Class Days/Times/Location or Other Format:  Online
Office Location:  Classroom Center 203E
Office Hours:  Tuesday & Wednesday 8:00am-11:00am

Office Phone:  806-651-4029
Email:  Use course email on WTClass or llightfoot@wtamu.edu
Social Media:  Keep up with the latest happenings of your COB on Facebook and Twitter, connect with us on LinkedIn, and check out COB videos on YouTube.
Prerequisites:  Graduate standing

Terms of Use
A student's continued enrollment in this course signifies acknowledgment of and agreement with the statements, disclaimers, policies, and procedures outlined within this syllabus and elsewhere in the WTClass environment. This Syllabus is a dynamic document. Elements of the course structure (e.g., dates and topics covered, but not policies) may be changed at the discretion of the professor.

WTAMU College of Business Mission Statement
The mission of the College of Business is to provide high quality undergraduate and graduate business education with a global perspective and ethical awareness. We accomplish this through emphasis on excellence in teaching, which is strengthened by faculty scholarship and supported by professional service.

Learning Objectives of the WTAMU College of Business Programs
The College of Business (COB) at West Texas A&M University (WTAMU) seeks to prepare students in the Bachelor of Business Administration (BBA), Master of Business Administration (MBA), Master of Professional Accounting (MPA), and the Master of Science, Finance and Economics (MSFE) degree programs for careers in business and to foster their professional growth and advancement via key learning goals and objectives.

The learning objectives of the College of Business are as follows:
• Leadership
• Communication
• Critical Thinking
• Business Integration
• Core Business Knowledge
• Global Business Environment
• Business Ethics and Corporate Governance
Course Description
Financial Accounting explains and illustrates how accounting data are accumulated and how the resulting reports are prepared so students can interpret and use accounting information intelligently and effectively. The structure of accounting, income determination, asset valuation, liability recognition, accounting for ownership equity, and interpretation and analysis of financial statements will be emphasized in this course.

Course Objectives
By the end of the semester, the student should:
1. be able to demonstrate, through testing and assignments, a basic understanding of the principles of financial accounting.
2. be able to demonstrate, through testing and assignments, the ability to apply the procedures of financial accounting.
3. be able to complete an analysis of a publicly-traded retail company.
4. be able to demonstrate through written discussions, an understanding of the current accounting environment and various ethical and global factors.

Course Materials (Text, calculator, etc.)

Paul D. Kimmel, Jerry J. Weygandt, Donald E. Kieso
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For this course, you will be required to complete and submit select assignments using an online learning environment called WileyPLUS. For this course you are required to purchase access to WileyPLUS. (Please refer to the e-mail sent and WTClass for more detail).

Recommended software: word processing software preferably Microsoft Word; spreadsheet software preferably Microsoft Excel; and Adobe Reader (which can be downloaded for free) to open the pdf files.

Map from COB Learning Objectives to Specific Course Objectives

<table>
<thead>
<tr>
<th>COB Learning Objectives</th>
<th>Course Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership</td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td>3, 4</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>2, 3</td>
</tr>
<tr>
<td>Business Integration</td>
<td></td>
</tr>
<tr>
<td>Core Business Knowledge</td>
<td>1, 2</td>
</tr>
<tr>
<td>Global Business Environment</td>
<td>4</td>
</tr>
<tr>
<td>Business Ethics and Corporate Governance</td>
<td>4</td>
</tr>
</tbody>
</table>
Course Grading Policies
Grades in this course are based on performance on three exams, a financial statement analysis project, and several discussion questions. Each one of these assignment areas will be explained in detail before you are expected to complete it.

The distribution of points per assignment and the tentative grading scale are as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam #1</td>
<td>100</td>
</tr>
<tr>
<td>Exam #2</td>
<td>100</td>
</tr>
<tr>
<td>Exam #3</td>
<td>100</td>
</tr>
<tr>
<td>Discussion Questions</td>
<td>40</td>
</tr>
<tr>
<td>Homework</td>
<td>60</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>400</strong></td>
</tr>
</tbody>
</table>

Tentative grading scale:
- 360-400 points (90%)......A
- 320-359 points (80%)......B
- 280-319 points (70%)......C
- 240-279 points (60%)......D
- Below 240 points...........F

Course Assignment, Examination, and or Project Policies

Exams
Exams are administered on the WTClass course website over a period of several days and have a time limit. Exams consist of multiple-choice questions, both conceptual and quantitative, and cover the indicated chapters.

Discussion Questions
You will be given several questions throughout the semester related to ethics, global considerations, and other current accounting issues. These questions will be answered in a discussion forum format on WTClass course website so that your answers will be shared with your classmates. More details will follow.

Homework
You will have homework problems assigned for each unit or lesson. The homework will be completed and submitted online through WileyPLUS. Homework may be attempted three times, only the highest grade counts. After the third attempt, you can see the solution. Assignments will be due based on the due dates in WileyPLUS which are also listed on the WTClass website and the schedule below. Assignment details will be provided within each unit or lesson.
Extra Credit Policy
There is no extra credit planned for this course. However, if an extra credit opportunity is offered, it will be available to all students in the class and must be completed before the semester ends.

Course Topics - Tentative Calendar of Readings, Topics, and Due Dates

<table>
<thead>
<tr>
<th>LESSON</th>
<th>DATE</th>
<th>CHAPTER</th>
<th>TOPIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td></td>
<td>1</td>
<td>Introduction</td>
</tr>
<tr>
<td>#2</td>
<td></td>
<td>2</td>
<td>Financial Statements</td>
</tr>
<tr>
<td>#3</td>
<td></td>
<td>3</td>
<td>Accounting Information System</td>
</tr>
<tr>
<td>#4</td>
<td></td>
<td>4</td>
<td>Accrual Accounting Concepts</td>
</tr>
<tr>
<td></td>
<td>6/23-26*</td>
<td>1 – 4</td>
<td>Exam 1</td>
</tr>
<tr>
<td>#5</td>
<td>6/26</td>
<td>1 – 4</td>
<td>Homeworks 1, 2, 3 &amp; 4 Due</td>
</tr>
<tr>
<td>#6</td>
<td>5 &amp; 6</td>
<td></td>
<td>Merchandising Operations and Inventory</td>
</tr>
<tr>
<td>#7</td>
<td></td>
<td>7</td>
<td>Cash</td>
</tr>
<tr>
<td>#8</td>
<td></td>
<td>8</td>
<td>Receivables</td>
</tr>
<tr>
<td></td>
<td>7/15-18*</td>
<td>5 – 9</td>
<td>Exam 2</td>
</tr>
<tr>
<td>#9</td>
<td>7/18</td>
<td>5 – 9</td>
<td>Homeworks 5, 6, 7 &amp; 8 Due</td>
</tr>
<tr>
<td>#10</td>
<td></td>
<td>10</td>
<td>Liabilities</td>
</tr>
<tr>
<td>#11</td>
<td></td>
<td>11</td>
<td>Shareholders’ Equity</td>
</tr>
<tr>
<td>#12</td>
<td></td>
<td>12</td>
<td>Statement of Cash Flows</td>
</tr>
<tr>
<td></td>
<td>7/27-30*</td>
<td>10 – 13</td>
<td>Exam 3</td>
</tr>
<tr>
<td>#13</td>
<td>7/30</td>
<td>10 – 13</td>
<td>Homeworks 9, 10, 11 &amp;12 Due</td>
</tr>
</tbody>
</table>

*Specific times will be announced later

Additional Course Policies
Prerequisite: Graduate standing, consent of department head. This course is specifically designed for students who have not had prior accounting courses. If you have had three hours of accounting or more and have not discussed this course with your advisor, please contact me as soon as possible.
Electronic Class Participation: Electronic class participation is required. Please check the course website several times each week. I will contact the class during the semester via announcements, emails and assignment feedback. In addition, I will present several discussion questions throughout the semester in a discussion forum format.

Virtual Office Hours: For questions concerning course material or assignments, contact me using email option through WTClass and always include a subject. I will try to check emails daily and respond within 24 hours, Monday through Friday. You are also welcome to call or come by my office and ask questions.

Important Dates
June 26  Last day to drop or withdraw

WTAMU COB Student Code of Ethics
Each student enrolled in COB courses accepts personal responsibility to uphold and defend academic integrity and to promote an atmosphere in which all individuals may flourish. The COB Student Code of Ethics strives to set a standard of honest behavior that reflects well on students, the COB and West Texas A&M University. All students enrolled in business courses are expected to follow the explicit behaviors detailed in the Student Code of Ethics.

Code of Ethics
- Do not use notes, texts, solution manuals, or other aids for a quiz or exam without instructor authorization.
- Do not copy the work of others and/or allow others to view your answers or copy your work during a quiz, exam, or on homework assignments.
- Do not allow other parties to assist in the completion of your quiz, exam, homework, paper, or project when not permitted.
- Do not work with other students on projects or assignments without authorization from the course instructor.
- Properly cite and specifically credit the source of text, graphic, and web materials in papers, projects, or other assignments.
- Do not forge the signature of an instructor, advisor, dean, or another student.
- Provide truthful information for class absences when asking faculty for excused absences or for a make-up for a quiz, exam, or homework.
- Provide truthful information on your resume including work history, academic performance, leadership activities, and membership in student organizations.
- Respect the property, personal rights, and learning environment of all members of the academic community.
- Live up to the highest ethical standards in all academic and professional endeavors.

Students violating the Student Code of Ethics will be reported to the Dean’s office and are subject to penalties described in the West Texas A&M University Code of Student Life, which may include suspension from the University. In addition, a violator of the Student Code of Ethics may become ineligible for participation in student organizations sponsored by the COB and for recognition for College academic honors, awards, and scholarships.
COB Student Resources Link
The COB has developed a Student Resources repository (e.g., APA writing style information, business core reviews, facilities, and other helpful supplements), which can be found on the COB Website. Additionally, WTAMU has developed an Academic Study Skills information site to assist students (e.g., study habits, supplemental instruction, tutoring, writing and math skills), which can be found on the WTAMU Website. For WTAMU Writing Center information (for students needing writing assistance, guidance, and feedback), please visit their website.

COB Communications Component
Students earning a BBA degree must complete at least one course with a communications component as part of the business core requirements. The COB communications component is a requirement in the following courses: ACCT 4373 (Accounting Communications), BUSI 4333 (Cross-Cultural Issues in Business Communications), BUSI 4350 (Current Issues in Management Communications), BUSI 4380 (Conflict Resolution and Negotiation), BUSI 4382 (Emerging Media Law), CIDM 3320 (Digital Collaboration and Communication), ECON 4370 (Economics of Health Care), FIN 3350 (Personal Financial Planning), FIN 4320 (Investments), FIN 4321 (Portfolio Theory), MGT 3335 (Organizational Behavior), MGT 4380 (Conflict Resolution and Negotiation), and MKT 3342 (Consumer Behavior).

Students in a communications component course are explicitly required to demonstrate knowledge of communication skills. Specific objectives may include but are not limited to the following concepts put forth by the National Business Education Association: (1) ability to organize a written and an oral message coherently and effectively, (2) ability to use technology for communication, (3) ability to research a topic, prepare a report, and present the findings to all organizational levels, and (4) ability to demonstrate critical-thinking skills. Specific course requirements and the role of the communications component with respect to student grading policy are at the discretion of the course instructor of record.

Student Travel Opportunities
In multiple business courses, there may be opportunities for student travel supplemented by student fees. If you have an interest in such opportunities as they become available, please notify a faculty member.

Dropping/Repeating the Course
Should a student decide to drop the course, it is the student’s responsibility to be aware of the final drop dates and adhere to the WTAMU Add/Drop policy. Any student participating in the course after the WTAMU posted drop date will be considered active and a grade will be administered at the end of the course for that student. Students are charged a fee for any course attempted for a third or subsequent time at WTAMU other than a non-degree credit developmental course or exempted courses.
Scholastic Dishonesty
It is the responsibility of students and instructors to help maintain scholastic integrity at the University by refusing to participate in or tolerate scholastic dishonesty. Commission of any of the following acts shall constitute scholastic dishonesty. This listing is not exclusive of any other acts that may reasonably be said to constitute scholastic dishonesty: acquiring or providing information for any assigned work or examination from any unauthorized source; informing any person or persons of the contents of any examination prior to the time the examination is given in subsequent sections of the course or as a makeup; plagiarism; submission of a paper or project that is substantially the same for two courses unless expressly authorized by the instructor to do so; submission of a paper or project prepared by another student as your own. You are responsible for being familiar with the University's Academic Integrity Code, as well as the COB Student Code of Ethics listed in this document.

Academic Integrity
All work must be completed individually unless otherwise stated. Commission of any of the following acts shall constitute scholastic dishonesty: acquiring or providing information for any assigned work or examination from any unauthorized source; informing any person or persons of the contents of any examination prior to the time the exam is given in any subsequent sections of the course or as a makeup; plagiarism; submission of a paper or project that is substantially the same for two courses unless expressly authorized by the instructor to do so. For more information, see the Code of Student Life.

Viewpoints/External Websites Disclaimer
The views expressed in this document, web-based course materials, and/or classroom presentations and discussions are those of the professor and do not necessarily represent the views of West Texas A&M University, its faculty and staff, or its students. Views expressed by students are likewise those of the person making such statements. It is understood and expected that each individual within this course will respect and allow individual difference of opinion.

Neither the professor, the COB, nor WTAMU are responsible for the content of external websites discussed in the classroom and/or linked to via online course materials, emails, message boards, or other means. Referred websites are for illustrative purposes only, and are neither warranted nor endorsed by the professor, COB, or WTAMU. Web pages change frequently, as does domain name ownership. While every effort is made to ensure proper referencing, it is possible that students may on occasion find materials to be objectionable for reasons beyond our control.

Acceptable Student Behavior
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (Code of Student Life). Unacceptable or disruptive behavior will not be tolerated. Students engaging in unacceptable behavior may be instructed to leave the classroom. Inappropriate behavior may result in disciplinary action or referral to the University's Behavioral Intervention Team. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc.
Technology Requirements
All technological requirements for the successful completion of this course are the responsibility of the student, including access to a working computer and or to a device with secure broadband Internet connection, data storage and retrieval, and state-of-the-art security. The student is responsible for all technological problems not related to WTAMU, including but not limited to equipment failures, power outages, and Internet breakdowns. Furthermore, students are responsible for all necessary technical and operational skills for completing this course, and for being familiar with WTClass (the Blackboard Learning System) both in a general sense and in a specific sense as pertaining to this course and any materials stored within. The professor is not responsible for any technical matters related to WTClass. Students must contact WTClass if they have problems accessing and/or using the WTClass environment.

Physical or Educational Access - ADA Statement
West Texas A&M University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with Student Disability Services (SDS) and to contact faculty members in a timely fashion to arrange for suitable accommodations. Contact Information: Student Success Center, CC 106; phone 806-651-2335.

Title IX Statement
West Texas A&M University is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual misconduct and discrimination. Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. Harassment is not acceptable. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here:

- WTAMU Title IX Coordinator Becky Lopez – Kilgore Research Center 147, or call 806.651.3199
- WTAMU Counseling Services – Classroom Center 116, or call 806.651.2340
- WTAMU Police Department – 806.651.2300, or dial 911
- 24-hour Crisis Hotline – 800.273.8255, or 806.359.6699, or 800.692.4039
- Visit the Notalone website

For more information, see the Code of Student Life.

WT Attendance Policy for Core Curriculum Classes
For the purposes of learning assessment and strategic planning, all students enrolled in Core Curriculum or developmental courses at West Texas A&M University must swipe their Buff Gold cards through the card reader installed in the classroom/lab for each class/lab meeting.
Evacuation Statement
If you receive notice to evacuate the building, please evacuate promptly but in an orderly manner. Evacuation routes are posted in various locations indicating all exits, outside assemble area, location of fire extinguishers, fire alarm pull stations and emergency telephone numbers (651.5000 or 911). In the event an evacuation is necessary; evacuate immediately do not use elevators; take all personal belongings with you; report to outside assembly area and wait for further information; students needing assistance in the evacuation process should bring this to the attention of the instructor at the beginning of the semester.

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*Syllabus template approved by COB Curriculum Committee May 2016. Annual review of the syllabus is a formal part of the COB continuous improvement process.*