Instructor: Karrie E. Saboe, M.S. Accountancy, CPA  
Phone: 843-953-8056 (O) 843-303-0621 (C) 
Email: saboeke@cofc.edu

Office: JC Long 329
Office hours: M/W 2:00–4:00 F/T/TH by appointment

Course Description: A survey of accounting information essential for external parties to make business decisions about an organization.

Prerequisite: Sophomore standing.

Daily Required Materials for class:


Connect: To register for Connect:
1. Log in to Oaks and click on Content
2. Click on Link to Connect on the left side under Table of Contents
3. Click on the McGraw-Hill Campus link and follow the on-screen instructions.
4. You do not have to pay when you register for Connect. You are given a two week trial before you have to pay to continue using Connect.

Note> You can purchase the book when you register for Connect, or you can purchase the book separately.

Calculator: You will need to bring a four function (+, −, ×, ÷) calculator to every class and exam. No devices with memory storage will be allowed during exams. This includes graphing or other memory storage calculators, smart phones, and iPads.

Yourself: “What you bring to this class is yourself and your desire to participate, and what you do in here depends finally upon that.” -Paul Baker

Course Learning Objectives:
After completing ACCT 203- Financial Accounting students should be able to:
1. Analyze basic financial transactions, make journal entries, and produce financial statements after subjecting the transactions to the accounting cycle.
2. Demonstrate an understanding of and proficiency in producing the income statement, retained earnings statement, balance sheet, and statement of cash flows.
3. Demonstrate a basic understanding of the foundational financial accounting principles and concepts including matching, revenue recognition, articulation, historical cost, conservatism, full disclosure, inventory cost flows and valuation, bad debt accounting, time value of money, depreciation, and fair market value.
4. Demonstrate an understanding of internal controls, the financial reporting environment including key regulatory institutions, and the importance of ethical behavior by accountants within the financial reporting environment.
5. Demonstrate an understanding of the role that information technology plays in the contemporary financial reporting environment.
School of Business Learning Objectives relevant to this course:

**QUANTITATIVE FLUENCY:** Students will demonstrate competency in logical reasoning and data analysis skills. In this course, you will learn the process of preparing journal entries to record transactions in the General Journal, post the transactions to the General Ledger, prepare the four basic financial statements and interpret and analyze the data (in other words, not just prepare the financial statements, but be able to interpret and analyze what they are saying).

**GLOBAL AND CIVIC RESPONSIBILITY:** The skills learned in this course will allow Students to recognize and be able to appraise ethical dilemmas involved in business decisions and financial reporting, including internal and external pressures related to these topics, and competently engage in discourse aimed at resolution of these dilemmas utilizing relevant discipline specific knowledge. Specific attention will be paid to Accounting Principles Generally Accepted in the United States of America and, from time to time, the Code of Professional Conduct promulgated by the American Institute of Certified Public Accountants.

**INTELLECTUAL INNOVATION AND CREATIVITY:** Students will be able to demonstrate their resourcefulness and originality in addressing extemporaneous problems. This course will enable students to prepare and interpret financial data and, based on the results of operations, identify areas to minimize certain expenses and generate additional revenue.

**SYNTHESIS:** Students will demonstrate the ability to integrate knowledge from multiple disciplines incorporating learning from both classroom and non-classroom settings in the completion of complex and comprehensive tasks. In this course, students will consider application of multiple studies including management, finance, and marketing.

Department of Accounting and Legal Studies Learning Objectives relevant to this course:

This introduction course is designed to provide students with a basic understanding of the most fundamental concepts in accounting and thereby equip students to be **Functional in their Knowledge of Accounting.** Through the material covered the course will expose students to ethical and social dilemmas and thereby make the students **Aware of the Ethical Responsibilities of Accounting Professionals.**

Grade Policy:

It is your responsibility to read the syllabus and learn the course policies and procedures. Not knowing course policies and procedures is not an excuse for not following class guidelines and will result in grading penalties.

Course Grade:

Your course grade will be determined based upon the following:

<table>
<thead>
<tr>
<th>Activities</th>
<th>Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance (see attendance policy)</td>
<td></td>
</tr>
<tr>
<td>In-class pop quizzes (up to 7, lowest 1 dropped)</td>
<td>60</td>
</tr>
<tr>
<td>Homework turned-in during class (13 assignments, drop the lowest)</td>
<td>60</td>
</tr>
<tr>
<td>Graded Connect Homework Assignments (13 assignments, drop the lowest)</td>
<td>60</td>
</tr>
<tr>
<td>Problem C4-3</td>
<td>30</td>
</tr>
<tr>
<td>Exam #1 (Chapters 1, 2, 3, &amp; 4)</td>
<td>100</td>
</tr>
<tr>
<td>Exam #2 (Chapters 5, 6, &amp; 7)</td>
<td>100</td>
</tr>
<tr>
<td>Exam #3 (Chapters 8 &amp; 9)</td>
<td>50</td>
</tr>
<tr>
<td>Exam #4 (Chapter 10 &amp; App C)</td>
<td>50</td>
</tr>
<tr>
<td>Final Exam (30% Chapters 11 &amp; 12 70% cumulative)</td>
<td>150</td>
</tr>
<tr>
<td>Total Points</td>
<td>660</td>
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</tbody>
</table>

Course grades will be determined by dividing the total points earned by the total points available.
The following grading scale will be used as a guideline in assigning grades.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Letter Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92+</td>
<td>B-</td>
<td>80.0-81.9</td>
<td>D+</td>
<td>67.0-69.9</td>
</tr>
<tr>
<td>A-</td>
<td>90.0-91.9</td>
<td>C+</td>
<td>77.0-79.9</td>
<td>D</td>
<td>62.0-66.9</td>
</tr>
<tr>
<td>B+</td>
<td>87.0-89.9</td>
<td>C</td>
<td>72.0-76.9</td>
<td>D-</td>
<td>60.0-61.9</td>
</tr>
<tr>
<td>B</td>
<td>82-86.9</td>
<td>C-</td>
<td>70.0-71.9</td>
<td>F</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

**Homework turned-in during class**
For each chapter, you will be required to attempt several end-of-chapter mini-exercises, exercises, and problems to turn-in at the end of class on the day it is assigned. This homework will be graded on effort only, not accuracy. Many of the problems will be discussed during class and will help with completing the Connect assignments. You will have the opportunity to ask questions regarding the homework before it is turned in. Check the assignment schedule for due dates. Written assignments are labeled with a W on the assignment schedule.

**Graded Homework Assignments**
For each chapter, you will be required to solve several end-of-chapter exercises and problems using Connect. Your twelve highest scores on homework assignments will be used in determining your course grade. For each homework assignment, the Connect system will give you three attempts to get the correct answer. All homework assignments will be scored by Connect at 11:59 p.m. on the day the homework is due. For more detailed instructions, see page 6 of the syllabus. Late homework will not be accepted. Connect will grade each assignment on a 5-point scale, with each exercise/problem in an assignment receiving equal weight. Check the assignment schedule for due dates. Connect assignments are labeled with a C on the assignment schedule.

**Examinations & Quizzes**
All examinations will be in class. Students are NOT permitted to use books, notes or any prepared materials. STUDENTS WILL NOT BE ALLOWED TO USE GRAPHING CALCULATORS OR THOSE BUILT INTO YOUR PHONE ON EXAMINATIONS. Make-up examinations are not given. I will not give a make-up exam under any circumstance. If a student misses an exam with documentation that is deemed extreme (serious illness, death, hospitalization, etc.) the un-curved grade of the lowest exam score for the semester will be substituted for the missed exam. This exception will only be made in extreme circumstances with proper documentation and approval of the professor. There will also be up to seven quizzes worth 10 points each. The lowest quiz score will be dropped. The quiz intends to evaluate your general comprehension from reading the chapter and attending class before an exam.

**Attendance Policy**
Attendance in this course is mandatory. Examinations and assigned materials will require attendance of all classroom lectures. In this class especially, each lecture builds upon the one before it, so missing a lecture will likely result in your not understanding subsequent lectures. **Any student who misses more than three classes may receive a failing grade for the course and/or will be administratively dropped from the roll. This includes excused and unexcused absences – so choose your absences wisely. Greater than three absences will disqualify you from any curve or rounding on your final grade.**

**Inclement Weather**
If the College of Charleston closes and members of the community are evacuated due to inclement weather, students are responsible for taking course materials with them in order to continue with course assignments consistent with instructions provided by faculty. In cases of extended periods of institution-wide closure where students have relocated, instructors may articulate a plan that allows for supplemental academic engagement despite these circumstances.

**Policy on Cell Phones and Laptops**
Texting and receiving or sending messages (on any device), or cell phone use is inappropriate and unnecessary. Students must keep these devices turned off and out of sight during class, unless explicitly required by the
instructor. Use of electronic devices without permission will also disqualify you from any curve or rounding on your final grade. It is a violation of this policy to keep such devices on your lap. Don’t overestimate your ability to be discrete.

Academic Integrity
Each student must adhere to the College of Charleston Honor Code and Code of Student Conduct (see Student Handbook on these policies). Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved.

Incidents where the instructor determines the student’s actions are related more to a misunderstanding will handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed both by the instructor and the student, will be forwarded to the Dean of Students and placed in the student’s file.

Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive a XF in the course, indicating failure of the course due to academic dishonesty. This grade will appear on the student’s transcript for two years after which the student may petition for the X to be expunged. The student may also be placed on disciplinary probation, suspended (temporary removal) or expelled (permanent removal) from the College by the Honor Board.

Students should be aware that unauthorized collaboration—working together without permission—is a form of cheating. Unless the instructor specifies that students can work together on an assignment, quiz and/or test, no collaboration during the completion of the assignment is permitted. Other forms of cheating include possessing or using an unauthorized study aid (which includes accessing information via a cell phone or computer), copying from others’ exams, fabricating data, and giving unauthorized assistance.

Students can find the complete Honor Code and all related processes in the Student Handbook at http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php.

Disability Statement
The College will make reasonable accommodations for persons with documented disabilities. Students should apply at the Center for Disability Services / SNAP, located on the first floor of the Lightsey Center, Suite 104. Students approved for accommodations are responsible for notifying me as soon as possible and for contacting me no later than one week before accommodation is needed.

Academic Support Services
The Center for Student Learning (CSL), located on the first floor of the Addlestone library, offers a wide variety of free tutoring and other academic resources. The Accounting Lab specifically, is free, walk-in tutoring, provided by upper-level accounting students. All services are described, and all lab schedules are posted on the CSL website http://csl.cofc.edu/, or call 843.953.5635 for information.

Mental & Physical Wellbeing:
If you find yourself experiencing physical illnesses, please reach out to student health services (843.953.5520). And if you find yourself experiencing any mental health challenges (for example, anxiety, depression, stressful life events, sleep deprivation, and/or loneliness/homesickness) please consider contacting either the Counseling Center (professional counselors at http://counseling.cofc.edu or 843.953.5640) or the Students 4 Support (certified volunteers through texting “4support” to 839863 or visit http://counseling.cofc.edu/cct/index.php).
**Food & Housing Resources:**
If you are facing challenges in securing food (such as not being able to afford groceries or get sufficient food to eat every day) and housing (such as lacking a safe and stable place to live), please contact the Dean of Students for support (http://studentaffairs.cofc.edu/about/salt.php). Also, you can go to http://studentaffairs.cofc.edu/student-food-housing-insecurity/index.php to learn about food and housing assistance that is available to you.

**Other Policies:**

1. If there is a circumstance that is preventing your success in this course let me know as soon as possible. I cannot work with you toward a solution if I am unaware of a problem. If my office hours do not work with your schedule, send an email suggesting at least three times you are available, and I will find a time to meet.
2. Bring your syllabus, assignment schedule, textbook, calculator, and a pencil to every class.
3. All work (homework, exams, and quizzes) must be done in pencil.
4. Tape recorders or other recording media are forbidden in the classroom. Under no circumstance is it permissible to record lectures.
5. Students are never to walk in late for class or leave early unless prior arrangements have been made with the Instructor. If unavoidable circumstances warrant you being late, please come in quietly and take a seat. I usually take roll at the beginning of class. **It is your responsibility to make sure that you are given credit for attending class.**
6. Any student who is considered by the instructor to pose a disruption of instruction will be administratively withdrawn, dismissed from the class and/or receive a failing grade for the course. This determination shall rest absolutely with the Instructor.
7. Students must complete all assigned material before coming to class. The Instructor reserves the right to not address questions or comments by those not doing the assigned work prior to class. This is consistent with the College of Charleston Classroom Code of Conduct. **Graded homework** will be completed using Connect, so students must register for Connect access. Connect will be set to automatically submit at the scheduled due date and time. Therefore, it will not be possible to submit homework late. **Ungraded homework** is to be turned in during class. Completion of the assigned homework is crucial to success in this class, and it may take a significant amount of time. Allow yourself sufficient time to complete the homework before the submission deadline.
8. Please familiarize yourself with the College’s Student Code of Conduct as you are bound by those rules in this course. Rude and disruptive behavior, sleeping, texting, and talking during the lecture are prohibited and I reserve the right to dismiss you from the course permanently if I deem your breech of the Code of Conduct severe.
9. The Instructor as needed may amend this syllabus and policies noted therein, on a case-by-case basis or in the entirety.
Instructions for Completing Homework Assignments with Connect

1. Click on the homework assignment you want to complete. The due date is shown next to the name of each assignment.
2. Solve an exercise/problem using paper and pencil and then enter your answers into the spaces provided in Connect.
3. At the bottom of each exercise/problem, you can ask Connect to Check My Work. You may use Check My Work twice for each exercise/problem. This does not count as an “attempt.” If you have answered the exercise correctly, move on to the next one. If not, you can try again. Connect will tell you which parts of the exercise/problem you missed.
4. There are Hints at the bottom of some (but not all) exercises/problems. If you click on Hint, Connect will demonstrate how to solve a similar problem.
5. You can Save and Exit without submitting your work for grading. If you have not submitted your work prior to the deadline, Connect will automatically submit it for you.
6. Click on Submit to submit your work for grading. You will immediately receive a score for that assignment. Each assignment is worth 5 points. If you are not satisfied with your score, you can rework the assignment and Submit again. You are allowed to Submit three times. Only your highest score will be used for determining your course grade.

Note:
SAVE, SAVE, SAVE! Connect, like any technology, has issues occasionally. You will be very frustrated if you have not written your answers on paper and you have not saved your work as you complete each exercise.
Acknowledgment of Syllabus and Classroom Conduct Policies

I have received a copy of the Financial Accounting Spring 2020 syllabus. I have read, and understand the policies. I understand the harsh penalty for the inappropriate use of PDA devices, laptops, cellphones, and other such devices. I understand that my grade will be affected by violation of the policies and agree that I will abide by the College of Charleston Student Code of Conduct always while enrolled in this course.

I understand that I need to bring the following items to class everyday:
1. The syllabus and class assignment sheet.
2. The course textbook.
3. A four-function calculator that will also be used for exams.
4. A pencil.

Also, I understand that I am required to do the assigned readings, questions and problems before class. Further, I understand that not doing the assigned work prior to class is a violation of the College of Charleston’s Classroom Code of Conduct (Student Handbook, page 51) and will result in my inability to ask questions or participate.

Name: ___________________________________________
(Please Print)

Signed ___________________________________________

Date: _________________________

Please complete the following:
1. Where do you consider your hometown? ___________________________
2. What was your favorite binge-watch over the holidays? ___________________________
3. Cell phone number (optional)? ___________________________