ACCOUNTING 2010.002  
SPRING 2009  
SYLLABUS AND COURSE OUTLINE  

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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 231  
9:30 a.m. – 10:50 a.m.  ACCT 2010.010  RTFP135  
11:00 a.m. – 12:30 p.m.  Office Hours  BUSI 202K  

TEXT:  Financial Accounting, 6th Edition; by Libby, Libby & Short and  

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>
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</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>100</td>
</tr>
<tr>
<td>Homework</td>
<td>50</td>
</tr>
<tr>
<td>Assignment</td>
<td>25</td>
</tr>
<tr>
<td>Exam I</td>
<td>100</td>
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<tr>
<td>Exam II</td>
<td>100</td>
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<tr>
<td>Exam III</td>
<td>100</td>
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<tr>
<td>Final Exam</td>
<td>150</td>
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<tr>
<td>Total</td>
<td>625</td>
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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  
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 it 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 end time for an assignment is 11:00 p.m., you subtract one hour and the Central time zone end time is 10:00 p.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. Your instructor will give you an identifying number (URL) that you will use when you log onto HWM. 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 it will then place you in the incorrect section and your grades will not be properly recorded. Use only the URL your professor gives you.

HOMEWORK MANAGER/QUIZZES:
HWM must be used to take the quizzes. As preparation for each chapter students should read the text and then take the chapter’s quiz on HWM. Each quiz has an associated window of opportunity in which it can be accessed and taken. This window opens a week before the chapter coverage begins and closes at 10:00 p.m. Central the night before the in class chapter coverage begins. These 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.

Quiz Points: Each quiz question will be awarded one point in HWM when a correct response is recorded. The maximum number of course points from quizzes is 100. You will have 120 quiz questions, thus you have 120 opportunities to earn the 100 quiz points. There are no opportunities to retake or make up quizzes. You may take each quiz only one time so be very certain of your response before you ask HWM to “grade” your quiz.
The quiz questions are at an entry level, meaning it is acknowledged that there has not yet been any classroom coverage of the topic. A careful reading of the text should yield success on the quiz. Important Note: Quizzes are not exams, and success on a quiz is not a substitute for class attendance in which the chapter material will be explained and illustrated. Success on a quiz is not assurance of success on exams because exam questions will be more difficult as they will be based on the total classroom topic coverage, not just reading and quizzes.

HOMEWORK MANAGER/HOMEWORK:
The second **required** use of HWM is for completing and submitting homework. Each successfully completed homework problem will earn one point. There are 50 homework problems for the semester, thus a total of 50 points are associated with this grading element. There is a window of opportunity for working the homework. This window opens at least a week before the chapter coverage begins and closes at 10:00 p.m. Central one week after the related chapter was covered in class or at 10:00 p.m. Central the night before the Exam on which the chapter is tested, whichever come first. These 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. Your best grade is the one which will be reported to your instructor.

HOMEWORK MANAGER/REVIEWING YOUR HWM GRADES:
In addition to taking your quizzes and 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 may 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.

ASSIGNMENT: There will be an assignment due the first class day after Exam I. It will be explained in class by your professor.
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. 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. All requests for reconsideration of grading and marking must occur within this window of opportunity and should be made in person during my 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 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 on exam days. Please plan to show the photo ID as you enter the classroom on exam days.

C. Calculators: You are allowed to use a calculator during exams. A department calculator will be provided for your use.

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.

FINAL EXAM: The final exam is a comprehensive, departmental exam. It will be administered on Wednesday, May 13, 2009 at 4:00 – 6:00 p.m. at a location to be announced. Please note that this is not at the regular class time or location.

PREPARATION FOR LECTURES: I expect that, at a minimum, you will read the text material before the class for which it is scheduled and you will have taken the chapter Quiz. 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.

PREPARATION FOR EXAMS: There is no time set aside in class to specifically review for Exams I, II and III. Each and every class is relevant for building knowledge and understanding of the course material, and therefore, attendance and attention in every class contribute to exam preparation. Additionally, students should work and rework any exercises or problems presented in class and other similar exercises and problems in the end-of-chapter materials. The Review Questions in Homework Manager should assist you in exam preparation.

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. **Attendance will be recorded.**

**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 a class that meets at another time more convenient for you.

**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**.

**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.
**February 27, 2009** is the last day to drop a course with a grade of W. After this date a
grade of WF may be recorded.
**March 31, 2009** is the last day to drop a course with consent of the instructor.

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: keith.baker@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>W 1/21</td>
<td>Course Introduction</td>
<td></td>
</tr>
<tr>
<td>M 1/26</td>
<td>1: Financial Statements &amp; Business Decisions</td>
<td>Q 1,2,8,9,12,13,14,15,17,18 E 5,6,9,11,12,13 P 1</td>
</tr>
<tr>
<td>W 1/28</td>
<td>1: continued</td>
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<tr>
<td>M 2/2</td>
<td>2: Investing &amp; Financing Decisions and the Balance Sheet</td>
<td>Q 1,3,10,11,12,14 E 1,2,4,6,11,13,18 P 5</td>
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<tr>
<td>W 2/4</td>
<td>2: continued</td>
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<tr>
<td>M 2/9</td>
<td>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 2/11</td>
<td>3: continued</td>
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<tr>
<td>M 2/16</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>
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<tr>
<td>W 2/18</td>
<td>4: continued</td>
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<tr>
<td>M 2/23</td>
<td>EXAM I: Chapters 1, 2, 3, and 4</td>
<td></td>
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<tr>
<td>W 2/25</td>
<td>5: Communicating and Interpreting Accounting Information</td>
<td>Q 1,4,8,9,10,11,12,13,14 E 4,5,12,15 P 5</td>
</tr>
<tr>
<td>M 3/2</td>
<td>6: Sales Revenues, Receivables and Cash</td>
<td>Q 1,2,3,4,5,6,7,8,13 E 3,8,9,12,21 CP 6</td>
</tr>
<tr>
<td>W 3/4</td>
<td>6: continued</td>
<td></td>
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<tr>
<td>M 3/9</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 3/11</td>
<td>7: continued</td>
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<tr>
<td>M 3/16 &amp; W 3/18 SPRING BREAK</td>
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<tr>
<td>M 3/23</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 1,9</td>
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<tr>
<td>W 3/25</td>
<td>8: continued</td>
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<tr>
<td>M 3/30</td>
<td>EXAM II: Chapters 5, 6, 7 and 8</td>
<td></td>
</tr>
<tr>
<td>W 4/1</td>
<td>9: Liabilities</td>
<td>Q 1,5,10,12,15 M 1,2,6</td>
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<tr>
<td>M 4/6</td>
<td>9: continued</td>
<td>E 4,15,22 P 7,12</td>
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<tr>
<td>W 4/8</td>
<td>10: Bonds</td>
<td>Q 1,5,10,11</td>
</tr>
<tr>
<td>M 4/13</td>
<td>10: continued</td>
<td>E 4,8,15,20,21</td>
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<tr>
<td>W 4/15</td>
<td>11: Owners’ Equity</td>
<td>Q 3,4,7,8,9,13,14,15,16 M 3,6,7</td>
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<tr>
<td>M 4/20</td>
<td>11: continued</td>
<td>E 4,11,15,18,22 P 5</td>
</tr>
<tr>
<td>W 4/22</td>
<td>12: Investments in Other Corporations</td>
<td>Q 3,4,5,6 M 3</td>
</tr>
<tr>
<td>M 4/27</td>
<td>12: continued</td>
<td>E 2,3,4,5,6,7 P 6</td>
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<tr>
<td>W 4/29</td>
<td>EXAM III: Chapters 9, 10, 11 and 12</td>
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<tr>
<td>M 5/4</td>
<td>13: Statement of Cash Flows</td>
<td>Q 1,2,3,4,5,6,9,10,11,12,13</td>
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<tr>
<td>W 5/6</td>
<td>13: continued</td>
<td>M.Choice 1,5,6,10; Mini 1,2,7</td>
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<tr>
<td>W 5/13</td>
<td>FINAL EXAM; Note time is not class time, but is 4 – 6 p.m.</td>
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