



EAST TENNESSEE STATE  
UNIVERSITY

College of Business and Technology

Department of Accountancy

**Principles of Accounting I**  
**ACCT 2010-940**

**Prerequisite:** Required freshman math course(s) as defined by the student's major.

*Note: This course is the first course in the 2-course Principles sequence (ACCT 2010 - ACCT 2020). The course is designed for students who will be continuing with ACCT 2020. Students who only require one Accounting course should consider taking ACCT 2000. See the instructor for more details regarding ACCT 2000.*

**Course Objectives:** After completing this course, the student should have a basic understanding of the income statement, statement of retained earnings, and balance sheet of a corporation. The student should understand the steps in the accounting cycle, the processing of information through the accounting system, and the role of an internal control system. The student should be able to differentiate between the cash and accrual methods of accounting and understand how these methods affect the financial statements. As a result of this course, the student should be able to use and present financial data in EXCEL format.

**Textbook Information:**

Textbook Title: Horngren's Financial and Managerial Accounting, 7<sup>th</sup> edition

Textbook Authors: Nobles, Mattison, and Matsumura

Textbook Publisher: Pearson

ISBN: 9780136516255  
(E-text with MyAccountingLab access)

Cost: \$179.99 if purchased directly through Pearson website  
Additional \$24.99 for loose leaf print book (free shipping)

Notes in regard to textbook:

1. **Access to "MyAccountingLab" (online homework) access is required.** Be sure the textbook you purchase includes an access code! You may purchase access to MyAccountingLab separately from the textbook, but it is generally a more expensive option.
2. A PDF file and video are provided on D2L with instructions for registering for MyAccountingLab.

**The course ID code is: *bentley58043***

3. Pearson offers a 14-day free trial period if you do not have the money to purchase the book immediately. This will give you access to the book and MAL for the first 2 weeks of class. Do not register for this free period until you are ready to start using the material, as the 2 week clock starts running when you register. By the end of the 2-week period, students must have purchased an access code.
4. If you wish to purchase the loose leaf print book in addition to the e-text, instructions for how to do have been provided on D2L.
5. Chapters covered in ACCT 2010 are limited to the first half of the book. You will use the same book/access code again in 2020. The second half of the book will be covered in this course.

***Other Requirements:***

As this is an online course, students must have reliable internet access. Students are expected to find alternative access if experiencing internet problems (ex: computer labs are available on ETSU campus).

Internet will be used to access:

1. ETSU email
2. ETSU D2L
3. YouTube (to view video lectures)
4. MyAccountingLab (to complete homework)
5. Zoom (to attend class meetings)

Students will also be expected to use EXCEL (spreadsheet application).

## ***Course Policies and Expectations***

### Email Communication

Students should be in the habit of regularly checking their ETSU email for reminders, announcements, and changes related to the online course. The ETSU email policy requires all faculty communications with students regarding ETSU business be conducted via official ETSU email accounts. Therefore, the instructor will not respond to emails from personal accounts (Gmail, yahoo, etc.). When sending emails, please respect the following guidelines.

- Students should use their assigned ETSU email accounts (no personal email).
- Always include “ACCT 2010 Online” in the subject line.
- Always include a proper greeting and use proper grammar when composing an email.
- Always include a signature with your first and last name.
- Remember that without facial expressions some comments may be taken the wrong way. Be careful in wording your emails.
- Use standard fonts.
- Respect the privacy of other class members.
- Frequently check your email for communication from the instructor.
- Review the course syllabus and calendar before asking the instructor a question. Most answers are included in these documents.

### Attendance and Participation

Although this is an online course, students are still expected to actively engage and participate in the virtual classroom. Students are expected to attend synchronized class meetings through Zoom as indicated on the course calendar. Additionally, students should consistently login and check D2L for news alerts and discussion posts (at minimum 3 times per week).

**This class progresses with extreme rapidity. In order to succeed, you must stay on top of readings and homework. “Cramming” does not work in accounting. Time management is crucial.**

## Grading

**Grade Components:** Your final grade will be based on the following components:

Exam 1	100
Exam 2	100
Exam 3	100
Exam 4	100
Chapter Quizzes (*10 quizzes x 5 points each = 50. Lowest is dropped)	45
In-Class Activities (*8 activities x 5 points each = 40. Lowest 2 are dropped)	30
Online Homework (MyAccountingLab)	<u>100</u>
Total points	<u>575</u>

**Grading Scale:** A = 90% of possible points (518 – 575)  
 B = 80% of possible points (460 – 517)  
 C = 70% of possible points (403 – 459)  
 D = 60% of possible points (345 – 402)  
 F = < 60% of possible points (344 or less)

### Notes on Grades:

\*Minus and plus grades will be assigned according to your relative standing in each grade level.

\* NON-ACCOUNTING MAJORS: A “C” must be earned in order to progress to ACCT 2020 for non-accounting majors.

\*ACCOUNTING MAJORS: A “B-“ must be earned (in both ACCT 2010 and 2020) by those students who are accounting majors before they can enroll in ACCT 3010.

\*Grades are not a negotiation. Grades are a reflection of your performance and are based on merit.

### ***Course Format, Assignments and Submission Guidelines***

This course will be structured using a hybrid remote learning approach. This blended learning model combines asynchronous and synchronous instruction using various forms of online technology.

- *Before class:* Prior to coming to class, students will watch pre-recorded videos of the lectures. Students will access links to the YouTube videos through D2L. Along with reading the chapter, these videos will expose students to core content prior to attending class. **Watching the video lectures is critical to student success!** Information from the videos will not be repeated during class time. Students should also review the module lecture notes and handouts provided on D2L. Take notes during the lecture and ask question if you do not understand the material.
- *During class:* **We will meet as a class once per week through Zoom during our regular class time (Tue or Thur 9:45 – 11:05 am).** During class, students will have the opportunity to ask questions and expand on more complex ideas related to the video lectures. Together, the students and instructor will then engage in hands-on learning activities by working problems to reinforce the concepts from the videos. Roll will be taken at the beginning of class to document attendance of students who arrive on time. Throughout the semester, students will be asked to submit certain in-class activities to the D2L dropbox to evidence their attendance/participation in class. A total of 8 activities, each worth 5 points, will be submitted throughout the semester. The lowest two activities will be dropped. No make-ups are permitted. Students should refer to the course calendar for meeting dates.
- *After class:* Weekly assignments include both chapter homework and quizzes.
  - Homework will be completed online using the textbook’s homework platform known as “MyAccountingLab.” Students must purchase an access code to use MAL. Refer to the discussion above in the section “Textbook Information” for more information on how to purchase an access code. Instructions for registering for MyAccountingLab are included in the “Getting Started” folder in the content section of D2L. The MyAccountingLab homework assignments are segregated by chapter. You have multiple chances to answer each question, so if you miss one, go back and look at the book/class examples and try to improve your score the next time.
  - Online quizzes will be given at the conclusion of each chapter to assess learning gains. Quizzes will be based on the readings, video lectures, and in-class activities. A total of 10 quizzes, each worth 5 points, will be given throughout the semester. The lowest quiz grade will be dropped. No make-up quizzes are permitted. Quizzes can be accessed through the D2L assessments tool. Links to quizzes are also included at the bottom of each chapter folder.

**Both MAL and quizzes will be due on Fridays throughout the semester upon the completion of each chapter.** Refer to the course calendar in the “Getting Started” folder on D2L for specific due dates for each chapter. These due dates are tentative and subject to change. It is your responsibility to check the calendar and ensure assignments are submitted prior to due date. Do not procrastinate to complete assignments, as technology is not always dependable. **Assignments generally will not be accepted late.** Late submissions due to emergencies will be considered on an individual basis and acceptance is at the discretion of the instructor.

**Testing Policy:**

**Exams will be administered ON CAMPUS during our regular class time.** Dates for the exams are noted on the course calendar. Students are expected to take exams on the scheduled date at the scheduled time (9:45 – 11:05 am)

An unexcused absence (“no show”) from an exam will result in a grade of zero on that exam. Student athletes or other students who will miss an exam for University purpose should contact the instructor and schedule a time to take the exam BEFORE the scheduled exam date. The instructor must be notified no less than 2 weeks prior to the scheduled exam of a student’s participation in a university sponsored event on the scheduled exam date and to discuss a make-up date.

A student MAY be excused from an exam in an emergency situation, at the instructor’s discretion, if ALL the following conditions apply:

1. There is a legitimate excuse, as determined at the instructor’s discretion. Students who will miss an exam due to traveling for personal reasons will NOT be excused from the exam and will receive a zero for the missed exam;
2. The instructor is personally contacted at least 1 hour PRIOR to the scheduled exam. Oversleeping or forgetting an exam is not considered an emergency, and students will not be excused. Note: Student messages left on the instructor’s voice mail or message left with departmental office are not acceptable forms of communication. The best way to contact the instructor is via email.
3. If the student is excused from the exam, this must be documented by an email sent from the instructor to the student. Note: Evidence of the emergency situation may be requested upon return to class, such as a physician’s excuse for medical excuses or obituary for a death in the family.

Make-up exams are not offered. If a student is excused from an exam by the instructor in an emergency situation, the student will be required to take a **comprehensive final exam** and the score on the comprehensive exam will replace the missed exam score. Comprehensive “make-up” exams will be given during finals week. The comprehensive exam will be in addition to the 4th exam (covering Chapters 8-9) which will also be given during finals week.

**Disability Services:** If you are a student with a disability (e.g., physical, learning, vision, hearing) and think that you might need special assistance or accommodations in this class, please call Disability Services (439-8346) or stop by their office. Per University policy, the instructor must receive proper notification within designated University timeline.

Students qualifying for testing accommodations must take the exam at the Disability Service testing center. It is the responsibility of the student to schedule exams with Disability Services. **Exams must be scheduled for the same day/time that the class will be taking the exam.** The student must notify the instructor at least 1 week prior to the exam date to confirm the student has scheduled the exam and provide the instructor with the proctor checklist from disability services. Keep in mind, the D.S. testing center fills up quickly, especially during peak exam times. You should go ahead and schedule your exams for the entire semester, based upon exams dates listed on the course calendar.

### **Academic Misconduct:**

**ETSU Honor CODE:** “East Tennessee State University is committed to developing the intellect and ethical behavior of the students. Students found to be in violation of policies on plagiarism, cheating, and/or fabrication will be held accountable for their actions. Any knowledge of academic misconduct **MUST** be reported. Students are required to act with honesty, integrity, and civility in all matters.”

Disciplinary sanctions imposed through institutional procedures will be pursued by the instructor. The instructor has the authority to assign a ZERO for the work in question and/or an “F” for the course. Academic misconduct can result in PERMANENT expulsion from the University. ***Academic misconduct includes (but is not limited to) plagiarism, cheating on exams, giving or receiving of unauthorized aid on assigned work including on-line homework and other assignments. An individual assignment completed as a team project is considered to be academic misconduct. Please note that “Cheating on Exams” includes discussing your exam with students in another section. No electronic devices other than a 5-function calculator are allowed during exams. Anyone found with an electronic device turned on and/or in view during an exam will receive a grade of zero and/or a failing grade for the course.***

### **Other Considerations:**

Accounting is a subject that must be **mastered**. Unlike some subjects, you cannot skim accounting material and achieve a surface level of knowledge sufficient to get you through the course. Accounting topics are cumulative, and you must master them in order to move on. You can, of course, learn from your mistakes, but you should work toward decreasing the number of serious mistakes over time. This requires reading material prior to class, taking notes, working extra problems if necessary, and asking questions. You will need to understand accounting principles and be able to apply them at an analytical level. You should not expect to just memorize material for short-term purposes.

**COVID-19:**

Please wear a mask anytime you are on campus. Wearing a mask that covers your nose and mouth communicates the care and respect you have for yourself, the care and respect you have for those you live with, and the care and respect you have for other members of this classroom community. The best evidence we have, from public health professionals, is that wearing masks is one of the best ways to protect against the spread of COVID-19 and other airborne illnesses. For the safety of your classmates, if you forget your mask I will have a few available each day to distribute. Students with medical conditions that inhibit their ability to wear masks are asked to register through disability services (and provide documentation to the instructor). You may review the university's face covering policy at:

<https://www.etsu.edu/coronavirus/health-and-safety/face-coverings.php>

Everyone on campus is asked to maintain social distancing. Classrooms have been marked to indicate where students can sit and safely maintain a 6-foot distance from other students and the instructor.

If you are sick, stay home. Students who are feeling ill or experiencing symptoms such as sneezing, coughing, fever, etc. will be excused from class. Please refer to Appendix A/B of the "COVID-19 FAQs" document (included on D2L) for reporting protocol of suspected or confirmed cases, as well as the returning to campus protocol. (This document is also included on the "Bucs are Back" website linked below).

Instructors have the right to ask those who are not complying with these requirements to leave the class in the interest of everyone's health and safety. In the event that a student refuses to comply with these requirements, the instructor may file a report with the Dean of Students.

We are living in unprecedented times. Due to the COVID-19 virus, information is continuously evolving and circumstances can rapidly change. While I've made a sincere attempt to create a flexible plan for teaching during the pandemic, the reality is that I cannot predict the future. Course meetings, learning activities, and assignments may change if we need to move quickly to a different operational stage of the university's pandemic framework.

Please refer to the "Bucs are Back" website for further information and updates.

<https://www.etsu.edu/coronavirus/>