The Cameron School of Business at University of St. Thomas

1. Course Information
Course Title: Principles of Accounting I
Course number: ACCT 1341
Course Section: N (1864)
Credit. Hours: 3
Semester: Spring 2018
Prerequisites: None
Malloy 019
Tue-Thurs 5:30-6:45 p.m.

2. Instructor Information
Name: Dr. Marina Grau
Office location: Welder 106
Office phone: 713/525-3132 Mailbox 5990#
Office hours: By Appointment
E-mail: graum@stthom.edu

3. Course Catalog Description
An introduction to financial Accounting with emphasis on basic concepts and principles. Several important concepts will be studied in detail, including: revenue recognition, inventory, long-lived assets, present value, and long-term liabilities. The course emphasizes the construction of the basic financial accounting statements – the income statement, balance sheet, and cash flow statement.

4. Program Goals and Objectives
The Bachelors of Business Administration degree has five goals.
When students complete the BBA degree at the University of St. Thomas:

1. They will communicate clearly, effectively and logically in a business situation:
   • Objective 1: Graduates can demonstrate mastery of appropriate communication technology.
   • Objective 2: Graduates can produce written materials that flow logically and are grammatically correct.
   • Objective 3: Graduates can deliver a compelling oral presentation grounded in relevant information and facts.

2. They will be adept at critical thinking and be able to demonstrate creative decision-making skills.
   • Objective 1: Graduates can identify the main problem and key surrounding assumptions.
   • Objective 2: Graduates can evaluate the logic, validity and relevance of data.
   • Objective 3: Graduates can solve challenging problems and discuss conclusions, implications.

3. They will be able to work effectively in teams towards achievement of goals.
   • Objective 1: When working in a group, graduates can demonstrate collaborative behaviors in the achievement of group goals
   • Objective 2: When working in a group, graduates can evidence accountability for the achievement of group goals
   • Objective 3: When working in a group, graduates can demonstrate a positive attitude towards the group and the other members of the group.

4. They will be able to state moral standards/principles, recognize possible moral issues and bring their moral knowledge to bear in resolving these moral issues.
   • Objective 1: Graduates can state professional codes for ethical conduct as they apply to business situations.
   • Objective 2: Graduates can discern moral issues in a business case.
   • Objective 3: Graduates can bring moral principles to bear in resolving business issues.
5. They will demonstrate an understanding of fundamental business issues and processes.
   - Objective 1: When students complete the BBA, they can demonstrate their management specific skills and competencies in Accounting, Economics, Management, Quantitative methods, Finance, marketing, Legal and Social Environments, Information System and Global Issues

5-Course Learning Objectives

Upon completion of this course students will have a working knowledge, with the ability to analyze and solve problems, in the following areas of financial accounting.

1) Purpose and use of accounting information (BBA Goal 2, Objectives 1, 2, 3, and Goal 5)
2) Preparation of financial statements (BBA Goal 2, Objective 1, 2, and Goal 5)
3) The accounting cycle (BBA Goals 2 and 5)
4) Credit transactions & internal control (BBA Goal 2, Objective 1, 2, 3, Goal 4. Objective 2, 3, and Goal 5)
5) The bank reconciliation (BBA Goal 2, Objective 1, 2, 3, and Goal 5)
6) Accounting for accounts and notes receivable, inventory, and fixed assets (BBA Goals 2 and 5)
7) Accounting principles (BBA Goal 4, Objective 2, 3)
8) Current liabilities and payroll accounting (BBA Goal 2, Objective 1, 2, 3, and Goal 5)

6. Required text:
   *Fundamental Accounting Principles*
   Author: John Wild, 23rd. edition.
   Publisher: McGraw-Hill

   **Register for Connect Accounting: (click on link below)**

   [http://connect.mheducation.com/class/m-grauspring2018acct1341](http://connect.mheducation.com/class/m-grauspring2018acct1341)

This is a unique address for
Principles of Accounting I – Spring 2018

7. Instructional Methods:
This class will consist primarily of lectures, problem solving, on-line homework assignments, and class participation. Classroom discussions and questions are encouraged. Please bring your textbooks to each class. You should also recognize that you must assume primary responsibility for your own learning.

Exercises and Problems:
In order to better understand the concepts, goals and objectives of each chapter, it is recommended for you to complete the exercises and problems assigned in “Connect” at the end of each chapter. Problems and Exercises will be assigned on the date the topic is covered in class, and a due date will be posted in “Connect”.
Homework assignments have a specific due date and time. No late homework will be accepted and points will not be earned if not completed by the due date.
All homework assignments will be submitted and graded online using “Connect”.

8. Technology
Blackboard and “Connect” will be used extensively to post announcements, syllabi, handouts, online resources, and homework assignments.
Please check Blackboard, e-mail and “Connect” on a daily basis.
# 9. Course Tentative Schedule

<table>
<thead>
<tr>
<th>Dates</th>
<th>Chapter</th>
<th>Homework Assignments posted in Connect</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 18, 2018</td>
<td>1. Accounting in Business</td>
<td>All Homework Assignments posted in Connect</td>
</tr>
<tr>
<td></td>
<td>2. Analyzing and Recording Transactions</td>
<td></td>
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<tr>
<td></td>
<td>3. Adjusting Accounts and Preparing Financial Statements</td>
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<td></td>
<td>4. Completing the Accounting Cycle</td>
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<td>5. Accounting for Merchandising Operations</td>
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<td></td>
<td>6. Inventories and Cost of Sales</td>
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<td></td>
<td>7. Cash, Fraud, and Internal Controls</td>
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<tr>
<td></td>
<td>9. Accounting for Receivables</td>
<td>Homework Assignments posted in Connect</td>
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<td>10. Plant Assets, Natural Resources, and Intangibles</td>
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<td></td>
<td>11. Current Liabilities and Payroll Accounting</td>
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<td></td>
<td>13. Accounting for Corporations</td>
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<td></td>
<td>14. Long Term Liabilities</td>
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<td></td>
<td>16. Reporting the Statement of Cash Flows</td>
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<tr>
<td>May 8, 2018</td>
<td>Final Exam</td>
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</tbody>
</table>

This schedule is subject to change as circumstances merit. Every effort will be made to cover material listed, give exams, homework, and projects as scheduled. Dates and content are subject to change in the event of circumstances beyond the instructor’s control.

**Important Dates:**

- **January 18, 2018**  First Day of Classes
- **March 12-16, 2018**  Spring Break
- **March 29 thru April 1, 2018**  Easter Break
- **May 5, 2018**  Last Day of Classes
- **May 7-15, 2018**  Final Exams

**10. Course Policies**

Regular attendance is expected and encouraged. It is the student’s responsibility to be on time for class, as I will check attendance at the start of each class using a sign in sheet. A student who is late will not be allowed to sign the attendance sheet. A student who does not stay the entire class period will not receive credit for attending class that day.

If you decide you do not wish to continue the course, it is your responsibility to go through the proper channels and officially drop the course. Please refer to your schedule for dates and refund policy.

Please be considerate and turn off your recorders, laptops, and cellular phones while in the classroom.
If you cannot take an exam because of an emergency, you must contact the instructor so that other arrangements can be made. **Failure to contact the instructor will result in a zero.**

**Other Items:**
Drops: Please refer to a current University catalog for details. Official drops are recorded with a “W”, and no grade is computed in GPA. Unofficial drops can result in an “F” for the course.
Withdrawals: Students may officially withdraw from the University by completing the appropriate form from the Registrar’s office. A “withdrawal from the university” notice will appear on the transcript for that semester.

11. **Grading Scale and Requirements:**

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Exam I</strong></td>
<td>125</td>
<td>February 20, 2018</td>
</tr>
<tr>
<td><strong>Exam II</strong></td>
<td>125</td>
<td>April 3, 2018</td>
</tr>
<tr>
<td><strong>Final Exam</strong></td>
<td>150</td>
<td>May 8, 2018</td>
</tr>
<tr>
<td><strong>Homework</strong></td>
<td>75</td>
<td>Due dates posted in Connect</td>
</tr>
<tr>
<td><strong>Project</strong></td>
<td>25</td>
<td><strong>Due April 10, 2018 - Posted in Connect</strong></td>
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</tbody>
</table>

**Total** 500 points

**No Make-up Exams.**
**Students must complete all required exams, homework and project to earn a final grade.**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>93 - 100.0%</td>
<td>465 - 500</td>
</tr>
<tr>
<td>A-</td>
<td>88 - 92.9%</td>
<td>440 - 464</td>
</tr>
<tr>
<td>B+</td>
<td>86 - 87.9%</td>
<td>430 - 439</td>
</tr>
<tr>
<td>B</td>
<td>80 - 85.9%</td>
<td>400 - 429</td>
</tr>
<tr>
<td>B-</td>
<td>78 - 79.9%</td>
<td>390 - 399</td>
</tr>
<tr>
<td>C+</td>
<td>75 - 77.9%</td>
<td>375 - 389</td>
</tr>
<tr>
<td>C</td>
<td>67 - 74.9%</td>
<td>335 - 374</td>
</tr>
<tr>
<td>C-</td>
<td>63 - 66.9%</td>
<td>315 - 334</td>
</tr>
<tr>
<td>D+</td>
<td>56 - 62.9%</td>
<td>280 - 314</td>
</tr>
<tr>
<td>D</td>
<td>48 - 55.9%</td>
<td>240 - 279</td>
</tr>
<tr>
<td>F</td>
<td>Below 48%</td>
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</tr>
</tbody>
</table>

Students who are unable to attend the final examination because of an emergency are required to give notice within 24 hours of the examination time or receive a grade of zero. The grade of “I” is not available when absent for an extended period of time without communication.

12. **Available Support Services:**

- **Tutorial Services Center (TSC)**
  The Tutorial Services Center offers assistance to all current UST students in a variety of content areas, including academic subjects, general concepts, and writing skills. Tutors are available anytime the center is open. The TSC offers on-site tutoring, online tutoring, and tutorial workshops. Office hours and schedules can be found at [http://www.stthom.edu/public/index.asp?page_ID=100289](http://www.stthom.edu/public/index.asp?page_ID=100289). Please contact the center at 713-525-3878 or tutoring@stthom.edu.

- **CSB Tutorials**
  The Cameron School of Business offers tutoring in business subjects.
Please visit [http://libguides.stthom.edu/cameron](http://libguides.stthom.edu/cameron) (under the “CSB Tutorial Services” tab) for the most current tutorial schedule and available subjects.

- **Information Technology Services**
  The UST IT Solution Center offers assistance with technical issues related to general computer issues, software, email, passwords, MyStThom, and blackboard.
  Manuals, contact information, and discounted software and hardware purchase information may be found at [http://www.stthom.edu/Offices_and_Services/Information_Technology/Index.aqf](http://www.stthom.edu/Offices_and_Services/Information_Technology/Index.aqf).

**Accounting Tutor available**
Tutoring schedule for this semester is posted in your Blackboard site for this class.

Students are encouraged to consult with tutors at the Tutorial Services Center when completing assignments for this course. Based on the instructor’s assessment of the student’s work, the student may be required to work with the tutors at the Center to improve the student’s skills.

The Cameron School of Business at the University of St. Thomas

**MISSION STATEMENT**

Inspired by the Basilian Fathers’ motto of Goodness, Discipline and Knowledge, the Cameron School of Business provides a comprehensive, high quality, ethically oriented business education to a diverse student body enabling graduates to serve as leaders of faith and character in a global economy.

**ACADEMIC HONESTY**

Ethical conduct is essential to a community of scholars and students searching for truth. Anything less than total commitment to honesty and honorable conduct undermines the efforts of the entire community. Academic integrity lies at the very heart of any institution of higher learning. In the Cameron School of Business, students and faculty are expected to commit to a code that exemplifies each individual's honor and integrity. Any conduct that violates this standard and betrays the respect of others is a matter of grave concern and, accordingly, is deemed unacceptable.

The tests/exams will be individual efforts. Student may work together on homework assignments, but must submit their own assignments. The penalty for an incident of academic dishonesty is, at the discretion of the professor, either a mark of zero for the work in question or the grade of F for the course.

**ACCOMMODATIONS**

The University of St. Thomas abides by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which stipulates that no student shall be denied the benefits of an education "solely by reason of a handicap." If you have a documented disability that may impact your performance in this class and for which you may require accommodations, you must be registered with and provide documentation of your disability to Counseling and Disability Services which is located on the second floor of Crooker Center. Contact Debby Jones or Rose Signorello at 713-525-6953 or 713-525-3162.

Any student with a documented disability needing academic adjustments or accommodations is requested to speak with me during the first two weeks of class. All discussions will remain confidential.