

Introductory Accounting

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Lecturer

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Online Office Hours: Wednesdays 8:00am - 9:30am or by appointment

Course description

Accounting is the process of accumulating, measuring, recording, and communicating economic information. This course introduces you to financial accounting, which summarizes business transactions using rules and guidelines to produce financial reports. These financial reports or statements are provided to owners and management and to parties outside of the business, such as prospective investors, suppliers, lenders, customers and government regulators.

Course website

Brightspace is our course management system. You can access the course website at <http://purdue.brightspace.com>. It is strongly suggested that you explore and become familiar not only with the site navigation, but with content and resources available for this course. For example, you will find in the left-hand course menu the items *Student Help* and *Student Success*. *Student Help* contains information about Brightspace, including tutorials to help you learn about functionality, as well as a link to the Purdue Libraries. *Student Success* contains many resources offered through programs at Purdue to help you become successful in your courses, such as tutoring, downloadable resources and more.

Course Outcomes

By the end of the course students should:

1. Develop and understand the nature and purpose of financial statements in relationship to decision making
2. Record, classify and summarize financial information according to Generally Accepted Accounting Principles (GAAP)
3. Develop the ability to use a basic accounting system to create data needed to solve a variety of business problems.
4. Develop the skills needed to analyze financial statements effectively

Learning Resources & Texts

Connect Access Card for Financial Accounting, 5th edition, David Spiceland, Wayne Thomas, and Don Herrmann

- Connect access comes with an ebook version only. You have the option to purchase a loose-leaf version of the text when you purchase the Connect access for an additional charge. The ISBNs provided are for the Purdue Bookstore. The book can be found on other sites, but please keep in mind that you will be required to purchase Connect access regardless if you purchase a textbook elsewhere.
- ISBN (Connect and ebook) - 9781260862874
- ISBN (Connect and loose-leaf version) - 9781260862560
- Instructions for purchasing Connect and ebook access directly from McGraw Hill can be found on Brightspace
 - o Connect does offer a two-week free trial, so there is no reason to delay getting access to Connect and risk missing any course points.

Instructor's online hours

I will be available via email and will respond as soon as I can (generally within 24-48) hours. I will also be available each week for posted virtual office hours on Wednesday mornings from 8:00am - 9:30am or by appointment. Please make use of these resources as needed.

Assignments (Course Requirements)

Assignments	Due	Weighted
Smart Book Reviews via Connect	Weekly by Thursday at midnight	15%
Online Homework via Connect	Weekly by Sunday at midnight	20%
Online Discussions/Activities (Weeks 1, 2 & 5)	See Brightspace for details	5%
Exam 1	June 7th, midnight	30%
Exam 2	June 28th, midnight	30%
Total		100

Grades - I ask that any concerns, issues, or comments about grades be addressed within **3 business days** of the grade being posted in Brightspace. Any and all grade issues should be dealt with in a timely manner. I will not negotiate grades nor respond to requests asking to do so. I do not do make-up assignments or extra credit for individual students. I reserve the right to adjust the grading scale down at the end of the semester (only in favor of students) if overall grades are lower than expected.

Exams - Exams will be given using an online proctoring service. This service does have a fee and will require you to schedule your exams in advance in order to ensure you are able to complete them by the due date. More details can be found in the "Start Here" section on Brightspace regarding when and how you will sign up to take your exams.

Grading scale

Grade	%	Grade	%	Grade	%
A+	97 - 100%	A	93 - 96%	A-	90 - 92%
B+	87 - 89%	B	83 - 86%	B-	80 - 82%
C+	77 - 79%	C	73 - 76%	C-	70 - 72%
D+	67 - 69%	D	63 - 66%	D-	60 - 62%
F	Below 60%				

Incompletes

A grade of Incomplete (I) will be given only in unusual circumstances. To receive an "I" grade, a written request must be submitted by the end of week four and approved by the instructor. Requests are accepted for consideration but in no way ensure that an incomplete grade will be granted. The request must describe the circumstances, along with a proposed timeline for completing the course work. You will be required to fill out and sign an "Incomplete Contract" form that will be turned in with the course grades. Any requests made after the course is completed will not be considered for an incomplete grade.

Course Evaluation

During the last two weeks of the course, you will be provided with an opportunity to evaluate this course and your instructor. Purdue now uses an online course evaluation system. You will receive an official email from evaluation administrators with a link to the online evaluation site. You will have up to two weeks to complete this evaluation. Your participation is an integral part of this course, and your feedback is vital to improving education at Purdue University. I strongly urge you to participate in the evaluation system.

Netiquette

Your instructor and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea, but you are not to attack an individual. Our differences, some of which are outlined in the University's nondiscrimination statement below, will add richness to this learning experience. Please consider that sarcasm and humor can be misconstrued in online interactions and generate unintended disruptions. Working as a community of learners, we can build a polite and respectful course ambience. Please read the Netiquette rules for this course:

- Do not dominate any discussion. Give other students the opportunity to join in the discussion.
- Do not use offensive language. Present ideas appropriately.
- Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
- Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
- Keep an "open-mind" and be willing to express even your minority opinion.
- Think and edit before you push the "Send" button.
- Do not hesitate to ask for feedback.

Academic Dishonesty

Purdue prohibits "dishonesty in connection with any University activity. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty." [Part 5, Section III-B-2-a, University Regulations] Furthermore, the University Senate has stipulated that "the commitment of acts of cheating, lying, and deceit in any of their diverse forms (such as the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during examinations) is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest." [University Senate Document 72-18, December 15, 1972]

Disability Statement

Students with disabilities must be registered with Disability Resource Center in the Office of the Dean of Students before classroom accommodations can be provided. If you are eligible for academic accommodations because you have a documented disability that will impact your work in this class, please schedule an appointment with me as soon as possible to discuss your needs.

Grief Absence Policy for Students

Purdue University recognizes that a time of bereavement is very difficult for a student. The University therefore provides the following rights to students facing the loss of a family member through the Grief Absence Policy for Students (GAPS). GAPS Policy: Students will be excused for funeral leave and given the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for misses assignments or assessments in the event of the death of a member of the student's family.

See the University's website: http://www.purdue.edu/studentregulations/regulations_procedures/classes.html

Mental Health Statement

- If you find yourself beginning to feel some stress, anxiety and/or feeling slightly overwhelmed, try [WellTrack](#). Sign in and find information and tools at your fingertips, available to you at any time.
- If you need support and information about options and resources, please see the [Office of the Dean of Students](#) for drop-in hours (M-F, 8 am- 5 pm).
- If you're struggling and need mental health services: Purdue University is committed to advancing the mental health and well-being of its students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of mental health support, services are available. For help, such individuals should contact [Counseling and Psychological Services \(CAPS\)](#) at 765-494-6995 during and after hours, on weekends and holidays, or by going to the CAPS office of the second floor of the Purdue University Student Health Center (PUSH) during business hours.

Violent Behavior Policy

Purdue University is committed to providing a safe and secure campus environment for members of the university community. Purdue strives to create an educational environment for students and a work environment for employees that promote educational and career goals. Violent Behavior impedes such goals. Therefore, Violent Behavior is prohibited in or on any University Facility or while participating in any university activity.

See the University's website: <http://www.purdue.edu/policies/facilities-safety/iva3.html>

Emergencies

You may want to add your personal policy for health and/or other emergencies. Define procedures for communicating with the students and submitting assignments. You may also want to include some of Purdue's information on emergency preparedness:

In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor's control. Relevant changes to this course will be posted onto the course website or can be obtained by contacting the instructors or TAs via email or phone. You are expected to read your @purdue.edu email on a frequent basis.

See the University's website for additional information: https://www.purdue.edu/ehps/emergency_preparedness/

Nondiscrimination

Purdue University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.

Purdue University views, evaluates, and treats all persons in any University related activity or circumstance in which they may be involved, solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics.

Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in Purdue's Equal Opportunity, Equal Access and Affirmative Action policy which provides

specific contractual rights and remedies. Additionally, the University promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities and veterans through its affirmative action program.

Any question of interpretation regarding this Nondiscrimination Policy Statement shall be referred to the Vice President for Ethics and Compliance for final determination.

Course Schedule

Week	Topic & Readings	Assignments
Week 1	Chapter 1: A Framework for Financial Accounting Chapter 2: Accounting Cycle: During the Period	How to Navigate Connect Video SmartBook and Homework
Week 2	Chapter 3: Accounting Cycle: End of the Period Chapter 4: Cash and Internal Controls	SmartBook and Homework Online Discussion
Week 3	Chapter 5: Receivables and Sales Chapter 6: Inventory and Cost of Goods Sold	SmartBook and Homework Exam over Chapters 1-6
Week 4	Chapter 7: Long-Term Assets Chapter 8: Current Liabilities	SmartBook and Homework
Week 5	Chapter 9: Long-Term Liabilities Chapter 10: Stockholders' Equity	Smartbook and Homework Online Discussion
Week 6	Chapter 11: Statement of Cash Flows Chapter 12: Financial Statement Analysis	SmartBook and Homework Exam over Chapters 7-12

** Schedule and assignments subject to change. Any changes will be posted in Brightspace*