Course Objectives
This is an introductory financial accounting course. The primary objectives of this course are to help you gain an understanding of (a) the basic principles of financial accounting, (b) the mechanics and concepts behind the preparation of financial statements, and (c) the basics of financial statement analysis. On completion of this course, you will be a competent reader and interpreter of financial statements.

Course Information

Course Code: ACCT2300  
Prerequisite: Sophomore Standing  
# Credits: 5.0  
Location: Pigott 200  
Class Times: MWF 2:05 – 3:30  
First Session: March 27, 2017  
Last Session: June 5, 2017  
Final Exam: June 7, 2017

Instructor Information

Instructor: Jeff Mathews, CPA  
Phone: (206) 755-2504  
Email: Mathewsj@seattleu.edu, Mathews_jeff@hotmail.com  
Office: Pigott 316B  
Office Hours: Arranged  
Please phone or email to arrange appointments for office hours.

I will check my email regularly. You can email me at any time, but you may not receive a response outside regular business hours. Generally, emails received on a weekday will receive a response within 24 hours. Email received over the weekend will receive a response on the next business day. Business days/hours are Monday – Friday 8:00 AM – 5:00 PM, except for holidays. While I may respond to emails late in the evening, do not assume I will always be immediately available during non-business hours.

Required Readings and Materials

Cornerstones of Financial Accounting, 3rd Edition  
Jay S. Rich, Jefferson P. Jones, Maryanne M. Mowen, and Don R. Hansen  
The ISBN# depends on your desire to have the book in hard copy, paperback, or electronic version. Used versions of the 3rd edition are acceptable, but regardless of type, each student must maintain (purchase) an active Cengage account to complete required homework.

Additional required readings may be posted in Canvas over the course of the quarter. These readings will be communicated in a timely manner and will be applicable to in-class discussions and exams.
Learning Outcomes
On successful completion of this course (i.e. by passing this course), you will be able to:

1. **Demonstrate critical thinking and analytical skills.** Accounting is an information system designed to identify, process, and communicate financial information and economic reality that is useful for making economic decisions. The student will demonstrate critical thinking skills in the analysis of financial information.

2. **Demonstrate competent oral and written communication skills.** As the “language of business” accounting information must be communicated to various stakeholders in a way that is understood by a broad audience. The student must be able to effectively communicate accounting results to both accountants and non-accountants.

3. **Demonstrate understanding of the body of knowledge encompassed by the UG Business Foundation Courses.** The student must demonstrate adequate knowledge in financial accounting as measured by performance on homework and exams.

Instructional Methods
Education research shows that your learning is greatest when you are actively involved in making sense of new concepts (“constructing knowledge”) and when you do this in social settings. This model is technically called “social constructivism.” We will use this model throughout the course, so you can expect to:

- be engaged in plenty of classroom activities to build on each assigned reading;
- work in small groups during class and for those groups to change on a regular basis;
- ask your instructor for clarifications, rather than expecting lectures.

If you find that you haven’t managed to complete a reading before class, you will likely find that particular class frustrating, since we will build on and apply the readings each time (including trouble-shooting the issues you found most perplexing).

Evaluation: Overview of Assignments
Grades will be on a point system based on your performance in the following items:

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>RELATIVE VALUE</th>
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<tbody>
<tr>
<td>1. Exam I</td>
<td>20%</td>
</tr>
<tr>
<td>2. Exam II</td>
<td>20%</td>
</tr>
<tr>
<td>3. Exam III</td>
<td>20%</td>
</tr>
<tr>
<td>4. Homework</td>
<td>20%</td>
</tr>
<tr>
<td>5. Knowledge Checks</td>
<td>10%</td>
</tr>
<tr>
<td>6. Excel Financial Statement Project</td>
<td>10%</td>
</tr>
<tr>
<td><strong>TOTAL POINTS POSSIBLE</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
Grading Procedures and Policies

GRADING SCALE (% OF POINTS EARNED)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100–94</td>
<td>Superior</td>
</tr>
<tr>
<td>A–</td>
<td>93–90</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>89–87</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>86–83</td>
<td>Adequate</td>
</tr>
<tr>
<td>C+</td>
<td>79–77</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>76–73</td>
<td>Poor</td>
</tr>
<tr>
<td>C–</td>
<td>72–70</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>69–67</td>
<td></td>
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<tr>
<td>D</td>
<td>66–63</td>
<td></td>
</tr>
<tr>
<td>D–</td>
<td>62–60</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>59 or less</td>
<td>Failing</td>
</tr>
</tbody>
</table>

Detailed Assignment Descriptions

EXAMS (60% OF FINAL GRADE)
A total of three exams, each worth 20% of your final grade, will be given. Exam dates are “tentatively” included on the schedule at the end of this syllabus. All in-class exams are "closed book." Exam I and Exam II will also include a take home portion that will be due at the beginning of the following class. Exams will consist of multiple choice and short answer questions, as well as problems. Exams must be taken on the day and time scheduled. If circumstances make it impossible for you to take an exam on the designated date, it is your responsibility to contact me as soon as possible and to provide appropriate documentation to validate your absence. A missed exam will count as zero points unless, in my judgment, the circumstance was compelling enough to warrant your absence. I do not make past exams available to students, and I retain all exams after reviewing them in class.

KNOWLEDGE CHECKS (10% OF FINAL GRADE)
To facilitate classroom learning and discussion, knowledge checks will be in Cengage each week. The weekly knowledge checks have two purposes: (1) to ensure readings from the text are done timely to keep pace with the course, and (2) to prepare for classroom dialogue. Each knowledge check will consist of 10 multiple choice questions, and will be available in Cengage for the entire week prior to class. You will have 30 minutes to complete the knowledge check and only one attempt to complete it. Knowledge checks are to be completed weekly by the day/time posted in Cengage. The lowest knowledge check will be dropped at the end of the quarter. There are no exceptions for missing knowledge check deadlines.

EXCEL FINANCIAL STATEMENT PROJECT (10% OF FINAL GRADE)
You will form a group of 2-4 students with which you will work to analyze financial accounting transactions of a fictitious company. Based on the concepts learned in the course, you will journalize these transactions and then prepare financial statements. Your final project will consist of an Excel file that includes the necessary journal entries, a balance sheet, and an income statement. A detailed RUBRIC will be distributed upon the final formulation of all teams, but each team will be graded on the basis of (1) completeness, (2) accuracy, and (3) the professional presentation (formatting) of your documents. You will also rate each member of your group on their individual contribution(s) to ensure each team member receives credit for their work.
HOMEWORK (20% OF FINAL GRADE)
Homework assignments are on CengageNow. Instructions to access CengageNow are on Canvas. See the CengageNow website for specific assignments. Homework problems are due on the date specified on the Cengage website and on the schedule at the end of this syllabus. Cengage has been set up to allow for 3 attempts for each homework assignment.

In addition to the assignments you will submit, preparation for each class should include reading the assigned chapter material and identifying areas that are giving you problems and then asking relevant questions. Perhaps more than any other class you have taken, it is extremely important that you keep up with the reading and homework assignments. Much of what you learn in this course is cumulative and if you fall behind it is very difficult to catch up. The textbook and CengageNow have several features designed to provide you additional help. For example, each chapter has at least one demonstration problem and several self-study questions. CengageNow has study tools that help you assess your areas of weakness for chapter material. Take advantage of all of the book and website resources and be sure to see me early if you are having any difficulties.

In this class, you are expected to conduct yourselves as professional, courteous, and well-organized individuals – one of the most important ways you will demonstrate these behaviors in class is by ensuring that your work is ALWAYS ON TIME. No late homework will be accepted (CengageNow will not give you credit for late assignments). If you are unable to complete the assigned homework because of extenuating circumstances, please notify me on or before the date the assignment is due and provide relevant supporting documentation (e.g., note from student services). It is essential that you plan ahead for all eventualities to ensure that none of your work is late. Check the session-by-session schedule at the end of this syllabus to see when assignments are due. This enables you to plan now. Block out time in your calendar now so that you know exactly when you will be working on assignments for this course. Make sure you give yourself extra time just in case you run into difficulty with an assignment, have a computer problem, or feel unwell.

If an error was made in grading an assignment or exam, or an error was made in posting a grade, you must notify me in writing within one week following the date the grade was assigned/posted. After that time, the grade becomes final.

ATTENDANCE AND PARTICIPATION EXPECTATIONS
Numerous research studies have shown that when students actively ask and answer questions, they take greater interest in the material, they clarify shared misconceptions, and they retain more information. I would like to see all of you actively participating in the learning process during lecture/discussion. At a minimum, active participation requires regular and attentive class attendance. I will not take formal daily attendance, but if you are regularly absent or if you regularly appear to be inattentive in class, it will concern me so I will contact you. If attendance
or attentiveness becomes a continuing problem, then please note: research studies indicate that this will negatively affect your grade.

I reserve the right to “cold call” students who are not participating in class discussions. My intent is not to embarrass you; rather it is to help you get involved in the discussion where all of us can benefit from your comments.

**QUIZZES**
Reading quizzes will be added if it appears that students are not fully preparing for class. I reserve the right to give quizzes related to any assigned reading or assignment, including homework or cases, at any time, without prior notice.

**EXTRA CREDIT**
Extra credit will not be given under any circumstances. Your success or failure in this course is your responsibility.

**Academic Resources**
My goal is to create a learning environment in which you can be incredibly successful. I will work hard to create and improve the learning environment throughout the quarter based on my own observations of the course and your feedback on what would help you learn more. In return, I ask and encourage you to make the most of this learning opportunity. Please take advantage of the academic support services available to you at the university. Even if you have had excellent study skills in the past, it is easy to slip into suboptimal habits and these services can help you excel in your studies.

**LIBRARY AND LEARNING COMMONS** (see [http://www.seattleu.edu/learningcommons/](http://www.seattleu.edu/learningcommons/))

**WRITING CENTER**
The Writing Center employs undergraduate writing consultants who assist students at all stages of the writing process. Consultants will help students begin writing tasks, organize and develop first drafts, and revise and edit later drafts.

**SUPPORT FOR STUDENTS WITH DISABILITIES**
If you have, or think you may have, a disability (including an “invisible disability” such as a learning disability, a chronic health problem, or a mental health condition) that interferes with your performance as a student in this class, you are encouraged to arrange support services and/or accommodations through Disabilities Services staff located in Loyola 100, (206) 296-5740. Disability-based adjustments to course expectations can be arranged only through this process.
LEARNING ASSISTANCE PROGRAMS
Learning Assistance Programs provide peer tutoring, facilitated study groups, and learning strategy development through scheduled workshops and individual meetings with a learning specialist.

General Course and University Policies

MISSED CLASSES
If you expect to be absent or to be late, please e-mail me beforehand (or as soon as possible). If for any reason you do miss a class, be sure to obtain notes from one of your peers to catch up. If, after going over those notes and checking the readings for the class, you still have questions, please arrange to meet me during office hours to discuss. Remember to bring those notes with you so that we can work on your specific, focused questions.

CELL PHONES, LAPTOPS, AND RECORDING DEVICES
The use of laptops, tablets, smartphones, and PDA’s in class to take notes, view presentations, and work on class projects is allowed. Please do not use these devices for non-class related activity during active lecture. I reserve the right to ask students to stop using the devices and/or leave class if it is distracting to your fellow students. For protection of proprietary knowledge and respect of the classroom environment, no audio, video, or photo recording of any classroom activity is allowed without my prior approval. Please be respectful of other students’ time and commitment to their studies by not breaching this policy so that we don’t end up in the embarrassing position of having to ask you to leave the class.

BUSINESS COMMUNICATION COMPETENCE
Writing is a key component of success in the accounting profession. Writing assignments will be evaluated not only for accounting knowledge, but also writing quality. Assignments with grammatical errors and spelling errors will receive a significantly lower grade than quality, “clean” assignments.

ACADEMIC POLICIES ON THE REGISTRAR WEBSITE
Be sure that you understand the following university academic policies, posted on the Registrar’s website at https://www.seattleu.edu/registrar/academics/ performance/: Academic Integrity Policy (see https://www.seattleu.edu/academicintegrity/); Academic Grading Grievance Policy; and Professional Conduct Policy.

ACADEMIC ETHICS
Seattle University is committed to the principle that academic honesty and integrity are important values in the educational process. Academic dishonesty in any form is a serious offense against the academic community. Acts of academic dishonesty will be addressed according to the Seattle University Academic Honesty Policy found at the web address noted above.
Course Schedule, Readings and Due Dates

3/27 – Introduction – Chapter 1
3/29 – Chapter 1 discussion
3/31 – Chapter 1 Knowledge check due 1:00 pm
4/3 – Chapter 1 wrap up/Practice
4/4 – Chapter 1 Homework Due 11:00 pm
4/5 – Chapter 2 Knowledge check due 1:00 pm
4/7 – Chapter 2 discussion
4/10 – Chapter 2 discussion/Practice
4/11 – Chapter 2 Homework Due 11:00 pm
4/12 – Chapter 3 Knowledge Check due 1:00 pm
4/14 – no class
4/17 – no class
4/19 – Chapter 3 wrap up/ Exam review
4/21 – Exam 1
4/23 – Chapter 3 homework due 11:00 pm
4/24 – Chapter 4 Knowledge check due 1:00 pm
4/26 – Chapter 4 discussion
4/28 – Chapter 4 discussion/Practice
4/30 – Chapter 4 Homework due 11:00 pm
5/1 – Chapter 5 Knowledge check due 1:00 pm
5/3 – Chapter 5 discussion
5/5 – Chapter 5 discussion/Practice
5/7 – Chapter 5 Homework due 11:00 pm
5/8 – Chapter 6 Knowledge check due 1:00 pm
5/10 – Chapter 6 discussion
5/12 – Chapter 6 discussion/Exam review
5/14 – Chapter 6 Homework Due 11:00 pm
5/15 – Exam 2
5/17 - Chapter 7 Knowledge check due 1:00 pm
5/17 – Hand out Excel project
5/17 – Chapter 7 discussion
5/19 – TBD
5/22 – TBD
5/24 – TBD
5/26 – TBD
5/29 – No Class
5/31 – Excel Project Due 1:00 PM
5/31 – TBD
6/2 – TBD
6/5 – Exam Review
6/7 – Final Exam (Could move to 6/9)

Entire Schedule is tentative and subject to change at instructor’s prerogative.