiring the student to contact his/her instructor and schedule a conference immediately to discuss his/her attendance issues. Should the student accumulate two weeks' worth of unexcused absences, he/she may be administratively withdrawn from the class.

There are four (4) forms of excused absences recognized by Blinn College:

1. Observance of religious holy days – the student should notify his/her instructor(s) not later than the 15<sup>th</sup> day of the semester concerning the specific date(s) that the student will be absent for any religious holy day(s);
2. Representing the College District at an official institution function;
3. A high school dual credit student representing the independent school district at an official institutional function; and
4. Military service.

A student enrolled in a developmental course is subject to College District mandated attendance policies. Failure to attend developmental classes shall result in removal from the course as defined by the College District.

It is the student's responsibility to officially drop a class he/she is no longer attending. To officially drop a class the student must obtain the class withdrawal form from Enrollment Services, complete the class withdrawal form, secure the required signatures, and return the completed form to Enrollment Services. The last day to drop this semester with a "Q" is November 16, 2012.

### **C. Scholastic Integrity**

Blinn College does not tolerate cheating, plagiarism, or any other act of dishonesty with regard to the course in which you are enrolled. The following text defines the faculty member's responsibility with regard to the scholastic integrity expectation for this and all courses at Blinn College. The Scholastic Integrity Policy is located in the *Blinn College Student Handbook*, [www.blinn.edu/student%20handbook.pdf](http://www.blinn.edu/student%20handbook.pdf)

### **D. Students with Disabilities**

Blinn College is dedicated to providing the least restrictive learning environment for all students. Support services for students with documented disabilities are provided on an individual basis, upon request. Requests for services should be made directly to the Office of Special Populations serving the campus of your choice. For the Bryan campus, the Office of Special Populations (Administration Building) can be reached at (979)209-7251. The Brenham, Sealy and Schulenburg campuses are served by the Office of Special Populations on the Brenham campus

(Administration Building Room 104) and can be reached at (979)830-4157.  
Additional information can be found at [www.blinn.edu/disability/index.html](http://www.blinn.edu/disability/index.html).

**E. Final Grade Appeals Policy**

If a student wishes to appeal a final grade in a course, Blinn College Board Policy FLDB (Local), Course Grade Complaints, outlines the timeline for the appeal and the four steps in the appeal. This policy is located in the *Blinn College Student Handbook*, [www.blinn.edu/student%20handbook.pdf](http://www.blinn.edu/student%20handbook.pdf).

**F. Electronic Devices**

All the functions of all personal electronic devices designed for communication and/or entertainment (cell phones, pagers, beepers, ipods, and similar devices) must be turned OFF and KEPT OUT OF SIGHT in all College District classrooms and associated laboratories. Any noncompliance with this policy will be addressed in accordance with the College District Civility Policy (Administrative Policy). This information is contained in Blinn College Board Policy FLB (Local).

**XI. Outline or description of course content.**

**A. eCampus**

The course is on eCampus, which is accessible from the Blinn Homepage. Students are expected to regularly check eCampus for class announcements, homework assignments and calendar changes. Students are also advised to regularly check grades and attendance as recorded on eCampus. Power Point slides and other coursework will be posted under the 'Lessons' tab and the 'Resources' tab.

**B. Timely submission of assignments**

All due dates are known well in advance, therefore, NO late assignments will be accepted. **Failure to submit timely assignments will result in a grade of '0.'** NO EXCEPTIONS OR EXCUSES.

**C. Return of Quizzes**

Quizzes and scantrons will be returned to students after being graded during class time only. Upon leaving class, the quizzes and scantrons MUST be returned to the professor. If taken outside of the classroom, a grade of zero will be given. All exams can be viewed in the professor's office during office hours.

**D. Class Schedule**

*The instructor reserves the right to make adjustments to the class schedule as necessary in order to enhance achievement of Student Learning Outcomes.*

<b>Week 1</b>	Introductions, Syllabus Review; Begin Unit 1
<b>Week 2</b>	Continue Unit 1

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<b>Week 3</b>	Finish Unit 1; <b>Unit 1 Quiz</b>
<b>Week 4</b>	Begin Unit 2
<b>Week 5</b>	Continue Unit 2
<b>Week 6</b>	Finish Unit 2; <b>Unit 2 Quiz</b>
<b>Week 7</b>	Begin Unit 3
<b>Week 8</b>	Finish Unit 3; <b>Unit 3 Quiz</b>
<b>Week 9</b>	Begin Unit 4
<b>Week 10</b>	Finish Unit 4; <b>Unit 4 Quiz</b>
<b>Week 11</b>	Begin Unit 5
<b>Week 12</b>	Finish Unit 5; <b>Unit 5 Quiz</b>
<b>Week 13</b>	Begin Unit 6
<b>Week 14</b>	Finish Unit 6; <b>Unit 6 Quiz</b>
<b>Week 15</b>	Complete Unit 7
<b>Week 16</b>	<b>FINAL EXAM</b>

**UNIT CONTENT**

<b>Unit 1:</b>	Chapter 1, <i>Introduction to Accounting and Business</i> Chapter 2, <i>Analyzing Transactions</i>
<b>Unit 2:</b>	Chapter 3, <i>The Adjusting Process</i> Chapter 4, <i>Completing the Accounting Cycle</i>
<b>Unit 3:</b>	Chapter 5, <i>Accounting for Merchandising Businesses</i> Chapter 6, <i>Inventories</i>
<b>Unit 4:</b>	Chapter 7, <i>Sarbanes-Oxley, Internal Control, and Cash</i> Chapter 8, <i>Receivables</i>
<b>Unit 5:</b>	Chapter 9, <i>Fixed Assets and Intangible Assets</i> Chapter 13, <i>Investments and Fair Value Accounting</i>
<b>Unit 6:</b>	Chapter 10, <i>Current Liabilities and Payroll</i> Chapter 12, <i>Long-Term Liabilities: Bonds and Notes</i>
<b>Unit 7:</b>	Chapter 11, <i>Corporations: Organization, Stock Transactions, and Dividends</i> Chapter 14, <i>Statement of Cash Flows</i>

**NOTES**

**Statement of Understanding**

My signature below indicates that I have received and read the Course Syllabus for this course. I understand the contents, requirements, rules, and expectations for this course as stated in the Course Syllabus.

Printed Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

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Current Phone #: \_\_\_\_\_

Course Name/ID: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_