DePaul University Driehaus School of Accountancy & MIS
Accounting 101 Intro to Accounting I
Fall Quarter 2015
DRAFT as of September 4, 2015

Since any information is subject to change, any changes will be noted in class, by email, and/or on D2L (Desire 2 Learn). The classroom location may change so see the latest information provided by the University.

Instructor: Mike Marback CPA, MBA, JD
Email: mmarback@depaul.edu
Office Hours: Mondays and Wednesdays before and after classes and by appointment.
Phone: My cell is on D2L under news – keep my cell phone handy. Best method to contact me is by cell phone (10am-10pm)
Class: Days and times are listed in the title. If you are early – you never are late. Final date is listed at the end of syllabus.

COURSE OBJECTIVES: To examine the basic concepts of accounting and to learn how these concepts are integrated into corporate financial statements; to introduce/reinforce some of the fundamental technology skills.

Lab Sessions: Enrollment in a weekly ACC 100 lab session is mandatory.

REQUIRED COURSE MATERIALS: Your best source of accurate and timely information is the bookstore. You need both the textbook and Cengage access. Cengage is an on line learning tool. We use the same textbook for ACC101 and ACC102. You can use your Cengage access for 1 year and it is used in ACC101 and ACC102. So if you had Cengage access before, you can still use it. When you purchase Cengage you will get a passkey (the passkey does not change since it is yours and you can use it for a year) but to get into our class information on Cengage you need a course code which is free and will be given to you in class or posted on D2L. You need both codes for access. Financial & Managerial Accounting, Needles, Powers, & Crosson, 10th edition. Cengage, 2014. (HARD COPY, LOOSELEAF COPY, OR EBOOK ARE ALL OK. DePaul's bookstore has a package that includes Looseleaf copy & Cengage NOW with ebook) • CengageNOW Access Card to go with the above text (to do online homework); INCLUDES ebook IN "STUDY TOOLS" TAB; it is OK to buy JUST the Cengage NOW that includes the ebook, but for about $20 more, you can get looseleaf text AND Cengage NOW in DePaul’s bookstore package.).• ISBN 978 1 133 94555 0 – For looseleaf text & Cengage NOW Access Card

Online: Desire to Learn: https://d2l.depaul.edu/ CengageNOW: http://login.cengagebrain.com

Desire 2 Learn Course Website: https://d2l.depaul.edu/ For each chapter, there may be course handouts that you must download from D2L and/ or other websites provided by the instructor. There will also be quizzes and homework problems given in class, by email or posted on D2L. These documents are intended to make your in class note taking easier and you must always bring the appropriate chapter’s handout to class. In addition to the handouts, solutions to each chapter’s homework problems may be posted.

CengageNow: http://login.cengagebrain.com
CengageNow is a on-line learning tool provided by the author. It has practice test questions and also video tutorials. You will need the access that I provide to you as well as a Cengage password when you purchased the book and/or Cengage materials. You will be able to use your Cengage code for ACC012 as well since it lasts for one year. If you are repeating ACC 101 taken in one of the prior two quarters you will not need to purchase an access code. If you do not have a current CengageNow account, use the access code that comes with your textbook, or purchase a separate code. Instructions for registering are posted on D2L. You will need the course key which I will provide to you in class or on D2L.

HELP: I am here to help you so call, text or stop by my office if you have any concerns. You are my priority. But get help early – do not wait until the exam is close. I am always available to help you from 10am until 10pm.

FREE TUTOR: I will also post the school of accountancy tutor schedule on D2L.

DEPAUL HELP DESK: 312-362-8765 Helps you with problems related to technology (D2L, Campus Connect, etc.);

Help with Cengage NOW, use online help when logged in to CENGAGE NOW or call 1 800-354-9706. But I have to give you the course key for our class.

Students with Disabilities: Students seeking disability-related accommodations are required to register with DePaul's Center for Students with Disabilities (CSD) enabling you to access accommodations and support services to assist your success. There are two office locations that can provide you with enrollment information, or inquire via email at csd@depaul.edu. Loop Campus - Lewis Center #1420 - (312) 362-8002 Lincoln Park Campus - Student Center #370 - (773) 325-1677. Students are also invited to contact me privately to discuss your how I may assist in facilitating the accommodations you will use during this course. This is best done early in the term and our conversation will remain confidential.

Course Objectives: Introduction to Accounting II, a companion and sequel course to Accounting 101, continues to explore basic accounting fundamentals and concepts. The course provides an introduction to managerial accounting and internal reporting. Topics include financial accounting for long-term liabilities, the components of stockholders equity, the statement of cash flows, financial statement analysis, budgeting and variance analysis, job costing for the service sector and cost analysis for decision-making.

Drop Policy: In accordance with university regulations, the last day to withdraw from a course with 100% tuition reimbursement is __________. The final day to withdraw from a course is __________. (Student should complete these dates based on current University information). STUDENTS ARE RESPONSIBLE FOR WITHDRAWING FROM A COURSE; FACULTY CANNOT WITHDRAW STUDENTS FROM COURSES.
DEPAUL CENTRAL: Students needing assistance are referred to DePaul Central for a central location for answers to your questions; details can be found at: http://depaulcentral.depau.edu/
Students running into serious problems that dramatically impair their academic performance should seek guidance from the Dean of Students or their academic advisor.

Teaching Method: This course is lecture and problem-solving oriented. Students are encouraged to ask questions or make comments at any time. Students are required to read assigned chapters before the class lecture and to attempt assigned homework before it is reviewed in class. In order to understand the course material, it is essential that students conscientiously do the homework. Students will be called upon to provide homework solutions. Homework assignments will be given in class and/or posted on D2L.

ATTENDANCE: Attendance is strongly encouraged and essential for your success. Since examinations focus on material included in handouts and assignments reviewed in class, attending and participating during class gives students a good perspective on the material emphasized for each chapter. If for some reason you are unable to attend a class session, you will need to get the completed class notes from a person who attended. You are responsible for making sure that assignments that may be due are turned in on time. You are also responsible for anything covered in class.

GRADING POLICY: There will be two exams and various written assignments & quizzes given during the quarter. Exams will tentatively be given at the time indicated on the attached course outline. The final grade in the course will be determined as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Attendance &amp; Participation</td>
<td>10%</td>
</tr>
<tr>
<td>Lab work</td>
<td>5%</td>
</tr>
<tr>
<td>Individual In-Class Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>35%</td>
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<tr>
<td>Final Exam</td>
<td>35%</td>
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Grades will be assigned according to DePaul University Policy which should follow the following scale:

- 93 or more A  
- 90 to 92.9 A-  
- 87 to 89.9 B+  
- 83 to 86.9 B   
- 80 to 82.9 B-  
- 76 to 79.9 C+  
- 73 to 76.9 C   
- 70 to 72.9 C   
- 67 to 69.9 D+  
- 60 to 66.9 D   
- Below 60 is an F

Additionally, there are required pass/fail projects that must be completed to pass the class. All ACC101 classes are required to achieve certain “DePaul Passport” requirements. You can also find out more about this at Depaul.Experience. You may also be given other pass/fail projects that also must be completed to pass the class. They are fairly easy and will be explained in class with examples posted on D2L.

Quizzes: I expect to have a short quiz for you generally each week. The quiz will include the prior week’s class as well as any previous materials we studied up to that point. So each quiz will be chosen from more and more material. The exact nature of the quiz will be announced in class but it is anticipated that the quiz will be based on the material covered in class and assignments as well as any chapter quizzes provided in class or on-line. You should be able to do well on these if you study daily. Continuous practice of these quizzes will help you to understand the information as well as retain the knowledge. Doing quizzes is a proactive approach to learning and will keep you up to date with the material. At some point, I will stop giving the quizzes. It is imperative that you continue to study each week as if you will receive the quizzes. Your total quiz grade is calculated by adding up the total number correct and dividing it by the total number of questions asked. Each quiz may have a different number of questions so the percentage score that you receive is not used to calculate your quiz grade.

Exams: Exams may consist of multiple-choice, matching, problem solving, etc. If needed, a calculator will be provided to you the day of the exam. There will be no need for cell phones, your own calculator, etc, thus no other programmable device will be allowed in the classroom. Your bags will be placed in the front of the room. If you have to use the bathroom or otherwise leave the exam, you must obtain permission. You can’t just get up and leave. If you do not ask for permission, you may receive a zero on the exam. You are not allowed to bring your cell phone or other devices with you.

Exam dates: The date for the Examinations in the course outline is tentative. The examinations are created by the University. I will post the exact dates and times on D2L.

Late Exams: Students are not automatically given permission to take exams late. Permission is given only in rare circumstances. In those rare situations, any student not taking exams on the scheduled date MUST do the following:

1. discuss the scheduling problem and get a confirmation from the instructor BEFORE the scheduled exam time; 2. follow-up the discussion with an E-mail to the instructor BEFORE THE SCHEDULED EXAM TIME, including the request for an exam change and the reason for the request; and 3. be passing the course, if the request applies to the final exam. 4. The E-mail request from the student must be followed by an E-mail confirmation from the instructor.

ALL of these steps must be followed BEFORE THE SCHEDULED EXAM TIME; if not, the exam must be taken as scheduled. Once approved by the instructor, any student who misses the midterm exam will be required to take a midterm exam different from the regular midterm exam; that exam will not be subject to a curve. Once approved by the instructor, anyone who misses the final exam for a legitimate reason, who is passing the course, and who gets permission from the instructor prior to the final exam date (FOLLOWING THE ABOVE STEPS), will be required to take a grade of “Incomplete” for the course. The make-up final exam must be taken at the time specified by the university. Because of the extra time allowed for preparation for this makeup exam, it will be significantly more difficult than the regular final exam. Also, grades of “Incomplete” are RARELY given. All of these policies are used in order to maintain some equity between students taking exams as scheduled and those taking exams at a later time. Also any made up exams or quizzes most likely will not be graded promptly.

Homework – Developing a basic accounting proficiency is a major objective of this course. The homework assignments have been selected to assist you in the achievement of this objective. The assignments and examinations will draw on the skills and abilities you develop in the process of solving these exercises and problems. The more you practice, the better you will perform on the examinations. You should do the problems over and over again including quizzes. Also, as you are reading the chapter, you should work out any examples provided by the author. Then you should consider how variations in the problem would affect the outcome. The answers might be for the entire chapter not just our homework questions. Use the answers
on the Website – do NOT waste a lot of time trying to invent your own accounting entries. But make sure you repeatedly do the question CORRECTLY. Homework assignments may be changed. A copy of your homework may be requested to be deposited in the D2L drop box to ensure that students are completing the assignments. The homework will not be returned but may be used when considering attendance, participation and effort. ALWAYS do the practice quizzes for each chapter. Note because of the nature of the class, we will be discussing and covering issues in more than one chapter including all past chapters.

Academic Integrity: Students are expected to conduct themselves in this course in a manner consistent with the University’s standards of academic honesty. Any student found cheating on an assignment or an exam may result in the failure of the assignment, failure of the course, and/or additional disciplinary actions including dismissal. The DePaul Student Handbook details the academic integrity policy. There have been many successful people who will always be remembered for a breach of integrity. There is a line between what is right and what is wrong. As Warren Buffet says “Do not even get close to the line.” Integrity keeps others from questioning your success.

SCA Code of Conduct: In order to address specific issues that ACC and MIS want to emphasize, the School of Accountancy (ACC) and Management Information Systems (MIS) faculty has prepared the ACC and MIS Student Code of Conduct. Students enrolled in any ACC or MIS course are expected to abide by the School of ACC & MIS Code of Conduct. The link to the SOA Code of Conduct is http://accountancy.depaul.edu/contents/currentstudents/AccCodeofConduct/doc

CLASSROOM CONDUCT: Consistent with the School’s Code of Conduct, students are required to conduct themselves in a professional manner during class: • Cell phones and pagers must be turned off before entering class. If you need to have your cell phone on due to extenuating circumstances, please just let me know. • Unless there are small group discussions being conducted during class, students should keep conversations among themselves to a minimum. While these conversations are often about course material, the problem is that other students who are nearby cannot hear what is being discussed in class. PLEASE … share these discussions with the entire class so everyone can learn from them, not just a small group. • Entering and exiting the classroom during the middle of class must be kept to an absolute minimum. If any student has a medical condition that requires them to leave the room during the middle of class, they should provide that documentation to the professor at the beginning of the quarter. • The objective is to be thoughtful and mindful of all students and provide an optimal environment for learning. We need to make the best use of the three hours of class time per week.

Non-Contractual Nature of Syllabus This syllabus merely presents the course outline. It is not a binding contract between the professor and the student. The professor reserves the right to make adjustments to the course schedule, grade distribution and assignments.

Very Important: Study skills. Determination and discipline are key attributes for success in all your endeavors - take the class seriously but stay focused and relaxed as you study. If you practice hard, the exams and quizzes will be easy. If you practice easy, the quizzes and exams will be hard.

- **Hard work is not enough** – You need to not just study hard but to study smart. You have to do a little each day. If you do not work this way and instead try to cram the night before the exams you will not stand a chance. Just imagine if a professional football team did not work out daily but instead waited until the day before the game and practiced all night.

- **Plan your work and work your plan.** I will provide a definite plan of study for you to follow. Bring any materials to class that I have provided to assist with your note taking. Immediately, after class, quickly review your notes to clean and clear them up. Review the notes an hour later and then review them each day. Do the practice quiz questions and homework questions. Mark anything that you are getting incorrect and go over them again – feel free to contact me to clear up any confusion. You should also make friends with other students in class so that you can discuss any problems. You should do some problems each day.

- **Daily Repetition** - The plan requires you to practice the materials a little bit each and every day. Do not waste your time trying to reinvent the wheel. Learn the proper accounting entries and the practice them over and over. Doing a problem once is not enough. You should do the problem several times. Each time you do it, you will become more efficient because your learning curve will be reduced. Just as an athlete must practice the same skill over and over until it becomes routine, you must practice the problems over and over until they are routine.

- **Your career:** Remember you are covering materials that eventually will be important to your career so learn it well. All of us will get opportunities but success occurs when you are prepared to take advantage of the opportunity. You never know what your promotion will be based on therefore it is advisable to prepare now so that when the opportunity arises you can take advantage of it.

- **You determine your grade.** As one of my professors once told my class – “I do not give the grades, I only write them down.”

  My goal is to be the best teacher you ever had. I am hoping that your goal is to be the best student I ever had.

USEFUL WEB SITES
American Accounting Association (AAA) http://aaahq.org/index.cfm
Institute of Certified Public Accountants (AICPA) http://www.aicpa.org/index.htm
Financial Accounting Standards Board (FASB) http://www.fasb.org/
CPA Exam Update http://www.cpa-exam.org/
IMPORTANT - When reading the chapters, it is best to be proactive and to work the examples (applied) along with the author.

For every class always bring D2L or class handouts and simple calculator. Note weeks are two class meetings. Quizzes are cumulative. Your cell phone must be off during class. If you need it on for some reason tell me before class starts. You also have a list that compares the ACC101 classes to the ACC100 classes called: “ACC101 Topical Coverage & Timing” on D2L under content and as a news posting.

<table>
<thead>
<tr>
<th>Date</th>
<th>Readings</th>
<th>On D2L under content and posted in the news section, there is a document that shows ACC101 compared to ACC100 class coverage. It is called: ACC101 Topical Coverage &amp; Timing</th>
<th>Homework assignments and due dates are listed on Cengage. We will have a quiz each week on all the previous material we have covered.</th>
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<tbody>
<tr>
<td></td>
<td>Chapter 1 LO 1-6 Course Introduction; Uses of Accounting Information and the Financial Statement</td>
<td>HW C1 on Cengage Quiz 1 Chapter 1</td>
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<tr>
<td>Sept 09</td>
<td>Chapter 2 LO 1-7 Measurement Concepts: Recording Business Transactions</td>
<td>HW C2 on Cengage Quiz 2 (Chapters 1 and 2)</td>
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<tr>
<td>Sept 14</td>
<td>Chapter 3 LO 1-5 SUPPLEMENT Measuring Business Income: Adjusting the Accounts</td>
<td>HW C3 on Cengage Quiz 3 (Chapters 1-3)</td>
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<tr>
<td>Sept 16</td>
<td>Chapter 4 LO 1-3 Foundations of Financial Reporting and the Classified Balance Sheet Accounting for Merchandising Operations</td>
<td>HW C4 on Cengage Quiz 4 (Chapters 1-4)</td>
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<tr>
<td>Sept 21</td>
<td>Chapter 5 LO 1-5 Accounting for Merchandising Operations</td>
<td>HW C5 on Cengage</td>
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<tr>
<td>Oct 5</td>
<td>Chapter 6 LO 1-4, 6 Inventories</td>
<td>HW C5 Cengage quiz C5</td>
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<td>Oct 7</td>
<td>Chapter 7 LO 3 Chapter 8 LO 1-3 Cash and Internal Control Receivables</td>
<td>HW C6 Cengage quiz C5 and 6</td>
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<tr>
<td>Oct 12</td>
<td>Appendix B Accounting for Investments</td>
<td>HW Cengage C7 and 8 Quiz C5, 6, 7, 8</td>
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<tr>
<td>Oct 14'</td>
<td>Midterm Review CHAPTERS 1-4</td>
<td>HW Cengage Appendix B Quiz C5, 6, 7, 8 and Appendix B</td>
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<tr>
<td>Oct 16'</td>
<td>Chapters 1-4 Midterm Exam – in our classroom on Chapters 1-4 All sections of 101 have it at the same time.</td>
<td>HW Cengage C9 Quiz C5, 6, 7, 8, 9 and Appendix B</td>
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<tr>
<td>Oct 19'</td>
<td>Chapter 6 LO 1-4, 6 Inventories</td>
<td>HW C5 Cengage quiz C5</td>
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<tr>
<td>Oct 21'</td>
<td>Chapter 7 LO 3 Chapter 8 LO 1-3 Cash and Internal Control Receivables</td>
<td>HW C6 Cengage quiz C5 and 6</td>
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<tr>
<td>Nov 2'</td>
<td>Appendix B Accounting for Investments</td>
<td>HW Cengage C7 and 8 Quiz C5, 6, 7, 8</td>
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<td>Nov 4'</td>
<td>Chapter 9 LO 1-4, 6 Long Term Assets</td>
<td>HW Cengage Appendix B Quiz C5, 6, 7, 8 and Appendix B</td>
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<tr>
<td>Nov 9'</td>
<td>Chapter 10 LO 1-3 Current Liabilities and Fair Value Accounting</td>
<td>HW Cengage C9 Quiz C5, 6, 7, 8, 9 and Appendix B</td>
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<td>Nov 11'</td>
<td>Final Review</td>
<td>HW Cengage C10 Quiz C5, 6, 7, 8, 9, 10 and Appendix B</td>
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<tr>
<td>Nov 16'</td>
<td>Chapter 5-10 &amp; Appendix B Final Exam – our classroom on Chapter 5-10 &amp; Appendix B All sections of 101 have it at the same time.</td>
<td>HW Cengage C10 Quiz C5, 6, 7, 8, 9, 10 and Appendix B</td>
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