Instructor: Mrs. Dede Burnell  
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Office Hours:  
MW 6:45pm – 7:45pm  
TR 7:15pm – 8:15pm  
F 8:00am – 9:00am

ABOUT THE COURSE

Course Description: This course is a continuation of Accounting 3301 and includes the study of corporate ownership equity and the analysis and interpretation of accounting data.

Prerequisite: Successful completion of Accounting 3301

Required Text:  
Supplies: Pad of 4-column columnar paper for exercises and problems and a Turning Point Clicker which can be purchased from the bookstore.

Recommended:  
1. Study Guide for the Text;  
2. Business/Financial Calculator;  
3. Small stapler,  
4. CPA Review – Financial Accounting and/or the Problem Solving Survival Guide for the Text

Tentative Chapter Sequence:  
Chapters 9, 10  
Exam 1  
Chapters 11, 12  
Exam 2  
Chapters 13, 14,  
Exam 3  
Chapters 15, 16 and Comp Final  
Exam 4

Course Goals:  
Upon satisfactory completion of this course, the student will be able to:  
1. Account for inventory using methods other than cost and explain when those methods are appropriate  
2. Account for acquisition, self-construction, valuation, and disposition of property, plant, and equipment  
3. Explain the concepts underlying allocation of capital assets to expense, including depreciation, depletion, amortization, and impairments  
4. Account for allocation of capital assets to expense using various methods  
5. Explain the concepts underlying the reporting of intangible assets  
6. Account for the valuation and amortization of intangibles and their impairment  
7. Describe the conceptual philosophy of contingent liabilities  
8. Account for current liabilities including employee-related liabilities and contingencies  
9. Account for the issuance, valuation, restructuring, and extinguishment of long-term debt  
10. Describe the reporting of off-balance sheet financing arrangements  
11. Explain the key components of stockholders’ equity  
12. Account for stock transactions including issuance of stock and purchase and sale of treasury stock  
13. Account for returns to owners including dividends and stock splits
COURSE POLICIES

Attendance: All students are expected to be prepared for each class session, attend the entire class session, and participate in each class meeting. I will deduct 2 points from your FINAL point total in the class for each additional absence after 3 (that’s after missing one and a half weeks of class). Students are expected to be professional in their attendance and participation. That means that you should be in your desk with paper, pencil, and calculator when class begins.

Although this list is not inclusive, students will be counted ABSENT for the following reasons: 1. Student does not attend the class; 2. Student has not prepared exercises assigned and/or does not participate in class discussion when called upon; 3. Student sleeps during class; 4. Student spends class time talking with other students or talking or text messaging on cell phone; 5. Student leaves class without written explanation before the class period is over; and 6. Any other behavior which indicates that the student is not engaged in learning while in the classroom.

Students are expected to sign the attendance sheet at the beginning of the class period. If a student arrives late for the class, he/she is responsible for providing the instructor after class with a dated, written reminder (on a full sheet of paper) that the student was in class that day. If you have a possible emergency or believe you may have to leave class early, you must explain the circumstances to me in writing (on a full sheet of paper) before the class period begins and must sit close to the door so that other students will not be disturbed if you must leave. The attendance book and any written attendance notes will be the final record of attendance. Students should note that quizzes which are missed cannot be made up. It is the responsibility of the student to obtain assignments and/or lecture material which may have been missed.

Homework: There will be reading and/or exercises and problems assigned for each class period. You will be expected to have these completed when you come to class. Four to seven times during the semester homework problems will be graded. These will be collected on an UNANNOUNCED basis from an announced pool of questions. Each problem graded will be worth 5 points, distributed as follows: 5 points if the problem is complete, substantially correct, and on time; 4 points if problem shows a substantive effort but is incorrect and is on time; 3 points if problem is substantially correct, but late; 1 point if the problem shows substantial effort but is incorrect and is late. No points will be given for homework which shows no understanding of the concept/process necessary whether turned in on time or late. Homework which may be collected must be completed on columnar paper. If the final answer is a journal entry, it must be made in good form. If the final answer is the result of a calculation, it must have a box or circle around it. Each homework paper that may be collected must be completed on a separate page. If the answer requires multiple pages, they must be stapled in the top left hand corner. Your name should be written in the top right corner of the front. There will be an automatic 20% deduction for problems prepared on other paper, problems without final answers correctly marked, or names omitted from the front. Late homework will be accepted only on the date of the exam covering that chapter. Other homework problems may be used as quiz questions. Each time homework is assigned (whether or not for collection), you may be asked to show your homework paper to the class. Be sure that you prepare your work with that in mind.

Homework for each class period is listed on the Student Schedule found on Blackboard. This document is a dynamic document – changing during the semester as needed. I recommend that you review the online document (even if you have a printed copy) at least once a week to be sure that you are aware of all changes. On the Student Schedule, assignments listed as DUE may be collected at any time on or after the class period for which they are listed. (They must generally be prepared on columnar paper.) Assignments listed as COMPLETE will not be collected, but you may be asked to display your work. Any assignment may be included on a Clicker quiz on or after its due date.
Quizzes: Quizzes, which may or may not be announced, will be given during the semester. Each quiz will be worth between 2 and 25 points. All homework problems may be used as quiz questions. Absolutely NO make-up quizzes will be given. These quizzes will sometimes be administered using Turning Point clicker technology. It is your responsibility to bring your clicker to each class meeting.

Chapter Reading Guides: For most chapters, there is a chapter reading guide. These reading guides list the pages that are required reading for each section covered by the reading guide. If you need additional help in understanding the reading, RECOMMENDED pages are listed from the current Accounting Principles text which you will find on reserve in the library or you may read in the accounting office. In addition to the readings, the reading guides contain REQUIRED exercises designed to help you understand the material you’re reading.

Besides the reading assignment and the exercises, reading guides contain a series of questions to help focus your reading on information that I believe is important. Often this material is not otherwise covered in class, but you are responsible for having read and mastered the material. I recommend that you use a specific color highlighter to mark in the text the answer to the reading guide questions and that you indicate in the text the number of the question answered. In addition, I recommend that you note on the reading guide the page number in the text where the answer is found.

If there is a reading guide assignment, there will normally be a clicker quiz (open book/open notes) covering the reading guide questions and the exercises. If you have any difficulty with the reading guide exercises or in understanding any of the material, please contact me by email, visit me in my office, or arrange for a study session and I’ll give you a hand.

Exams: Four exams will be given during the semester, including the final, for a total of 400 points. The final exam will include comprehensive material from the entire course. The other exams may include announced material which was tested on a previous exam. Individual exam scores may be curved.

Make-Up Exams: Any student who misses any part of a scheduled exam for any reason MUST notify the instructor within 24 hours of the scheduled exam to make arrangements for a makeup. An exam must be completed either before the papers are returned to the class or it will be scheduled between April 28, 2014, and May 1, 2014. Make-up exams are often more difficult than the corresponding regularly scheduled exam.

Grading Policy:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 exams</td>
<td>400 points</td>
</tr>
<tr>
<td>Graded Homework</td>
<td>20 - 40 points</td>
</tr>
<tr>
<td>Quizzes</td>
<td>50 - 150 points</td>
</tr>
</tbody>
</table>

470 - 590 points total

All points scored will be added together and final grades will be based on the following percentages to total possible points:

- 90% and above: A
- 80% to 89%: B
- 70% to 79%: C
- 60% to 69%: D
- 59% and below: F
EXPECTATIONS

What You May Expect of Me:
1. I will treat you in a professional manner both inside and outside class.
2. I will be in class on time and prepared to discuss the day’s topic listed on the Blackboard calendar.
3. I will provide help (during my office hours) so that you may complete all required homework correctly and on time.
4. I will answer any appropriate question you have about the material in class, in my office, or in a timely manner by email. I will answer all email within 24 hours, if possible. You may question any comment I make in class without fear of retaliation, humiliation, or harassment.

What I Expect of You:
1. I expect you to behave and to prepare all work in a professional manner. Attending school and learning material for your major is your job and I function as your supervisor. I expect you to treat your class time and your class work in the same professional manner as you will sometime treat your accounting position.
2. I expect you to be in class on time and prepared to discuss the day’s topic listed on the Blackboard calendar – including having ready your text, paper on which to take notes, and a calculator.
3. I expect you to have completed for each class period all reading and problem assignments given in class and listed on the Blackboard calendar for that date.
4. I expect you to be prepared to participate in discussions of the material during class and to ask questions about topics you find confusing.
5. I expect you to request help in my office during office hours or by email if you need additional time or have additional concerns.

Included as a part of this syllabus are the Fairmont State University Standard Syllabus Statements which can be found at http://www.fairmontstate.edu/AcademicAffairs/SyllabusStatements.asp