INSTRUCTOR
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Office Phone: 573-986-4916
Official Office Hours: 1:30pm to 3:00pm Mondays and Wednesdays and by appointment (please feel free to email me questions anytime)

CATALOG DESCRIPTION AND CREDIT HOURS OF COURSE:
A study of financial accounting. The reporting of assets, liabilities, revenues, and expenses are detailed. 3 Credit Hours.

COURSE PREREQUISITES
Sophomore standing, MA134 & AD101 with a minimum grade of ‘C’.

TEXTBOOK
Accounting Principles, ninth edition by Weygandt, Kimmel, and Kieso. Bring your textbook to every class except on exam days. Notes about your textbook:

- Throughout the chapter and at the end of each chapter right before the Summary of Study Objectives, there are demonstration problems call “DO IT!”. A demonstration problem is an excellent learning tool because the student can try to work the demonstration problem and check their results against the textbook provided answer.
- Each chapter is sub-divided into study objectives. Each study objective is printed in the outside margin of the textbook usually in blue. These study objectives will help break down each chapter into smaller chunks for learning.

WILEY PLUS
Wiley Plus is an internet based service from the textbook publisher, Wiley. All homework will be submitted through Wiley Plus. The Wiley Plus system also includes an electronic version of the textbook. You will be given one Wiley Plus subscription code by your instructor. If you need any additional subscription codes, you may purchase them for $92 from the textbook publisher.

Gaining Access to Wiley Plus
(if you need help while registering go to http://www.wiley.com/college/twomin/stu/register.html)
1. Your instructor will give you one code to subscribe to WILEY PLUS.
2. Go to http://edugen.wiley.com/edugen/class/clsl88212/.
3. Your screen should indicate you are on the page for Principles of Accounting, AC221-01, Instructor Humphrey.
4. Click on register.
5. Enter your semo email address.
6. Use your sekey as the student id in your account. This is necessary to get your grades loaded to the course gradebook.
7. Enter your subscription codes given to you by your instructor. Check last option on how you got the code.
COMPUTER LABS
For this course, students need access to the Internet. The university has seven campus-wide labs. Hours and locations of the university-wide labs are found on the Information Technology webpage or directly at http://www6.semo.edu/openlab/. Two additional labs are available (when not being used by a scheduled class) in Dempster Hall’s basement. Hours and locations are found by following the “Computer Labs” link from the Donald L. Harrison College of Business web page or at http://www.semo.edu/hcb/academics/labschedule.htm.

COURSE WEBSITE
The course website can be launched from “my course tab” in http://portal.semo.edu or directly at http://cstl-hcb.semo.edu/rhumphrey/ac221_fall2010. The course website includes:

- a copy of the course syllabus
- a copy of the tentative assignment schedule
- course announcements
- a link to the grade book – to observe grades for the SE KEY used to sign-in
- copies of distributed class handouts
- information about tutoring for this course

COLLEGE OF BUSINESS OBJECTIVES
For the Bachelor of Science in Business Administration degree program:

- proficiency in written and oral communication
- demonstrate effective use of technology
- demonstrate awareness and understanding of other cultures
- demonstrate knowledge of the fundamentals of business disciplines
- demonstrate critical thinking skills involving business and ethics

COURSE CONTENT
Chapter 1. Accounting in Action
Chapter 2. The Recording Process
Chapter 3. Adjusting the Accounts
Chapter 4. Completing the Accounting Cycle
Chapter 5. Accounting for Merchandising Operations
Chapter 6. Inventories
Chapter 7. Accounting Information Systems
Chapter 8. Fraud, Internal Control, and Cash
Chapter 9. Accounting for Receivables
Chapter 10. Plant Assets, Natural Resources, and Intangible Assets
Chapter 11. Current Liabilities and Payroll Accounting
Chapter 15. Long-Term Liabilities
COURSE OBJECTIVES
Upon completion of this course a student should be able to:
• explain how accounting is an information system.
• discuss accounting as a profession.
• state and explain accounting principles and procedures.
• prepare the basic financial statements.
• perform basic financial statement analysis.
• explain the limitations of financial statements.
• state and discuss the advantages and disadvantages of sole proprietorships, partnerships, and corporations.

EXPECTATIONS OF STUDENTS
Students are expected to:
• demonstrate an understanding of accounting as an information system and profession.
• demonstrate an understanding of accounting principles and procedures.
• demonstrate an understanding of basic financial statements, financial statement analysis, and the limitations of financial statements.
• demonstrate an understanding of the advantages and disadvantages of sole proprietorships, partnerships, and corporations.
• spend sufficient time outside of class preparing for class and completing assignments.
• attend all class meetings adequately prepared.
• read and study the textbook in detail.
• to complete all course assignments.
• to participate in class discussions and discovery.

BASIS FOR STUDENT EVALUATION/COURSE GRADE
Examination scores and homework scores will be used to determine the course grade. A student’s course score will be 70% from course examinations and 30% from course homework. A ten-point scale will determine the student’s course grade.

<table>
<thead>
<tr>
<th>Course Score</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 or higher</td>
<td>A</td>
</tr>
<tr>
<td>80-89.999</td>
<td>B</td>
</tr>
<tr>
<td>70-79.999</td>
<td>C</td>
</tr>
<tr>
<td>60-69.999</td>
<td>D</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
</tr>
</tbody>
</table>

Exams
There will be four examinations in this course and all four examinations will be averaged to determine the course examination score. Each examination will be worth 100 points. A variety of types of questions may be employed for each exam including objective questions (multiple-choice, true-or-false, and/or matching), subjective questions (problems, discussion questions) or a combination of both types of questions. The exams may ask problem-oriented questions in a multiple-choice format. Dates for examinations are as follows (these dates may change due in the event of a cancelled class):
Exam 1 (chapters 1-4) on September 24, 2010 at 9am
Exam 2 (chapters 5-6) on October 11, 2010 at 9am
Exam 3 (chapters 7-9) on November 10, 201 at 9am
Exam 4 (chapters 10, 11, 15) on December 15, 2010 at 8 am
Exam Calculators
In most situations, students will need to use calculators on each exam. Students will NOT be allowed to use programmable calculators on the exams. For this class, a programmable calculator would be one where the majority of the letters of the alphabet could be entered into the calculator. Ask your instructor if you are unsure whether your calculator would be allowable for exams in this course. Students will not be allowed to use cell phones as calculators on the exams. **If a student is caught using an unallowable calculator or cell phone on an exam, 30 points will be deducted from the student’s exam score.**

Homework
Due dates for homework are listed on the tentative assignment schedule distributed with this syllabus. These dates may be adjusted by the instructor depending on the class pace and missed class meetings.

This course has two types of homework. The first kind of homework is Prelecture Homework. Prelecture Homework asks the student to try to solve a problem based on their reading of the textbook. Wiley Plus will not provide the answers to Prelecture Homework. The Prelecture Homework will be worked by the instructor in class so the student can ask questions and see the problem solving logic. Prelecture Homework is LESS heavily weighted then Practice Homework. Students should work the Prelecture Homework but not stress out if they don’t have it perfect before class.

The second type of homework is Practice Homework. Practice Homework problems are assigned after a concept is covered in lecture. Practice Homework is more heavily weighted than other types of homework and will consist of problems and multiple-choice questions. The answers to Practice Homework will be provided when you submit the homework question for a grade on Wiley Plus.

All homework for this course will be collected through Wiley Plus. Homework will be graded for correctness. **Late homework will not be accepted.** A student’s graded homework score will be computed as follows:

\[
\text{Homework Score} = \frac{\text{Sum of homework points earned}}{\text{Sum of available homework points}} \times 115\% \times 100 \text{ points}
\]

Note a student could actually earn a graded homework score of 115 while only 100 points are included in the basis upon which grades are determined. Since late homework is not accepted, this policy allows students to miss a homework without it impacting their grade or the policy allows students to earn extra credit points. The full graded homework score will be used to compute the student’s grade, even if it is more than 100 points.

Curve
If the overall average course score at the end of the semester is less than 75 out of 100 points then points will be added to everyone’s score so that the overall average of students who regularly attend class and took all exams is equal to 75 points. There is no curve for individual exams or assignments.

**MISS EXAMS/ MAKE-UP EXAMS**
Students who miss an exam will be allowed to make-up the exam ONLY IF the exam was missed for an official university reason or a documented unforeseen emergency. Below describes the necessary elements of each situation and the procedures to be followed for each case. Students who miss an exam
for a reason other than the below described official university reason or documented unforeseen emergency will not be allowed to make-up the missed exam.

**Official University Reason** If you must miss an examination due to an Official University reason, present the appropriate documentation to the instructor as far in advance as possible so appropriate arrangements can be made.

**Documented Unforeseen Emergency** If you miss an examination due to an unforeseeable emergency AND you are able to provide acceptable documentation of the emergency, contact the instructor as soon as reasonable. The following are examples of legitimate unforeseeable emergencies: an illness requiring a medical doctor’s attention, the death of a family member or close friend, and/or an automobile accident on the way to the exam. Absences due to emergencies must be documented in writing and presented to the instructor within two days of your return to school.

**ADDITIONAL POLICIES**

**Instructor Will Retain Exams:** All exams will be retained by the instructor. You may not copy exams in any form or manner. Exams will be reviewed in class and each student may come by the instructor’s office to review the exam within one week after the exam is reviewed in class.

**E-mail:** As a student, you have been assigned a University e-mail address somename@semo.edu. The instructor e-mails students information so you should check this e-mail address often.

**Attendance:** Student attendance at every class meeting is expected. Attending class will improve your learning of the material. Students should initial the roll circulated through the class to indicate their attendance. Once the roll has circulated, pass it to the instructor.

**Class Conduct:** Students are expected to observe common classroom courtesy.
- Habitual tardiness and leaving class early will not be tolerated. If you must leave during class, do not return until after class is dismissed.
- Texting during class is not allowed. Student texting bothers others in the classroom and distracts the texter’s attention from the course lecture. The instructor may deduct 10 points from the texter’s homework grade for each infraction.
- Audible cell phones should be turned to silent or off before class starts.
- Use of tobacco products, sleeping, reading non-class material, doing work not related to this class, and talking unrelated to the discussion will not be tolerated.

**Seating Assignments:** A seating chart will be distributed at the second class meeting. Pick a seat to be your permanent seat. Please sign the seating chart and sit in your permanent seat for the rest of the semester. The instructor reserves the right to move students to another seat during the semester.

**Academic Honesty:** Students are expected to abide by the University Policy for Academic Honesty. The official statement about academic honesty, including plagiarism, is found in the Undergraduate Bulletin or may be accessed at: http://www.semo.edu/bulletin. Students are expected to understand and abide by rules of the Code of Student Conduct available at http://www6.semo.edu/stuconduct/. Additional conduct information may be accessed at: http://www6.semo.edu/stuconduct/. A student caught cheating on an examination will receive a zero on the examination. The instructor may also recommend to the appropriate authorities more serve penalties, such as the student receiving academic probation, suspension, or expulsion.
Students with Disabilities: Information about provisions to be made for students with disabilities can be obtained from Learning Assistance Programs & Disability Support Services, located at: http://www.semo.edu/cs/services/lec.htm. To request disability accommodations or assistance, please contact Learning Assistance Programs & Disability Support Services in Room 302 of the University Center. After you have met with a representative from Learning Assistance Programs & Disability Support Services, please meet with the instructor to discuss accommodations or assistance needed in this course as soon as possible. The student is responsible for contacting the instructor to discuss arrangements to meet their needs.

Drop Date: The final day to drop a semester class is Friday October 29, 2010. Please note that the College of Business will NOT issue or approve any late drops.