

ACC201-04 FALL SEMESTER 2021

INSTRUCTOR:	JOHN A. JOHANN, CPA, MBA
OFFICE TELEPHONE:	609-273-7371
OFFICE LOCATION:	BUSINESS ROOM 204
EMAIL:	johannj@tcnj.edu
Class Time:	TUESDAYS AND FRIDAYS 8:00AM-9:20AM
Office Hours (in person)	BY APPOINTMENT AFTER 4:00PM MONDAY THRU FRIDAY
Virtual Office Hours (by	Zoom meeting link: https://tcnj.zoom.us/j/5697645151
appointment)	Days and times available: BY APPOINTMENT
Course websites:	https://tenj.instructure.com/login/ldap
WileyPlus:	https://www.wileyplus.com Course Section ID A15394

RETURN TO IN-PERSON STATEMENT AND INSTRUCTION MODE:

Per TCNJ course policy of Fall 2021, the course is designed for in-person delivery. The remote instruction (i.e., simulcasted classes on Zoom) is strictly limited to (1) students with an approved reasonable accommodation from ARC that specifically calls for remote instruction, and (2) students with a temporary learning plan due to quarantine or isolation. Other than these cases, students should attend in-person when scheduled. Students who receive an approved reasonable accommodation for remote learning may be able to take their tests and exams on campus.

COURSE DESCRIPTION:

This course is an introduction to financial accounting within the framework of business and business decisions. The role and use of accounting information by external decision makers will be emphasized. The course provides an in-depth analysis of financial statements and annual reports of publicly traded companies.

COURSE MATERIALS:

- 1. Financial Accounting Tools for Business Decision Making, 9th Edition, Kimmel, Weygandt, Kieso
- 2. WileyPlus Online access
- 3. Corporate Annual Report Project Template, provided by the instructor via Canvas

COURSE PURPOSE & LEARNING GOALS:

To understand a business, you have to understand the financial insides of a business organization. This course will help you understand the essential financial components of businesses. Whether you are looking at a large multinational company like Microsoft or Starbucks or a single-owner software consulting business or coffee shop, knowing the fundamentals of accounting will help you understand what is happening. As an employee, a manager, an investor, a business owner, or a manager of your own personal finances – any of which roles you will have at some point in your life – you will be much the wiser for having taken this course.

Accounting is the language of business. If you don't understand its fundamental concepts, terms, principles, and tools, you will find it difficult to comprehend many of the situations and decisions you will face during your career in business, regardless of which field you ultimately pursue. In

this course you will learn how to read and prepare financial statements, and how to use basic tools to evaluate financial results. At the conclusion of this course, you will be expected to:

- 1. explain the content, form, and purpose of the basic financial statements (including footnotes)
- 2. explain financial accounting concepts and the way concepts are applied in preparing financial statements
- 3. identify alternative accounting treatments and explain the need to exercise judgment in deciding on the treatment appropriate in a specific situation
- 4. to a lesser extent, be able to prepare financial statements.
- 5. interpret financial statements and derive information to support decision-making

MASKING POLICY:

- a. The course will take place in-person, with classrooms running at normal occupancy. In compliance with TCNJ's masking policy, face masks are required in this course until the current Covid-19 spike in our area changes. This policy is subject to change during the semester. Any changes will be communicated to you. The mask must cover the nose and mouth.
- b. If a student refuses to comply, the instructor may issue a warning or request they leave the class. For repeated violations, faculty should file a complaint with Student Conduct. Details guidelines can be found in the Fall 2021 course policy (available on Canvas classroom)

COURSE REQUIREMENTS:

1. EXAMS: All exams will be held in-person. Two exams will be held during the class periods, each worth 100 points. A final exam worth 125 points will be held during finals week. The dates of the two examinations are noted on the schedule of topics and assignments on the last page of this syllabus. YOU MUST TAKE ALL OF THE EXAMS ON THE DATES THAT THEY ARE SCHEDULED IN THE CLASSROOM. Make-up exams will be given ONLY in the event of extreme emergencies such as an unexpected illness (which must be verified in writing by a physician). In the event of such an emergency, you must notify the instructor by email prior to the time of the scheduled exam. Failure to do so will result in a grade of zero for the exam.

Absolutely **no** electronic devices (smart/cell phone, iPad, etc.) of any kind may be used during exams. Use of prohibited devices during an exam is considered an academic integrity violation.

- 2. QUIZZES: Quizzes done on WileyPlus are worth a total of **40** points. There will be four quizzes during the semester. There is a quiz due before the first exam, a quiz due between the first and second exam, a quiz due between the second exam and the Thanksgiving break, and a quiz due between Thanksgiving break and the final exam as noted on the last page of this syllabus. Makeup quizzes are not given.
- 3. ANNUAL REPORT PROJECT: A written report analyzing the annual financial statement of a publicly held company, using ratios and other techniques, will be required and worth a total of 75 points. Each group will be assigned a company to work with (more than one group cannot do the same company). The annual report <u>must</u> be for the fiscal year ending sometime between 7/1/20 and 6/30/21.

The annual report project has 5 parts or sections. The due date for each section are due one week after the quizzes as noted on the last page of this syllabus. Please submit each part by uploading the applicable worksheet of the excel template on Canvas by the due date/time. Each group must also upload a pdf copy of the corporation's annual report on Canvas. Note, students must use the excel template for all calculations/formulas, i.e., do not compute the amounts on your calculator and then subsequently input/type the number from your calculator into excel (this defeats a purpose of excel). A team's failure to do so will result in a 10% reduction from your score for each part of the project.

4. HOMEWORK: Homework will be assigned and due via WileyPlus as noted on the last page of this syllabus. Homework is worth **50** points and completing the homework is vital to your success on the quizzes and exams. As in any accounting course, the key to understanding problems and how to approach the solutions is to work through the problems prior to the class in which they are reviewed. Your success in this class is dependent on 1) adequate preparation via studying the assigned readings and solving or attempting to solve the practice problems before class, 2) discussion of the material in class, and 3) extensive use of resources available on WileyPlus (e.g., interactive tutorials, self-study questions, exercises & problems).

GRADING: Final grades will be determined by points accumulated out of a total of 500 possible points.

nt
100
100
125
40
50
75
10
500

	Grade Distribution							
Α	460 – 500 pts.	C+	381 – 395 pts.					
A-	446 – 459 "	С	361-380 "					
B+	431 – 445 "	C-	346 – 360 "					
В	411-430 "	D+	331-345 "					
B-	396 – 410 "	D	315 – 330 "					
		F	Below 315 "					

ATTENDANCE, PARTICIPATION AND LATE POLICY:

The course requires substantial time commitment, both inside and outside of the classroom. It is important that you attend each class and complete all assigned work. If you expect to miss a class or a period of time in a class, please notify the instructor via email to indicate the date and reason for your absence. Note, if you must miss classes for more than one week (e.g., because of COVID-19), please contact the Office of the Dean of Students ((609) 771-2780; care@tcnj.edu) who should then notify the instructor of your circumstances. Any reading material or material covered in class is fair game for inclusion in examinations, including any articles that may be handed out for reading during the course of the semester. This class starts promptly at the scheduled time. Each student will be allowed to enter the class late one time during the semester without penalty; after this allowance, each tardiness will result in one point being deducted from the upcoming exam. There is no limit on the number of points that can be accumulated. Once class is started, students are expected to participate until the end of class unless there is an emergency that forces you to leave class.

Your participation grade (worth 10 points) will be based on your contributions to class. Students are expected to be prepared for class, actively participate in class discussions on an ongoing basis (which shows your understanding of the key concepts), and apply critical thinking and problem-solving skills to the materials we are studying in this course. Specifically, class participation will be assessed using the following criteria during class:

- A = Actively participates in the class and frequently offers constructive comments that add value to class discussions.
- B = Consistently engaged in the class and offers constructive comments in the class.
- C = Responds to the class discussions and questions.
- D = Rarely responds to class discussions and questions nor provides voluntary comments.
- F = Rarely participates in the class and does not constructively respond to class discussions and questions. Consistently fails to respond at all when addressed by the instructor during a class.

Except in the case of a TCNJ authorized absence or documented personal emergency, faculty are encouraged NOT to make individual exceptions to course assignment due dates and exams. Our work is no less coordinated or time-sensitive than many tasks encountered in the workplace and meeting deadlines and obligations is simply one more step in preparation for a business career. TCNJ's Attendance Policy: https://policies.tcnj.edu/?p=77

COVID-19 ATTENDANCE POLICY

Do not attend your in-person class if you have COVID-19, if you are experiencing symptoms consistent with COVID-19, if you have been in close contact with others who have symptoms, if you need to care for an individual with COVID-19, or have other health concerns related to COVID-19.

If you are unable to attend class due to above reasons, take the following steps.

- Notify me in advance of the absence or inability to participate, if possible.
- Participate in class activities online.
- Reach out to me if illness will require late submission or other modifications to deadlines.
- If remaining in a class and fulfilling the necessary requirements becomes impossible due to illness or other COVID-related circumstances, contact me to discuss other options.

OFFICE HOURS POLICY:

The instructor holds office hours both in-person and virtual. The in-person office hours will be held during the times as indicated in the syllabus by appointment. The virtual office hours will be held via Zoom as indicated in the syllabus by appointment. The student who wishes to meet remotely should contact the instructor via email to make an in person appointment. The expected response time from the instructor is within 24 hours.

THE 4th CREDIT HOUR:

This class is a 4-credit hour course. Formal instruction will be for 1 hour, 20 minutes per class. There will be at least an additional 1-hour of out-of-class learning activity each week devoted to online learning module (Wileyplus) and to group projects without formal instruction.

SOB WRITING POLICY:

Because writing is a fundamental business skill, the grade for each assignment will reflect, among other things, the ability to write, even for assignments with minimum writing. Feedback on student writing will be provided as deemed necessary. Students whose writing needs improvement should seek help from someone who writes well, or from the Tutoring Center (https://tutoringcenter.tcnj.edu/), or from some other writing-skills source. It is the student's responsibility to write well; the instructor's responsibility is to hold students accountable for their writing. Poor writing will diminish a student's final grade. The School of Business provides a useful Writing Guide. It is available at https://business.tcnj.edu/resources/business-students/writing-analyzing-presenting/writing/

ACADEMIC INTEGRITY:

Academic dishonesty is any attempt by the student to gain academic advantage through dishonest means, to submit, as his or her own, work which has not been done by him/her or to give improper aid to another student in the completion of an assignment. Credit must be given for words quoted or paraphrased. Such dishonesty would include, but is not limited to: submitting as his/her own a project, paper, report, test, or speech copied from, partially copied, or paraphrased from the work of another (whether the source is printed, under copyright, or in manuscript form); sharing exam questions and/or answers through technology or in written or verbal form; using prohibited materials such as the internet, books, notes, study aids, devices, etc. during an exam; assisting another student in cheating or plagiarizing. The rules apply to any academic dishonesty, whether the work is graded or ungraded, group or individual, written or oral. Students who violate the College's Academic Integrity Policy will be referred to the Academic Integrity Officer. No exceptions will be made. TCNJ's academic integrity policy is available on the web: https://policies.tcnj.edu/?p=130.

ACADEMIC SUPPORT:

Academic support for students is available from the TCNJ Tutoring Center.

CODE OF CONDUCT AND INCLUSION STATEMENT LINKS: Students are responsible for awareness of the Code of Conduct, online at: https://business.tcnj.edu/about-the-school-of-business/code-of-conduct/ and Inclusion Statement at: https://business.tcnj.edu/2020/07/01/19938/

AMERICANS WITH DISABILITIES ACT (ADA) POLICY:

Any student who has a documented disability and is in need of academic accommodations should notify the instructor and contact TCNJ's Accessibility Resource Center (https://arc.tcnj.edu/; (609) 771-3199). Accommodations are individualized and in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1992 (as amended). TCNJ's Americans with Disabilities Act (ADA) policy is available at https://policies.tcnj.edu/?p=145.

ACCESSIBILITY AND ACCOMMODATIONS:

Students who experience barriers in this course are encouraged to contact the instructor as early in the semester as possible. The Accessibility Resource Center (ARC) is available to facilitate the removal of barriers and to ensure reasonable accommodations. For more information about ARC, please visit: https://arc.tcnj.edu/.

Per TCNJ course policy of Fall 2021, the course is designed for in-person delivery. The remote instruction (i.e., simulcasted classes on Zoom) is strictly limited to (1) students with an approved reasonable accommodation from ARC that specifically calls for remote instruction, and (2) students with a temporary learning plan due to quarantine or isolation. Other than these cases, students should attend in-person when scheduled. Students who receive an approved reasonable accommodation for remote learning may be able to take their tests and exams on campus.

OPTION FOR REMOTE INSTRUCTION:

The option for remote instruction (i.e., simulcasted classes on Zoom) be strictly limited to (1) students with an approved reasonable accommodation from ARC that specifically calls for remote instruction, and (2) students with a temporary learning plan due to quarantine or isolation. Students who receive an approved reasonable accommodation for remote learning may be able to take their tests and exams **on campus**.

FINAL EXAM POLICY: Students are responsible for being present for all exams as scheduled by the college. TCNJ's final examination policy is available at https://policies.tcnj.edu/?p=266.

ELECTRONIC DEVICES, CELL PHONE AND TEXTING POLICY:

No electronic devices that allow communication of any kind may be used during exams. Use of prohibited devices (cell phone, iPad, etc.) during an exam is considered an academic integrity violation. Please turn off your cell phone during the lecture and absolutely no texting allowed in class.

CLASS RECORDING POLICY:

Students are **NOT** permitted to create class recordings nor record office hours meeting(s) whether face to face or online by any means without the prior express consent and authorization of the instructor. "Class Recording" is a video and/or audio replication or photographic image of a class (including lectures and discussions) captured on a recording device that captures and stores images and/or sound including, but not limited to, audio recorders, video recorders, cellular phones, digital cameras, MP3 players, computers and handheld devices and stored on such device or other storage device or media. In other words, you cannot videotape, audio record nor take pictures of any part of the class or an office hours meeting with your smart phone/camera/device, absent prior express consent and authorization by the instructor. This policy is not intended to affect the rights of students with disabilities under applicable law or TCNJ policies. TCNJ's class recording policy is available at: https://policies.tcnj.edu/wp-content/uploads/sites/247/2018/01/Class-Recording-Policy-1.pdf. Violations of this policy by students may result in disciplinary action under the College's Academic Integrity Policy.

RIGHT OF REVISION:

The instructor reserves the right to revise or adjust the course syllabus as needed based on unforeseen events (e.g., circumstances such as COVID-19 that may affect course delivery), and students will be responsible for abiding by such changes. The instructor will communicate to the students all changes to the syllabus.

ACC 201-04 TENTATIVE SCHEDULE

Class Date		Chapter	Exercises & Problems	Due Date at 11:59pm (Can do one week earlier
Tue 8/31	Intro. to Financial Statements	Ch. 1	E1-2, 1-5, 1-6, 1-8, 1-14, 1-16	- 11 - 11 to 12 10 pm (can do one week carner
Fri 9/3	Intro. to Financial Statements	Ch. 1	P1-3A; CT1-1	
	Monday classes meet on Tue 9/7			
Fri 9/10	A further look at Fin. Statements	Ch. 2	E2-4, 2-5, 2-7;	Chapter 1 Homework due Sun 9/12
Tue 9/14	A further look at Fin. Statements	Ch. 2	P2-4A; CT2-1	The state of the s
Fri 9/17	The Accounting Info. System	Ch. 3	E3-1, 3-2, 3-3, 3-4, 3-7, 3-18	Chapter 2 Homework due Sun 9/19
Tue 9/21	The Accounting Info. System	Ch. 3	P3-3A; CT3-1	Ompter a Homework due Buil 7/17
Fri 9/24	Accrual Accounting	Ch. 4	E4-8, 4-9, 4-13, 4-19	Quiz 1 & Chapter 3 Homework due Sun 9/26
Tue 9/28	Accrual Accounting continued	Ch. 4	P4-2A; ACR4-1	Quiz 1 & Chapter 5 Homework due Sun 7/20
Fri 10/1	Mid-term Exam 1 (Ch. 1-4) in class			AR Sec 1 & Chapter 4 Homework due Sun 10/3
Tue 10/5	Merchandising	Ch. 5	E5-1, 5-5, 5-8, 5-9	1110 See 1 & Chapter 4 Homework due Sun 10/5
Fri 10/8	Merchandising continued	Ch. 5	P5-1A, ACR5-1	Chapter 5 Homework due Sun 10/10
	Fall Semester Break (10/11,10/12)			Chapter 3 Homework due 3an 10/10
Fri 10/15	Inventory	Ch. 6	E6-5, 6-6, 6-7	
Tue 10/19	Inventory continued	Ch. 6	P6-2A; ACR6	
Fri 10/22	Internal Control	Ch. 7	E7-3, 7-10, 7-11, 7-15, 7-17	Quiz 2 & Chapter 6 Homework due Sun 10/24
Tue 10/26	Internal Control continued	Ch. 7	P7-6A; ACR7	The state of the s
Fri 10/29	Receivables	Ch. 8	E8-5, 8-6, 8-11, 8-15, 8-20	AR Sec 2 & Chapter 7 Homework due Sun 10/31
Tue 11/2	Receivables continued	Ch. 8	P8-3A; ACR8	The second chapter / Homework due Sun 10/31
Fri 11/5	Mid-term Exam 2 (Ch. 5-8) in class			Chapter 8 Homework due Sun 11/7
Tue 11/9	Long-lived assets	Ch. 9	E9-2, 9-3, 9-5, 9-6, 9-9, 9-14	ompet o Homework due our 1177
Fri 11/12	ZOOM Long-lived assets continued	Ch. 9	P9-2A; ACR9-1	Quiz 3 & Chapter 9 Homework due Sun 11/14
Tue 11/16	ZOOM Liabilities	Ch. 10	E10-4, 10-5, 10-9, 10-10	Vanie of State of the State of
Fri 11/19	Liabilities continued	Ch. 10	P10-8A; ACR10	AR Sec 3 & Chapter 10 Homework due Sun 11/21
Tue 11/23	Stockholders' equity	Ch. 11	E11-5, 11-7, 11-11, 11-14, 11-15	
	Thanksgiving Break (11/24-11/26)			
Tue 11/30	Stockholders' equity continued	Ch. 11	P11-6A; ACR11.1	
Fri 12/3	Statement of cash flows	Ch. 12	E12-2, 12-9, 12-15	Quiz 4 & Chapter 11 Homework due Sun 12/5
Tue 12/7	Statement of cash flows continued	Ch. 12	P12-7A	The state of the s
Fri 12/10	Review and Final Exam Prep			AR Sec 4&5 & Chapter 12 Homework due Sun 12/12
TBD	Final Exam 3 in class		Semi Cumulative	Tue 12/14-Fri 12/17; Mon 12/20-Tue 12/21