

Element	Points
Homework/Participation	100
Project—annual report	100
Semester exams (4 each)	400
Final Exam (Comprehensive)	<u>100</u>
Total Points Available	700

Grades are guaranteed according to the following scale:

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

A grade of “C” or better must be earned to qualify as satisfactory performance on an S/U option for undergraduates. Graduate students must earn a grade of “B” or better to qualify as satisfactory performance under an S/U option. There will be NO extra credit projects available to individual students.

Homework/Quizzes/Participation:

Homework assigned for a particular day must be completed prior to that meeting day. You should be prepared to submit any assigned problem in the chapter being discussed that has not yet been covered in class. An acceptable solution is one from which the instructor can infer that you have made a genuine attempt to learn the content of the assignment. **NO LATE HOMEWORK WILL BE ACCEPTED.** If you must be gone for a particular class meeting, submit your work early.

The homework may be picked up on a random basis and graded upon effort. Or, students may submit responses to homework on a separate sheet of paper. A solutions manual will be available for you to check your answers prior to class time. In addition, students may be asked to complete online quizzes before class or in class quizzes covering the topics for that day.

The assignments for this course can be found in this syllabus and on WebCT under the Assignments icon, arranged by class date. The “Work Due” column shows assignments due the following class period. Rather than collect homework, online or in class multiple choice quizzes over the chapter may be given.

Participation:

1. I expect to start classes promptly and end promptly according to the published class schedule times. I expect students to come on time and prepared to learn. I expect students to behave professionally in class. Permission to attend and participate in class is contingent upon such non-disruptive and appropriate behavior.
2. Excessive absences, aside from impact on in-class assignments, will have negative consequences. Most important is the lost learning opportunity, followed by low performance on exams. In accordance with university policy, the instructors reserve the right to administratively withdraw students from the class for lack of attendance.

Project: An annual report project will allow students to apply concepts from this course to an annual report of an existing company. You will select a company and complete a template using information about the company.

Exams: There will be four regular semester exams and a final. The exams will be based upon text material, homework assignments and class discussion and will consist of multiple choice questions, matching, problems, and financial statement preparation. The final will include new topics and comprehensive coverage of topics covered in earlier exams. The grade earned on comprehensive portion of final exam may replace your lowest exam grade on an earlier exam.

Course Standards:

Absences: Regular attendance is expected. You are responsible for all materials covered and announcements made during class. To receive an excused absence for university for health reasons, you must provide a signed document excusing you from class that day. Students who

miss an exam *for a legitimate and documented reason* will substitute their final exam score for the missed exam. For students who are participating in university activities, a letter from the sponsoring department must be provided a week prior to the activity.

Grades for all assignments will be posted to the “My Grades” section of WebCT. You have 1 week from the time grades are posted to dispute a grade. After this 1 week period, the grade will be locked and can not be changed.

Dishonesty: Plagiarism will not be tolerated and will, at a minimum, result in a "0" on the assignment. See your student handbook for a definition and a list of penalties if caught. Cheating on examinations, or other serious forms of academic dishonesty, will result in a grade final course grade of "F" (and a required report to university officials).

Calculators: Calculators are necessary in order to complete exams quickly and accurately. You will need a silent, battery- or solar powered calculator capable of performing basic arithmetic functions. You will be well served in your efforts as a student if you buy one that also performs basic financial calculations (present values, etc.). You may not share calculators during exams.

Incomplete ("I" grade): The course grade of "I" will be assigned only in circumstances covered in the undergraduate catalog.

STUDENTS WITH DISABILITIES: If you have (or believe you have) a disability & would benefit from classroom accommodation(s), contact the Services for Students with Disabilities (SSD) at Corbett Center, Room 244 (Phone 646-6840; TTY 646-1918). All medical info is treated confidentially. Do not wait until you receive a failing grade. Retroactive accommodations cannot be considered. Information, instructions & forms from the Services for Students with Disabilities Office are online at <http://www.nmsu.edu/~ssd/index.html>.
Accommodations: SSD Office, 646-6840 (Corbett Center, room 244); Discrimination: Office for Institutional Equity, 646-3635, O'Loughlin House.

Student Responsibilities

1. Within a few days of the start of the semester, register with SSD & obtain forms.
2. Within the first 2 weeks of beginning of classes (or within 1 week of the date services are to commence), deliver the completed forms to the instructor(s).
3. Within 5 days of giving the forms to faculty & at least 1 week before any scheduled exam, retrieve the signed forms from faculty & return them to SSD.
4. Contact the SSD Office if services/accommodations requested are not being provided, not meeting your needs, or additional accommodations are needed.

Faculty Responsibilities

1. Within five 5 working days after student gives you the forms, sign them, retain a copy, & return originals to the student.
2. Contact SSD immediately if there are any questions or disputes regarding accommodation(s), disruptive behavior, etc.
3. Refer the student to SSD for any additional accommodations.

Writing: Your writing matters. The quality of your writing will affect your grades on examinations and assignments prepared out of class. Surveys of managers consistently show that they consider the lack of adequate communications skills to be the greatest deficiency of the graduates they hire. Therefore turn-in your homework assignments “professionally” accomplished: e.g., organize and label your work using styles and formats as shown in the text.

Changes: I reserve the right to change classroom policies or assignments if circumstances dictate. Any changes will be announced in class and it is your responsibility to be aware of them.

Reminders: The last day to drop a course with a “W” is March 10. The last day to withdraw from the University is April 18.

ACCT 252 -- ASSIGNMENT SHEET -- MILLS – Fall, 2008

DAY	DATE	TOPIC	HOMEWORK (Assigned on this date; Due the following date)
M	Aug. 25	Introduction	
W	Aug. 27	Ch 1 Intro to Fin Stmts (SO 1-5)	E1-3, 4, 6, 10
M	Sept 1.	Labor Day	
W	Sept. 3	Ch 1 Intro to Fin Stmts (SO 1-5) Last day to add course	E1-8, 14 and BYP 1-2
M	Sept. 8	Ch 2 Further Look at Fin Stmts (SO 1-3)	E2-2, 4, 6, P2-1A
W	Sept. 10	Ch 2 Further Look at Fin Stmts (SO 4-7)	E2-7, 11 and P 2-7A(a,b,c)
M	Sept. 15	Exam #1	
W	Sept. 17	Ch 3 Acct Info Systems (SO 1-5)	E3-1, 3, 4, 5, 7 and P3-1A
M	Sept. 22	Ch 3 Acct Info Systems (SO 6-8)	E3-8, 9, 11 and P3-2A and 4A
W	Sept. 24	Ch 4 Accrual Acct Concepts (SO 1-5)	E4-2, 5, 9, 10
M	Sept. 29	Ch 4 Accrual Acct Concepts (SO 6-8)	P4-3A and BYP 4-2
W	Oct. 1	Exam #2	
M	Oct. 6	Ch 5 Merchandising (SO 1-3)	E5-2, 3, 4, 8
W	Oct. 8	Ch 5 Merchandising (SO 4,6)	E5-10, and P5-1A
M	Oct. 13	Ch 6 Inventory (SO 1,2)	E6-2, 4, 6
W	Oct. 15	Ch 6 Inventory (SO 3-5) Last day to drop course with a "W"	E6-7,8 and P6-2A
M	Oct. 20	Exam #3	
W	Oct. 22	Fraud in Business ENRON video – Ethics	
M	Oct. 27	ENRON video – Ethics	
W	Oct. 29	Ch 7 Internal Control (SO 1-3)	E7-2, 3
M	Nov. 3	Ch 7 Internal Control and Cash (SO 4-6)	E7-8, 9, 12
W	Nov. 5	Ch 8 Receivables (SO 1-3)	E8-5,6
M	Nov. 10	Ch 8 Receivables (SO 6-9) Ch 9 Long-Lived Assets (SO 1-4)	P8-2A E9-1, 2, 3, 4
W	Nov. 12	Ch 9 Long-Lived Assets (SO 5-8)	E9-6 ; P9-6A; BYP 9-2
M	Nov. 17	Exam #4	
W	Nov. 19	Ch 10 Liabilities (SO 1-4)	E10-1
M	Nov. 22	Ch 10 Liabilities (SO 5-7) Ch 11 Stockholders' Equity (SO1-2)	E10-6, 9
W	Nov. 24-28	Thanksgiving Holiday	
M	Dec. 1	Ch 11 Stockholders' Equity (SO 3-8)	E11-1, 5, 6E11-4, 10, P11-4A [Project due]
W	Dec. 3	Ch 12 Statement of Cash Flows (SO 1,2,5)	E12-1, 2
Tu	Dec. 9	FINAL EXAM 3:30-5:30	