ACCOUNTING 2010
FALL 2009
SYLLABUS AND COURSE OUTLINE

PROFESSOR: Jay K. Baker, MSFS, MBA, CPA, CFP
OFFICE: BUSI 202K
PHONE: (940) 565-3080
EMAIL: Keith.Baker@unt.edu

Please use this email; do not email me via Blackboard Vista

PROFESSOR BAKER’S SCHEDULE:
Mondays and Wednesdays:
8:00 a.m. - 9:20 a.m. ACCT 2010.002 BUSI 176
9:30 a.m. – 10:50 a.m. ACCT 2010.003 BUSI 176
Monday only
11:00 a.m. – 12:30 p.m. Office Hours BUSI 202K
Wednesday only
11:00 a.m. – 12:00 p.m. Office Hours BUSI 202K


CATALOG DESCRIPTION: External uses of accounting information; interpretation of
accounting data; analysis of financial statements; income and cash flow analysis; nature
of assets and liabilities; understanding accounting reporting process.
Important note: This course may not be taken more than twice at UNT. Students may not
retake this course once they have completed (with a C or better) a course for which this is
a prerequisite.

2010 IS A PREREQUISITE OF 2020. YOU CANNOT BE ENROLLED IN BOTH.

COURSE OBJECTIVES: This course is the first course in Accounting, and the course
focuses on Financial Accounting. It is designed to teach the concepts and procedures
underlying the measurement and reporting of financial information. This course is
central to the education of any student aspiring to a career as a professional accountant.
In addition, this course provides valuable information for students whose career goals are
in other business fields that are dependent on financial accounting and reporting as an
important source of data.

COURSE GRADING: Course grades will be assigned based on the total number of
points earned during the semester. Points are allocated according to the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>50</td>
</tr>
<tr>
<td>Exams 4 x 100</td>
<td>400</td>
</tr>
<tr>
<td>Final Exam</td>
<td>125</td>
</tr>
<tr>
<td>Activity Points</td>
<td>50</td>
</tr>
<tr>
<td>TOTAL</td>
<td>625</td>
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</tbody>
</table>
As a general rule the percentage of points to achieve a certain letter grade will be as follows:

- 90% or more = A
- 70% - 79% = C
- less than 60% = F
- 80% - 89% = B
- 60% - 69% = D

IMPORTANT GRADING NOTES:
A. Any work you submit will be graded and will count in accordance with the grading scheme. No other work can be substituted for the required work.
B. There are NO opportunities for extra credit. Your grade will be determined based exclusively on the above.
C. To assure consistency in grading, I grade all exams at the same time. I will not grade one student’s exam early.
D. All exams will be returned at the same time in class. If you are not in attendance at a class when exams are returned, it is your responsibility to obtain yours from me.
E. I do not discuss or disclose any grade information over the phone or by email. Please visit me during office hours to discuss grades.
F. Once graded, I will post exam grades to Blackboard Vista as promptly as possible.

IMPORTANT NOTE ABOUT HOMEWORK MANAGER AND TIMES:
All times in Homework Manager are Eastern. To convert to our time zone which is Central, you subtract one hour. So if the Homework Manager’s stated end time for an assignment is 8:00 a.m., you subtract one hour and the Central time zone end time is 7:00 a.m. This time difference won’t be an issue for you if you do your assignments early in the allotted time rather than at the end of the allotted time.

You must obtain McGraw-Hill Homework Manager (HWM) as it will be used throughout the semester. The URL for our course and section is: http://mh6.brownstone.net/classes/acctlee-sect002/. This URL is unique to your course, section, and instructor. You can also log onto HWM through the portal at the Blackboard Vista site for your course and section. Do NOT use any other URL as this would place you in the incorrect section and your grades will not be properly recorded. Use only the URL above or enter through the Blackboard Vista portal for our class and section.

HOMEWORK MANAGER/HOMEWORK:
A required use of HWM is for completing and submitting homework. Each successfully completed homework problem will earn one point. There are 64 homework problems for the semester, but only 50 points in the grade determination. Thus, you have 64 opportunities to earn the 50 points. There is a window of opportunity for working the homework. The times are noted at the initial page of HWM as you log onto the site. You are responsible for making yourself aware of the due dates and times.

HWM must be used for completing and submitting homework. No other form or format of homework assignments will be accepted. You may work and rework the Homework assignments as many times as you want within the time window. All of your grades will be reported to me, and I will record the best grade for each assignment.
HOMEWORK MANAGER/REVIEWING YOUR HWM GRADES:
In addition to submitting your homework through HWM you can view your HWM grades. As a reminder of how to do this, please visit the Blackboard Vista site for your class and section and click on the HWM Overview button.

HOMEWORK MANAGER/REVIEW QUESTIONS:
Another use of HWM is not required, but it is recommended. Each chapter will have review questions. These review questions will usually be algorithmic meaning the numbers are different from the numbers used in the text exercises and problems. This way the student can practice the review questions again and again with new numbers each time. There is no window set for these review questions. Students may access and attempt the review questions any time. There is no grade component associated with the review questions. Rather, students are encouraged to use them for class review and exam preparation.

EXAMS
A. Each of the Exams is required for this course.
B. When you take an Exam, the grade will be recorded and CANNOT be dropped.
C. If you miss an Exam, a zero will be recorded.
D. There are four circumstances in which a student may be allowed to substitute their percentage score on the comprehensive Final Exam for one recorded zero on Exam I or Exam II or Exam III or Exam IV. This is allowed for only one missed exam for the entire semester. The four possible situations are:
   1. ABSENCES BASED ON RELIGIOUS BELIEFS: A student who misses an exam due to the observance of a religious holy day will be able to replace the recorded zero with the percentage score on the comprehensive Final Exam. To be eligible for this opportunity, the student must notify me in writing of an exam scheduled on a day he or she will be absent due to observance of a religious holy day. Notification must be made within the first fifteen (15) calendar days of the semester by written correspondence, delivered to me, and acknowledged as received by me.
   2. DOCUMENTED MEDICAL REASON: If you miss an Exam for Medical reasons the following must occur: you (or your spouse or your parent) must communicate with me within 18 (eighteen) hours of the missed Exam, and you must subsequently provide a written doctor’s excuse. The written doctor’s excuse must include a telephone number at which I can reach the doctor’s office to confirm the validity of the excuse. I will not inquire about private medical information, but rather time affirmation. If the doctor’s written excuse and paperwork are in order then the recorded zero will be replaced with the student’s percentage score on the comprehensive Final Exam.
   3. UNT TRAVEL: If a student misses one of the scheduled exams because of official UNT travel, then the recorded zero will be replaced with the student’s percentage score on the comprehensive Final Exam. Documentation from a UNT official must be provided in advance of the absence.
   4. DEATH OF IMMEDIATE FAMILY MEMBER: If a student misses one of the scheduled exams because of the death of an immediate family member then the recorded
zero will be replaced with the student’s percentage score on the comprehensive Final Exam. The student will be required to submit the obituary notice or other appropriate documentation to support this claim. IMPORTANT NOTE: The following are NOT on the list of four items noted: car trouble, vacation travel, travel scheduled by someone other than yourself, weddings, work responsibilities, illness of spouse or child.

E. The Exam dates are listed in the attached course schedule. Please be advised that the dates are subject to change. Any change will be announced in class.
F. There is a one week window after the return of an exam during which a student may contest/question the grading of the exam. Requests for reconsideration of grading and marking must occur within this window of opportunity and should be made in writing to me. Please hand deliver your written request to me. Do NOT email it to me. If it is a math error or a scantron marking error, you do not need to make your request in writing. Rather you can discuss it with me during office hours. With regard to the final exam there is a one month window for students to arrange to see their exam. Final exams will not be returned to the student rather I retain them for a period of one semester after the course grade is assigned.
G. I do not discuss any aspect or content of exams (either past or future) by phone or email. Nor do I discuss the grading of the exams by phone or email. Please visit me during office hours.

EXAM RULES:
A. Cellphones: Please turn your cellphone off. I do not want to see a cellphone during an exam. If your phone rings or if you touch, look at, or use the phone in any way, your exam will be picked up and you will be required to leave the room. Your exam grade will be based on the work you have completed.
B. Photo ID: Bring UNT ID or Driver’s License with you to class every day. As you turn in your exam I will check your ID.
C. Calculators: You are allowed to use a calculator during exams. A department calculator will be provided for your use. You may not use your own calculator.
D. No books or notes can be used during exams. All material you bring in with you must be set on the floor.
E. I will supply all “scratch” paper. You cannot use any of your own paper. All the paper given to you must be turned in along with the exam. You cannot take any paper from the exam room.
F. I reserve the right to seat and/or re-seat any student before and/or during the exam.
G. At the end of exams when I call “Time” I will collect all outstanding exams and leave the room. If you do not relinquish your exam upon my departure from the room, a non-replaceable zero (0) will be recorded for your exam grade.
H. During the exam you should keep your exam pages and scantrons covered to discourage others from looking at your work.

ACTIVITY POINTS: During the semester I will announce activities. Examples of activities would be pop quizzes, additional assignments on homework manager, etc.
PREPARATION FOR LECTURES: I expect that, at a minimum, you will read the text material before the class for which it is scheduled. There are Narrated Power Points (NPPs) for each chapter which are available for your viewing. You should access and view these NPPs as part of your advance preparation for class. Also, the exercises and problems listed in the course schedule are reflective of the focus of the class lectures, and it is to your benefit to attempt to work them in advance of the lecture. Success in this course is dependent upon your attendance, your attention in class, and your active reworking of classroom examples. “Reading” your accounting text will not lead to success in this course. The Course Schedule is a plan for the term, but please be advised that this schedule is SUBJECT TO CHANGE at the professor’s discretion. Notice will be given of any changes.

CLASS ATTENDANCE: Regularity of attendance and quality of class participation directly affect the learning process. I believe that to fully understand this difficult material you should avail yourself of the class lecture and discussions. I do plan to come to class and be prepared for each class session. I expect the same from you. If you miss a class, I encourage you to ask another student for an opportunity to borrow and discuss their class notes. Since I am lecturing and leading the class discussion, I do not take class notes and cannot help you out in this regard. Important handouts or announcements may be distributed or made during classes, and it is your responsibility to obtain them or learn of them from me or from other students.

CLASSROOM BEHAVIOR: When you are in class I expect compliance with the following guidelines:

Cellphones: The entire issue of cellphones can be handled in one statement: Do not use your cellphone during this class – not for any purpose – not for speaking, listening, texting, obtaining the time, or as a calculator.

Tardiness: Our class has a scheduled start time. You have registered for a class at this time, and I start the class on time even if you have parking problems, baby-sitting issues, work demands, etc. If you cannot be in class on time, then please drop the class and enroll in this class during another semester.

Coming/Going during class: When students enter, exit, and re-enter the classroom while class is in session it is very disruptive to everyone. If an emergency situation occurs such as rapid onset of illness, you should exit the classroom without explanation. I may inquire of you as to the problem. Otherwise, please do not leave the classroom during a class except for breaks that I provide.

Talking/Visiting: Students pay tuition to attend class – not to listen to other students talk and visit during the lecture. If your talking is noticeable to me, then it is to others also, and I will ask you to either stop talking or leave the classroom.

Laptops: There may be some legitimate reasons to use a laptop during this class. However, hiding behind the screen of your laptop is not legitimate. Please limit your in-class use of the laptop to entering your classnotes or referring to the online text. If you plan to use a laptop then please also plan to sit in the front of the classroom so that you will be less tempted to surf the web and email or text friends during class.
**Preparedness:** Please come to class prepared to work and learn. Bring your textbook, paper, pencils, and a calculator.

**CHEATING:** Because honesty and integrity are such an important part of an accountant’s attributes, you should be aware that failure to perform within the bounds of these ethical standards is sufficient grounds for discontinuance in this course. Students who violate University rules on scholastic honesty are subject to disciplinary penalties, including failure in this course and possible dismissal from the University. The entire UNT Code of Student Conduct and Discipline can be found in the *UNT Policy Manual, Vol. III, #18. 1.11*, and in the *Student Handbook* or additional information can be accessed at the following link: [http://vpaa.unt.edu/academic-integrity.htm](http://vpaa.unt.edu/academic-integrity.htm)

**WITHDRAWALS:** University policy relative to withdrawals will be followed. The drop policies are important to your academic career, and it is your responsibility to discuss the ramifications of dropping a class with your advisor. I do not have sufficient knowledge of your program to advise you of the impact of dropping a class. Be especially cognizant of the last drop day and obtain any appropriate signatures, approvals, etc. in advance of the deadlines. You may obtain information about dropping classes from your academic advisor or the Registrar’s office.
Tuesday 10/6/2009 is the last day to withdraw with an automatic W
Friday 10/30/2009 is the last day to drop with permission; W or WF may be assigned.
Please be advised that I am leaving town on Wednesday 10/28 at 12:00 p.m., and I will not be on campus to sign any drop slip after 12:00 on Wednesday and not at all on Thursday 29th & Friday the 30th.

**AMERICANS WITH DISABILITIES ACT (ADA):** If you are a student who requires accommodations in compliance with the ADA, please consult with me during the first week of the semester. As a faculty member, I am required by law to provide “reasonable accommodation” to students with disabilities, so as not to discriminate on the basis of that disability. UNT’s Office of Disability Accommodation (ODA) is responsible for verifying and implementing accommodations to ensure equal opportunity in all programs and activities. Any disclosure by a student of their need for accommodation is recognized to be extremely sensitive, and all relevant conversations and other communications will be kept protected and confidential and disclosed only on a need-to-know basis. Your responsibility is to inform me of the existence (but not the nature) of the disability during the first week of the semester and to provide me with the ODA’s written documentation authorizing the specific accommodation. The ODA will advise me of the accommodation to be made, and I will follow their directions. If part of your accommodation requires your taking the Exams at the ODA, you must complete and present the appropriate paperwork on a timely basis.

**COMMUNICATING WITH THE PROFESSOR:**
When I interact with you I want to be responsive and friendly. However, I have many students so I deal with lots of people every day. If you follow these suggestions, I will have a better chance of helping you in an effective and timely manner.

A. Read the syllabus. Most questions I am asked over the phone or via email are addressed in the syllabus. Please refer to the syllabus prior to contacting me.

B. When leaving me a phone message, please speak clearly and s-l-o-w-l-y. Identify yourself and the course and section in which you are enrolled. I return phone calls during my scheduled office hours. I do not return phone calls in the evenings or on weekends. So, if you need to communicate with me at times other than my office hours please use email.

C. If you email me, do not assume that I received your email unless I confirm receipt. Unless otherwise indicated, I will reply to emails every day of the week, except Sundays.

D. When you see me in my office, please begin our visit by introducing yourself to me. Example: “Hi. I am __________, and I am in your 2010 class.

E. Do not email me using Blackboard Vista. Rather email me at: patsy.lee@unt.edu

SEATING: Starting with the second class meeting, please sit in the chair you want to use for the remainder of the semester. I will prepare a seating chart that will expedite the return of papers to you and also allow me to take class attendance.

CANCELLATION OF CLASSES:
In the event that weather or other conditions are such that normal campus operations could be impeded, the administration of UNT will determine whether classes will be canceled or delayed. Such information will be provided to the local broadcast media. I will post an announcement at Blackboard Vista. I am required to comply with UNT’s decisions on class cancellations.

YOUR EMAIL ADDRESS:
Please make certain to update your email address within the UNT system. Throughout the semester I may send emails, and they will go to whatever address you have on record. Please also check your email account frequently so that you will know if or not you have received email from me.

YOUR UNT PASSWORD:
Please make certain that you reset the options within the UNT computer system so that you are alerted when it is time to change your password. Otherwise you may be disallowed from using the UNT system, but you won’t know why. Set the system so that you will be alerted to change your password.
<table>
<thead>
<tr>
<th>DATE</th>
<th>CHAPTER #/TOPIC</th>
<th>TO BE COVERED IN CLASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>M 8/31</td>
<td>Course Introduction</td>
<td></td>
</tr>
<tr>
<td>W 9/2</td>
<td>1: Financial Statements &amp; Business Decisions</td>
<td>Q 1,2,8,9,12,13,14,15,17,18 E 5,6,9,11,12</td>
</tr>
<tr>
<td>M 9/7</td>
<td>Labor Day – no class</td>
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</tr>
<tr>
<td>W 9/9</td>
<td>1 continued</td>
<td></td>
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<tr>
<td>M 9/14</td>
<td>2: Investing &amp; Financing Decisions and the Balance Sheet</td>
<td>Q 1,3,10,11,12,14 E 2,4,6,11,13,18 P 5</td>
</tr>
<tr>
<td>W 9/16</td>
<td>2 continued</td>
<td></td>
</tr>
<tr>
<td>M 9/21</td>
<td>2 continued AND 3: Operating Decisions and the Income Statement</td>
<td>Q 2,4,5,7,8,9,12 E 3,4,8 P 4</td>
</tr>
<tr>
<td>W 9/23</td>
<td>3 continued</td>
<td></td>
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<tr>
<td>M 9/28</td>
<td>3 continued</td>
<td></td>
</tr>
<tr>
<td>W 9/30</td>
<td>Exam I: Chapters 1 and 2 and 3</td>
<td></td>
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<tr>
<td>M 10/5</td>
<td>4: Adjustments, Financial Statements And the Quality of Earnings</td>
<td>Q 1,2,3,4,5,8,11,12,13 E 6,7,17 P 8</td>
</tr>
<tr>
<td>W 10/7</td>
<td>4 continued</td>
<td></td>
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<tr>
<td>M 10/12</td>
<td>5: Communicating and Interpreting Accounting Information</td>
<td>Q 1,4,8,9,10,11,12,13,14 E 5,12 P 5</td>
</tr>
<tr>
<td>W 10/14</td>
<td>6: Sales Revenues, Receivables and Cash</td>
<td>Q 1,2,3,4,5,6,7,8,13,14 M 5 E 3,8,9,12 CP 6</td>
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<tr>
<td>M 10/19</td>
<td>6 continued</td>
<td></td>
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<tr>
<td>W 10/21</td>
<td>Exam II: Chapters 4 and 5 and 6</td>
<td></td>
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<tr>
<td>M 10/26</td>
<td>7: Cost of Goods Sold and Inventory</td>
<td>Q 8,9,11,12 MC 7 M 9 E 1,2,5,8</td>
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<tr>
<td>W 10/28</td>
<td>7 continued</td>
<td></td>
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<tr>
<td>M 11/2</td>
<td>8: Property, Plant, and Equipment Natural Resources &amp; Intangibles</td>
<td>Q 1,5,6,7,12,14 M 3,7 E 7,8,10,13 P 9</td>
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<tr>
<td>W 11/4</td>
<td>8 continued</td>
<td></td>
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<tr>
<td>M 11/9</td>
<td>9: Liabilities</td>
<td>Q 1,5,10,12,15 M 1,2 E 4,15,22 P 7 E10-4 and E10-5</td>
</tr>
<tr>
<td>W 11/11</td>
<td>Exam III: Chapters 7 and 8 and 9</td>
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</tbody>
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8
M 11/16  10: Bonds Q 1,5,10,11 M 2,6
                   E 7,8,15,20,21
W 11/18  10 continued
M 11/23  11: Owners’ Equity Q 3,4,7,8,9,13,14,15,16 M 3,4,6,7,9
                   E 4,11,15,18,22 P 5
W 11/25  11 continued
M 11/30  12: Investments in Other Q 3,4,5,6 M 3,4
Corporations E 2,3,4,5,6
W 12/2   Exam IV: Chapters 10 and 11 and 12

___________________________________________________________

M 12/7  13: Statement of Cash Flows Q 1,2,3,4,5,6,9,10,11,12,13
                  M.Choice 1,5,6,10; M 1,2,5,6,7
                  E 6, 11, 14
W 12/9   13 continued AND
Review

___________________________________________________________

= W 12/16  4:00 – 6:00 p.m. location will be announced
   Final Exam: Comprehensive Exam, including Chapter 13