ACCT 252 – Financial Accounting  
College of Business Administration, New Mexico State University  
Fall 2011  
Section M70 and M71

INSTRUCTOR:   
Tammie Hamilton, CPA  
Office Phone: Leave message at accounting department office  
575-646-4901  
Use Blackboard Email; use other email ONLY if Blackboard is inaccessible: Blackboard Address:  http://learn.nmsu.edu  
E-Mail: tcamp@nmsu.edu

Availability:   
Since this is an online course, I do not have designated in-person office hours. We will try to resolve issues/questions via email & Blackboard. You can expect a response to your BlackBoard email/inquiries within 24 hours during the week or the next regular school day if you send an inquiry on a weekend or scheduled school holiday.

REQUIRED MATERIALS:   

You will require a registration code for Wiley Plus. You may purchase this from the publisher or it may come with your book. Please see “Book Options” document in BlackBoard.

Wiley Plus Class URL:   
Section M70:  
http://edugen.wileyplus.com/edugen/class/cls231298/  
Section M71:  
http://edugen.wileyplus.com/edugen/class/cls231300/  

** Please see announcements regarding registering instructions for WileyPlus.

COURSE OBJECTIVES:   
To introduce students to the basic concepts of financial accounting. Companies prepare financial statements primarily for investors, creditors and other interested external users. In this course, we emphasize the use of financial accounting information to prepare financial statements and to assess a company's financial strengths and weaknesses.

At the end of the course you should be able to  
1. List the purpose of the four required financial statements  
2. Create a balance sheet, income statement and retained earnings statement  
3. Define assets, liabilities, stockholders’ equity, revenues and expenses  
4. State the accounting equation and illustrate how changes affect it  
5. Explain the difference between cash and accrual bases of accounting  
6. Prepare basic journal entries  
7. Prepare adjusting entries
8. Compute and analyze basic ratios

Specific College of Business Program Goal Course Objectives for ACCT 252:

This course is a core course in the Bachelor of Business Administration (BBA) degree program. The primary program learning goals to which this course contributes are: 1) Students can solve problems and 2) Students can think critically.

1. Improve your ability to **think critically**.
   To think critically, you need to identify and clearly state the problem, select appropriate concepts or tools to solve the problem, identify relevant information, and form a clear comprehensive recommendation supported by appropriate evidence.

2. Improve your ability to **solve problems**.

LEARNING METHODS:

Upon registering for this course you will enrolled in the Blackboard course. You may access it via the Internet at http://learn.nmsu.edu. This site will only be used for Introduction material, announcements, email & discussions, and to provide links to Wiley Plus. You are expected to check BlackBoard on a regular schedule for announcements and updates. It is encouraged that you use the discussion boards to aid in your learning process.

All homework, quizzes, study material and tests will be available to you through Wiley Plus. The course will be paced so that the entire class will be studying the same material at the same time. As we finish a chapter, the material for the next chapter will become available. This will allow the class to participate in discussions on the same material. A reading assignment will serve as a study guide for each chapter.

Being a online class, you must do a lot of self-learning. This method of learning accounting can be more difficult than a face-to-face class. It is important that you are self-disciplined and dedicate time to the class. This is a FAST paced class. There is a lot of material to cover during the semester. **It is vital that you treat this online course as you would a regular in-class course.** Set aside time each week to study, complete homework assignments and take quizzes. To be successful, it is recommended that you set aside 12-15 hours/week (minimum) to study for this course. It is important that you study and plan ahead so that you have sufficient time to ask for assistance if needed. The class moves at a fast pace and it is important that you do not get behind. **Make up quizzes and assignments will NOT be given.**

**Tutoring Lab** - There is an accounting tutoring lab on campus. It is located in the Business Complex. Online tutoring is also available. Website will be provided in BlackBoard.
GRADE COMPOSITION: Determination of the final course grade will be based on the cumulative points you earn from the following evaluations: This is subject to change as circumstances dictate.

- **Homework (11 @ 10 pts each)**: 110*
- **Chapter Quizzes (11 @30 pts each)**: 330*
- **Mini Exams (2 @ 75 pts)**: 150
- **MidTerm**: 150
- **Comprehensive Final**: 200
- **Project**: 150
- **Total Points Available**: 1090

Grades are guaranteed according to the following scale:
- **A**: 90% and above
- **B**: 80% - 89%
- **C**: 70% - 79%
- **D**: 60% - 69%
- **F**: below 60%

*The lowest homework and quiz score will be dropped at the end of the semester in determination of the final grade. There are 12 chapter homework assignments and quizzes, but only 11 will be used in the determination of the final grade.

There will be NO extra credit projects available to individual students.

Graduate students must earn a grade of “B” or better to qualify as satisfactory performance under an S/U option.

**Reading Assignments & Practice Quizzes:** There is a reading assignment and practice quiz available for each chapter. These are not required and are not gradable assignments. However, they are recommended as they will help you learn the material. It is recommended you browse the study resources in WileyPlus for each chapter for additional resources. There is also PowerPoint available for each chapter with voice overs from a NMSU instructor for this class. These Powerpoints are available in BlackBoard.

**Homework:** Chapter homework assignments are given to help you merge the concepts learned with related applications. Knowledge gained by completing the homework will prepare you for the chapter. All homework to be turned in is detailed in “Assignments” in WileyPlus. It is due at 11:00pm of the due date.

**Chapter quizzes:** There will be a quiz over each chapter. The quizzes will test concepts and tools. The quizzes will be found under “Assignments” in Wiley Plus. Each quiz will consist of 30 questions that may be multiple choice, short answer, or problem questions. The quiz will be available the entire week we are covering a chapter. You have 60 minutes to take the, so you need to prepare ahead of time. There will be 2 quizzes available for each chapter. You are only required to take the quiz one time. If you choose to take it twice, your highest grade will be your final grade for that chapter quiz.
**Exams:** There will be a midterm and a final. The exams will be based upon text material, homework assignments and class discussion and will consist of various types of questions and problems including multiple choice and true/false and may include essay questions. The midterm will include all the material covered up to the date of that exam. The final will be comprehensive.

Both exams are required to be proctored. See the proctoring information tab for specifics and links to required paperwork. For those within 75 miles of campus and therefore taking their exams at NMSU, there should be plenty of room in the campus location to accommodate all testing dates offered. Those further than 75 miles from campus must find and register their own proctors no later than one week prior to each exam.

The Midterm will be October 7th and the Final will be December 7th. Times and locations will be announced. Please be prepared to be on campus on that day if you live within 75 miles of Las Cruces.

There will be NO MAKEUP EXAMS granted. If you miss the exam, you will receive a 0. Talk to the instructor in advance if you have an extreme emergency or class conflict. I will try to work with you if you talk to me in advance, but NO EXCEPTIONS will be made after the testing period has passed.

**Mini Exams:** There will be two mini exams during the course. These exams are to ensure that you are caught up on the material up to that point. Mini exam 1 covers chapters 1, 2 and 3. Mini exam 2 covers chapters 7, 8 and 9. These mini exams will be taken through WileyPlus and are not proctored, although they are timed. It is expected and required that the mini exams are to be done individually. Any work done on mini exams that is not completed individually is in violation of NMSU Student Code of Conduct.

The mini exams will be October 28th and September 16th. They will be available on WileyPlus all day on the scheduled dates. There will be NO MAKEUP EXAMS granted and NO EXCEPTIONS.

**Project:** There will be an end of semester project. The semester project will be completed in WileyPlus and will be due December 2nd. Details will be provided as the semester progresses.

**COURSE STANDARDS**
You are responsible for all materials covered and announcements posted online in announcements of Blackboard.

Grades for all assignments will be posted to the “My Grades” on BlackBoard. You have 2 weeks from the time grades are posted to dispute a grade. After this 2 week period, the grade will be locked and WILL NOT be changed.

**Schedule:** You are given advance notice of due dates for all assignments, quizzes and exams. Homework, quizzes and exams will not be accepted after the posted due date. Make up assignments will NOT be given.
Dishonesty: You are expected to take the quizzes and exams individually. 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).

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

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<tr>
<th>Student Responsibilities</th>
<th>Faculty Responsibilities</th>
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<tr>
<td>1. Within a few days of the start of the semester, register with SSD &amp; obtain forms.</td>
<td>1. Within five 5 working days after student gives you the forms, sign them, retain a copy, &amp; return originals to the student.</td>
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<td>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).</td>
<td>2. Contact SSD immediately if there are any questions or disputes regarding accommodation(s), disruptive behavior, etc.</td>
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<td>3. Within 5 days of giving the forms to faculty &amp; at least 1 week before any scheduled exam, retrieve the signed forms from faculty &amp; return them to SSD.</td>
<td>3. Refer the student to SSD for any additional accommodations.</td>
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<td>4. Contact the SSD Office if services/accommodations requested are not being provided, not meeting your needs, or additional accommodations are needed.</td>
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Changes: I reserve the right to change classroom policies or assignments if circumstances dictate. You are responsible to be aware of any changes that will be posted as announcements in BlackBoard.

Schedule: See due dates for quizzes and homework in WileyPlus. Homework and quizzes will generally be due at 11pm on the due date. Homework will generally be due every Wednesday and quizzes will be due on Fridays. Remember, to check BlackBoard announcements for any changes to due dates.