

## ACCT 2301 SYLLABUS

**CLARENDON COLLEGE**  
**Division of Business and Technology**  
**Course Name: ACCT 2301, Financial Accounting**  
**Credit Hours: 3**

**Semester:** Spring 2011

**Classroom Location:** Childress Center

**Instructor:** Ms. Cynthia Ewing

**Office Hours:** Tuesday 12:00 to 3:00 PM  
Wed 12:00 to 3:00 PM  
Thurs 12:00 to 3:00 PM

### **Course Description:**

Accounting concepts and their application in transaction analysis and financial statement preparation; analysis of financial statements; and asset and equity accounting corporations.

### **Statement of Purpose:**

This course satisfies the Financial Accounting course requirement for the Business Administration major field of study as adopted by the State of Texas as part of the required Field of Study Curriculum for all Business majors who attend a public higher education institution in the State of Texas. This course also satisfies the Financial Accounting course requirement for those following the Business Administration degree plan Agribusiness/Agricultural Economics degree plan at Clarendon College and is designed for transfer to a senior college.

### **Required Instructional Materials:**

#### **Textbook:**

*Financial & Managerial Accounting, 9<sup>th</sup> Edition*, Carl S. Warren & James M. Reeve © 2005 Thomson-Southwestern-Cengage, ISBN-10: 0-324-40188-4

#### **Other Relevant Materials:**

Students need to bring paper, pens or pencils, and textbook to each class.

### **Student Requirements**

Students are responsible for completing any assigned reading or activities/homework by the due date given. No late assignments will be accepted and no make-up exams will be given. Students should also be in class and ready to begin on time with all materials required for that class. The key to your success in this class is attending each lecture with a positive attitude and being prepared for that day's lesson.

### **Methods of Instruction**

A combination of lectures, PowerPoint presentations, outside assigned readings, & discussions may be used in this course.

### **Course Objectives:**

The object of financial accounting is preparation of an entity's financial statements to aid external users in making investment and credit decisions concerning that entity. This course focuses on the accounting cycle and the proper analysis and recording of business transactions. Students will learn the difference between the cash and accrual methods of accounting and the income recognition and determination, asset valuation, and liability recognition under each. Students will also learn how to prepare, analyze, and interpret financial statements as well as how business transactions affect the financial statements.

### Exemplary Objectives

1. Be able to demonstrate a basic understanding of the principles of financial accounting, the accounting equation, and the accounting cycle.
2. Be able to apply the procedures of financial accounting to analyze and record transactions and prepare financial statements for an entity.
3. Be able to interpret and analyze the financial statements of an entity.

### Grading Policies:

A Student's final grade will be calculated based on the following:

Homework	30%
Exams	70%
Total	100%

The final semester grades will be figured as set in the current catalog:

90 to 100% = A      80 to 89% = B      70 to 79% = C      60 to 69% = D      Below 59% = F

### Classroom Policies:

1. **Exams:** Exam dates given in the schedule attached to this syllabus may be subject to change. THERE WILL BE NO MALEUP EXAMS GIVEN IN THIS CLASS. If a student will be absent during an exam for any reason, it is the students responsibility to contact the professor and make arrangements to take the exam prior to the absence. Failure to take an exam at the appointed time will result in the student receiving a zero for a grade on the missed exam. The only exceptions to this rule will be a genuine, documented emergency, in which case the exam is to be made up during the next class period the student returns to school.
2. **Final Exams:** Students must take a final exam for each of their academic courses. The schedule of final exams times is published at the beginning of the semester. Do not make plans to leave school before your scheduled final exam. I will not give any early finals except in extreme emergencies after students have provided documentation of said emergency.
3. **Assignments:** No late or makeup assignments will be given in this class. If an assignment is not turned in when due, the student will receive a zero for a grade on that assignment. If a student will be absent on the day an assignment is due, then it is the student's responsibility to submit the assignment early. Failure to turn in an assignment at the appointed time will result in the student receiving a zero for a grade on the missed assignment. The only exceptions to this rule will be a genuine, documented emergency, in which case the assignment is to be turned in the next class period the student returns to school.
4. **Attendance:** Attendance in this class is mandatory. Roll will be taken (either officially or unofficially) at the beginning of every class period. A student with more than three un-excused absences will have their final grade reduced by one letter grade.
5. **Scholastic Honesty:** I adhere to a strict policy regarding academic honesty. Anyone who is dishonest in any way will receive a zero on that assignment or exam with no opportunity to make up the zero and may be dropped from the course with a grade of F. That student, if allowed to remain in the course, will not be allowed to receive any extra credit points from the time of the infraction through the remainder of the course. A second act of dishonesty will result in an F for the course. Students who commit an act of academic dishonesty will not be allowed to withdraw from the course with a "W." Note that dishonest behavior includes plagiarism, any form of cheating on an exam, or the act of copying someone else's work as well as allowing someone to copy your work (both students are equally guilty and will be equally punished). Any student caught plagiarizing or cheating on any assignment or exam will receive a grade of zero on that assignment or exam, and will possibly face disciplinary action, including possible expulsion, through the school.
6. **Withdrawal:** If you decide that you are unable to complete this course or that it will be impossible to complete the course with a passing grade, you may drop the course and receive a "W" on your transcript instead. Withdrawal from a course is a formal procedure that you must initiate. If you do not go through the formal withdrawal procedure, you will receive a grade of "F" on your transcript. A student is permitted to drop a course if he/she obtains an official drop slip from the office and has the instructor sign the slip before the 12<sup>th</sup> class week during a regular long semester, or on or before the last day to drop a class of a term as designated in the college calendar. **Remember, a student is only allowed to drop the same class twice before he/she will be charged up to triple the tuition amount for taking the class a third time or more. Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total**

**of 6 courses throughout their entire undergraduate career. After the 6, he/she will no longer be able to withdraw from any classes.** If you think you need to drop this course, please talk with me about it first. It is possible that there is something you can do to still pass the course. Don't hurt your chances for a passing grade in the course by not attending labs or taking exams before we have discussed your situation. **The last day to withdraw from this course with a "W" is (this changes every semester)**

7. **Student Behavior:** Students are expected to be considerate of their fellow classmates desire to learn. Therefore, all students will refrain from disrupting the class in any way. Specifically, students will refrain from talking to one another during lectures and engaging in any other activity that diminishes the quality of the learning environment. Any student(s) disrupting class will be asked to leave the class and not return for the remainder of that class period.

**Classroom Conduct & Academic Dishonesty:** Failure to comply with lawful direction of a classroom instructor is a disruption for all students enrolled in the class. Cheating violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (4) entering an office or building to obtain unfair advantage; (5) taking an examination for another person; (6) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (7) altering grade records; (8) using any unauthorized form of electronic communication device during an examination, classroom activity, or laboratory exercise; (9) Plagiarism. Plagiarism is the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person without proper credit.

Disciplinary actions for cheating in a course are at the discretion of the individual instructor. The instructor of that course will file a report with the Dean of Students and the Dean of Instruction when a student is caught cheating in the course, whether it be a workforce or academic course. The report shall include the course, instructor, student's name, and the type of cheating involved.

Students who are reported as cheating to the Dean of Students more than once shall be disciplined by the Dean. The Dean will notify all involved parties within fourteen days of any action taken.

**American with Disabilities Act Statement:**

Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, notify the Office of Student Services (806-874-3571 or 800-687-9737). We will work with you to make whatever accommodations we need to make.

**Withdrawal from College:**

When a student finds it necessary to withdraw from school before the end of the semester, he or she should obtain a withdrawal form from the Office of Student Services. Students may also withdraw from the college by sending a written request for such action to the Registrar's Office. The request must include the student's signature, the student's current address, social security number and course information details. Students who withdraw after the census date for the semester and on or before the end of the 12<sup>th</sup> week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar will be assigned a grade of "W."