

Principles of Accounting: Acct 205: Spring 2011

6:00 to 9:00 – Wednesday– B 105

INSTRUCTOR: Shawn Novak Ph.D., CPA
OFFICE: B – 214c **PHONE:** 426-1238:
email: novakes@boisestate.edu
OFFICE HOURS: Monday & Wednesday - 1:00 to 2:30 & Wednesday 4:00 to 6:00. In general I am available most of the time (Monday through Friday) when I am not in class. Please verify in advance any meeting that you want to make outside of my normal office hours. I encourage you to seek help when you have problems with any aspect of this course. Accounting graduate student tutors are available to assist Accounting 205 students throughout the semester. You are strongly encouraged to take advantage of this opportunity on an ongoing basis. The schedule for tutoring is posted on the course Blackboard site and throughout the Accounting department. Seek help as soon as you need it. The tutors will become very busy when mid-term exams and final exams approach.

Required Course Materials:

Textbook: **Fundamental Financial Accounting**, Eighth Edition, Harrison Horngren, Pearson Prentice Hall, 2010, ISBN: 13: 978-0-13-610886-3

Homework and Assessment Manager: **MyAccountingLab.com**

MyAccountingLab.com is an internet based platform that will be used to deliver all homework assignments and end of chapter quizzes. To use the website students must register on-line. There is a link provided in the “External Links” section of the Blackboard site for this course. The online registration requires an access code that comes with the textbook when purchased from the BSU bookstore. The access code may also be purchased separately online and includes the online version of the textbook. A separate document has detailed instructions on how to register MyAccountingLab.

Course Website: (Blackboard.boisestate.edu) This class will use the Blackboard system to archive course documents. The course website will contain all documents used in class (including lecture notes in Powerpoint). Any item may be downloaded from the site. If you miss a class it is your responsibility to obtain documents for that class from the course website or from a friend in the class.

It is important to make sure that you have set the email address that Blackboard uses to communicate with you to an email address that you check frequently. I send out announcements to the class through Blackboard.

Course Objectives: The course has been designed to provide business students with an understanding of basic financial accounting information, its use and its limitations. An understanding of accounting must include an understanding of how economic events are recorded by an accounting system and processed into financial statements. This class will emphasize basic financial statements and how economic events affect them. In addition, since accounting is the "language of business," mastery of accounting terminology is an essential element of the course.

Desired Educational Outcomes: Students should be able to identify the four basic financial statements and explain how the financial statements provide useful information to decision makers. Students should be able to identify the type of information about an entity that each of the four financial statements provides. Students should be able to explain the difference between cash flow and accrual-basis income and analyze the relationship between the two measures of business activity. Students should be able to analyze a transaction and determine how it is recorded by the accounting system and affects the financial statements. Students should be able to read and interpret financial statements and related financial information in order to make informed investment decisions.

Grades: Grades will be assigned based on your performance relative to other students in the class. You will not be held to an absolute grading scale such as 90% and above being an A. Expect exams and other assignments to be challenging. When final grades are assigned the instructor will have no sympathy for students who do not attend class regularly and complete assignments when due.

Class attendance, home work, in class assignments, chapter quizzes, mid-term exams and the final exam are all completely voluntary. If you fail to complete any part of the graded course components your grade for that component is zero.

Relative Value of Graded Course Elements

<u>Item</u>	<u>Value</u>
On Line Chapter Quizzes	20%
On Line Homework	20%
In Class Assignments & Quickbooks Project	20%
In Class Mid-Term Exams	20%
In Class Final Exam	20%
Total	100%

On Line Chapter Quizzes: An on line quiz must be taken after each textbook chapter is completed. Each quiz must be completed within the time limits allowed. Students are allowed 2 attempts at each online quiz. You can not take a quiz for a chapter until you have completed the homework for that chapter.

On Line Homework: Accounting is a very practical discipline so much of the learning process occurs when concepts are applied to examples. Homework assignments will be prepared and graded on-line according to the schedule posted on My Accounting Lab class homepage. Within the scheduled time period, unlimited homework attempts are available to allow the student to maximize homework points. Solutions are available online for all homework problems. No credit will be given for late or missed homework assignments. It is your responsibility to monitor due dates and make sure that you submit work before the due date. Homework problems for a chapter must be completed before the quiz for that same chapter can be taken.

Quickbooks Project: Quickbooks software is packaged with the textbook and is also available in the COBE computer lab. Students will use Quickbooks accounting software to account for the transactions of a hypothetical business and prepare end of period financial statements for the business. This assignment will be made approximately halfway through the semester.

In-Class Assignments: At the beginning of every class a quiz or other graded assignment will be given. Students that arrive to class late will not be given additional time to complete such assignments. In some cases assignments will be distributed in class for completion at home. Such assignments must be turned in when due to receive credit. It will be your responsibility to pick up the quiz and a scan-tron answer sheet at the beginning of each class. You must fill in the space for your name on the answer sheet by filling in the bubbles that correspond to your name with your last name presented first. Use the same name that is used for registering for classes in Broncweb. If you do not do this your quiz score is recorded as zero.

In Class Mid-Term Exams: Two mid-term exams will be given. All students are required to take the mid-term exams in class without the aid of notes or other materials. Each mid-term exam will consist of approximately 30 to 35 multiple choice questions. Mid-term exams may include a brief essay component that will be distributed in advance and due at the start of the mid-term exam.

In Class Final Exam: The final exam will be comprehensive. All students are required to take the final exam in class without the aid of notes or other materials. The final exam will consist of approximately 50 multiple choice questions.

In Class Exam Procedures: When in class exams are given students will be required to spread out across the class room (ie do not sit next to another student) and place all backpacks on the floor. Cell phones are to be turned off and stowed away and may not be used as calculators. You are allowed to bring a writing instrument. Calculators will be provided if you need one.

Extra Credit Assignments: There are no extra credit assignments.

Late Assignments: Late assignments are not accepted and are graded as zero unless you have made prior arrangement for the item to be accepted late.

Lecture Notes: Most class lectures will be presented using Powerpoint. Course documents for each class will be distributed after the quiz at the beginning of class. Turn in your quiz answer sheet at the front of the class and pick up the documents that are being distributed for that class. Lecture note slides presented in class are archived on the class website as they are presented. If you miss a class or lose your notes you can replace them by going to the course website. I do not retain extra copies of any class documents.

Missed Classes & Assignments: I will make reasonable efforts to work with students so that they can receive credit for in-class assignments and mid-term exams in circumstances where they take the responsibility to make arrangements with me in advance of missing a class. This courtesy will not be extended to those students that miss class on a recurring basis. If you absolutely must miss a class or exam it is your responsibility to work out a solution with me at the earliest possible time.

Outside Reading: Students are encouraged to read current business oriented periodicals (i.e. Wall Street Journal, Economist, Business Week) to keep up with developments in the business world, in general, and accounting in particular. If an article is discussed or distributed in class it will be considered "fair game" for exam purposes.

Other Items that should not need to be mentioned:

Cell Phones: Turn your cell phone off in class. If the nature of your work or family circumstances require you to always be available by phone put your cell phone on vibrate, sit near the exit, and leave the classroom to take your call or respond to messages.

Lap-top Computers: Feel free to bring your laptop to class for taking notes and working class examples. Many of the examples used in class are presented in excel spreadsheets and it may be easier for you to follow and solve them in class with your computer. If you want to use the internet for other purposes please do it in the comfort and privacy of your own home.

Academic dishonesty (aka cheating): Simply not acceptable at all. I will personally take the time and effort to see that you are treated as harshly as possible if you are caught cheating.

I do encourage you to work together on homework and other out of class assignments. In class quizzes and exams and online end of chapter quizzes are to be completed without assistance.

BSU & COBE Statement of Shared Values

Boise State University upholds the following values as the foundation for a civil and nurturing environment. Campus community members and all who are part of COBE are expected to adhere to the following values.

Academic Excellence – engage in our own learning and participate fully in the academic community’s pursuit of knowledge.

Caring – show concern for the welfare of others.

Citizenship – uphold civic virtues and duties that prescribe how we ought to behave in a self-governing community by obeying laws and policies, volunteering in the community, and staying informed on issues.

Fairness – expect equality, impartiality, openness and due process by demonstrating a balanced standard of justice without reference to individual bias.

Respect – treat people with dignity regardless of who they are and what they believe. A respectful person is attentive, listens well, treats others with consideration and doesn’t resort to intimidation, coercion or violence to persuade.

Responsibility – take charge of our choices and actions by showing accountability and not shifting blame or taking improper credit. We will pursue excellence with diligence, perseverance, and continued improvement.

Trustworthiness – demonstrate honesty in our communication and conduct while managing ourselves with integrity and reliability.