

**SYLLABUS**  
**ACCOUNTING 210**  
**Introductory Financial Accounting**

**UW-STEVENS POINT**  
**SCHOOL OF BUSINESS & ECONOMICS**

Instructor:	Ruixue Du
Office:	CPS 412
Email:	<a href="mailto:Ruixue.Du@uwsp.edu">Ruixue.Du@uwsp.edu</a>
Office Hours:	T & R 11:00AM – 12:15PM or by Appointment
Class times and locations:	Sec 3 TR 2:00 PM – 3:30 PM in CPS 116
Course Web site:	D2L
Course Materials:	Required Text: Principles of Financial Accounting, Wild, Shaw and Chiappetta. McGraw-Hill Irwin, 22 <sup>th</sup> edition.  Required software: GoVenture Accounting Student Pack <a href="http://goventure.net/prices-home.html">http://goventure.net/prices-home.html</a>
Textbook Online Resource	22 <sup>nd</sup> Edition: <a href="http://highered.mheducation.com/sites/0077862279/information_center_view0/index.html">http://highered.mheducation.com/sites/0077862279/information_center_view0/index.html</a>  21 <sup>st</sup> Edition: <a href="http://highered.mcgraw-hill.com/sites/125900791x/information_center_view0/">http://highered.mcgraw-hill.com/sites/125900791x/information_center_view0/</a>

**Communication:**





For most purposes, the best way to contact me between class sessions is to send me e-mail.

**To ensure a reply**

- include a **detailed subject line** in your e-mail. Your subject line should be up-to-date (not an old topic from a previous message)
- include your **course number** and **section number**, e.g. Acct 210 Section 5.
- include your **full name** and **student ID** in your email.

Here are two examples of email formats. The first one is inappropriate and the second one is appropriate.










## Inappropriate Format:

Send    

To... rdu@uwsp.edu

Cc...

Subject: Homework

Tahoma 10 B I U         


Subject Line:  
X Missing homework chapter: chapter 1  
X Missing course number: Acct 210  
X Missing section number: Section 3

Hi,

I am wondering whether chapter 1 homework is due today.

Bob

## Appropriate Format:

To  Du, Ruixue x

Cc

Acct 210 Section 3 Homework Chapter 1

Subject Line:  
homework chapter: chapter 1  
course number: Acct 210  
section number: Section 3

Hi Professor Du,

I am wondering whether Chapter 1 Homework is due on Thursday 2/1.

Thank you,

Bob

Robert Gates  
Student ID: 111111111

Signature:  
full name  
student ID

I check my e-mail on a regular basis and am usually able to respond to your messages within 24 hours during weekdays. However, if the appropriate email format is not followed, response may delay.

I want to know how you are doing as the course progresses, especially if any problems come up. Communication takes effort from both parties! Please feel free to stop by my office or set up an appointment with me to discuss any questions or concerns you may have.

**SBE Mission:**

The UWSP School of Business and Economics educates and inspires students and prepares graduates for success in positions of leadership and responsibility. We serve the students, businesses, economy and people of the greater central Wisconsin region. Our students achieve an understanding of regional opportunities that exist within the global economy.

Evidence of our graduates' level of preparation will be found in their ability to:

- Analyze and solve business and economics problems
- Understand the opportunities and consequences associated with globalization
- Appreciate the importance of behaving professionally and ethically
- Communicate effectively

**Program Learning Objectives:**

Students will be able to apply core concepts, models and methods from business, accounting and economics in identifying and solving problems.

Students will be able to recognize and analyze an ethical dilemma, applying an appropriate ethical framework.

**Course Description:**

Principles, concepts, and procedures of financial accounting essential to the preparation, understanding, and interpretation of accounting information.

**Grading:**

Exam 1	100 Points
Exam 2	100 Points
Exam 3	100 Points
Quizzes	110 Points
Assignments	80 Points
Group project	50 Points
SBE Events	20 Points
<b>Total</b>	<b>560 Points</b>

## Grading Scheme:

Letter Grade*	Percentage
A	93-100%
A-	90-92.9%
B+	87-89.9%
B	83-86.9%
B-	80-82.9%
C+	77-79.9%
C	73-76.9%
C-	70-72.9%
D+	67-69.9%
D	60-66.9%
F	0-59.9%

## Extra Credit:

There will be extra credit opportunities throughout the semester, for example, from quizzes.

**No free points will be given to round up the letter grade** at the end of the semester. Every semester, there will be some students ending up at less than 1% away from the next letter grade. However, even 1% is worth 5.5 points. It won't be fair to give some students free points but not to the rest of the class. So please **do not email to ask for rounding up after the final exam.**

## Exams:

There are three exams. Each accounts for 100 points. All exams are in **multiple choice** format.

- Exam 1 covers chapter 1, 2, 3, and 4. It is scheduled on **Thursday Mar. 1** during regular class time (75 minutes).
- Exam 2 covers chapter 5, 6, 8, and 9. It is scheduled on **Tuesday April 10** during regular class time (75 minutes).
- Exam 3 is **comprehensive**, which covers all the chapter we have discussed by the end of the semester. It is scheduled on **Thursday May 17** from 8:00 AM – 10:00 AM (120 minutes) in the same classroom. Exam 3 is the **final exam**.

Should you not be able to take the exams on the scheduled dates, you **must notify me in advance**. No make-up exam will be given unless you demonstrate in advance (and the instructor agrees) that a significant life-event prevents you from attending class or if you have a documented emergency. If you have more than three final exams scheduled on Dec 21 and want to reschedule Acct 210 final, you should let me know at **two weeks before** the final exam date.

### Quizzes:

Thirteen in class quizzes will be given throughout the semester, each accounting for 10 points. **Two lowest-score** quizzes will be **dropped** from your final grade.

- The quizzes will be offered online on D2L.
- Each quiz has 10 multiple-choice questions.
- You might see 11(12) questions in some quizzes. The last one (two) questions is (are) a bonus question. You get an extra point by answering it correctly. However, you won't lose any point if you miss it.
- The overall quiz grade is capped at 100 points.
- You will have 15 minutes to work on these questions.
- A zero will be automatically given if a quiz is not submitted within the time limit.
- Please bring a laptop or other electronic device with you on the scheduled quiz days.
- If you need a laptop, university laptops are available for checkout through the library.

Laptop Checkout Guideline : <http://www.uwsp.edu/library/Pages/laptopCheckout.aspx>

Should you not be able to take the quizzes on the scheduled dates, you **must notify me in advance**. No make-up quiz will be given unless you demonstrate in advance (and the instructor agrees) that a significant life-event prevents you from attending class or if you have a documented emergency.

### Assignments:

- **Collection:**
  - I will **randomly** collect four assignments (20 points each), although you are responsible of completing all assignments.
  - Assignments are due on the due dates **before class ends (i.e. 3:15 PM on due dates)**. I will announce in class on each due date that whether I am collecting the assignment that day or not.

- **Submission:** Three ways you can submit your assignment:
  1. 1. Bring *a laptop* to class on assignment due dates, so that you can submit the assignment to Dropbox in class.
  2. 2. Bring *a USB flash drive* (with your assignment document saved on it) with you to class on assignment due dates. You can use the computer in classroom to submit your assignment.
  3. 3. Submit the assignment on D2L Dropbox to the available assignment folder on your *personal computer at home before class starts*.
    - a. If I announce in class I will collect that assignment, the most recent submission will be graded in the available assignment folder.
    - b. If I do not collect that assignment, you don't have to do anything before next assignment becomes due.
    - c. When the next assignment becomes due, you can substitute that uncollected one with your next assignment.
  
- **Format**
  - All assignments should be typed and submitted electronically on **D2L via Dropbox**.
  - Only **Word or PDF** files will be accepted and graded. Submissions in all other formats will receive a **ZERO** grade.
  - Your assignment file should be **titled with chapter number, e.g. Chapter 1 or Chapter 2**.
  - Question numbers should be **highlighted** in the document. **Five points** will be **deducted** for each assignment if question numbers are not highlighted.
  - A worksheet template is provided on D2L. If you use the provided Excel worksheet template, please make sure you copy all of your answers to a Word document, or save a copy in PDF format.
  
- **Grading**
  - Assignments are graded based on completion, rather than accuracy.

### **Group Project:**

Refer to Group Project Guidelines on D2L for detail.

### **Late Submission**

No late submissions for assignment or group project will not be accepted for grade unless you demonstrate in advance (and the instructor agrees) that a significant life-event prevents you from completing the task on time or if you have a documented emergency.

Accepted late submission will be graded based on following structure

- 80% - less than 24-hour late
- 50% - after 24 hours

## **Attendance:**

You are expected to attend every class and be professional and respectful to your instructor and classmates. For instance, be on time for class, do not leave the class while it is in progress for other than emergencies, turn off cell phones, only use laptops for class work. Attending only a portion of the lecture without prior permission from the instructor will lead to a **five-point reduction** in final grade on a 100-point scale.

## **Build Rapport**

If you find that you have any trouble keeping up with the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

## **Late Work Policy**

Be sure to pay close attention to deadlines—there will be no make-up exams or quizzes, or late work accepted without a serious and compelling reason and instructor approval.

## **SBE Events program:**

The School of Business & Economics has an exciting series of speakers, discussions, workshops and field trips called **SBE Events**. It is important to take advantage of these learning opportunities outside the classroom. The events are designed to help you make the most out of your time as a student and to prepare for a successful career.

For this course, you must attend **two** official SBE Events. One event must be before the mid-semester cut-off of **Mar. 17**; a second event must be before the end-of-semester cut-off (**May 11**). If you go to extra events before Mar. 17, those credits will carry over into the second half of the semester. Attendance at each event will count for 10 points towards your final grade.

Visit the SBE Events web site (<http://business.uwsp.edu/events>) for announcements of upcoming SBE Events. You can also follow us on social media:

- Facebook: [UWSP School of Business & Economics](#)
- Twitter: [@UWSPBusiness](#)

When you attend an event, it is your responsibility to sign in with your Point Card. Attendance at SBE Events will be confirmed with automatic emails to you and updated on the SBE Events web site. Please allow a week for confirmation of attendance at events held outside the SBE, such as Career Services events.

If you have multiple courses with SBE Events requirements, it is your responsibility to make sure you have attended enough events for each course. If you have not attended enough events

to cover all of your courses, your attendance will be allocated to your courses in alpha-numeric order.

**Within a week after** the mid-semester and end of semester **cut off dates**, I will receive reports confirming your attendance. Then I will enter your SBE events grade on D2L and send out an email notification to you. You **don't have to worry** about not seeing your SBE events grade on D2L **before I send out any notification.**

### **Commit to Integrity**

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom. The policies and procedures defined by the Chapter UWSP 14 will be followed. For more information see <http://www.uwsp.edu/dos/Pages/Academic-Concerns%20for%20Students.aspx>.

Students should work on the quizzes, and exams **individually**. Any form of collaboration during the quiz or exam is prohibited.

### **Americans with Disabilities Act**

Students who may need accommodations or services to achieve course objectives should contact the Disability Services Office (346-3365) as soon as possible.



### Class Schedule Acct 210 Spring 2018 \*

Date	Topic for Class	Quiz	Homework Due
1/23 T	Syllabus		None
1/25 R	Ch 1		Reading
1/30 T	Ch 1	Syllabus	Reading
2/1 R	Ch 2	Chapter 1	E* 1-7, 1-8, 1-9, 1-13, 1-15,16,17
2/6 T	Ch 2		Reading
2/8 R	Ch 3	Chapter 2	E 2-4, 2-7, 2-9, 2-10, 2-16, 2-17,18
2/13 T	Ch 3		P*2-2A, P2-4A
2/15 R	Ch 4	Chapter 3	E 3-2, 3-6, 3-8, P3-1A, P3-2A
2/20 T	Ch 4		P3-5A
2/22 R	No Regular Class		Group Project Day
2/27 T	Review	Chapter 4	E 4-9, 4-11, 4-12, 4-13, 4-15
3/1 R	<b>Exam 1</b>		
3/6 T	Ch 5		Reading
3/8 R	Ch 5		Reading
3/13 T	Ch 6	Chapter 5	E 5-4, 5-5, 5-6, 5-7, 5-10
3/15 R	Ch 6		Reading
3/20 T	Ch 8	Chapter 6	E 6-3, 6-4, 6-7, 6-8, P6-1A
3/22 R	Ch 9	Chapter 8	E 8-2, 8-8, P8-5A
3/27 T	Spring Break		Spring Break
3/29 R	Spring Break		Spring Break
4/3 T	Ch 9		Reading
4/5 R	Review	Chapter 9	E 9-4, 9-5, 9-6, 9-7, 9-8, 9-9, 9-11
4/10 T	<b>Exam 2</b>		
4/12 R	Ch 10		Reading
4/17 T	Ch 10		<b>Individual Record Due</b>
4/19 R	Ch 11	Chapter 10	E10-1,10-3,10-4,10-5,10-6,10-7,10-8
4/24 T	Ch 11		Reading
4/26 R	Ch 13	Chapter 11	E 11-1, 11-4, 11-5, 11-6, 11-7, 11-13
5/1 T	Ch 13		<b>Group Project Due</b>
5/3 R	Ch 14	Chapter 13	E 13-3, 13-7, 13-10, 13-11
5/8 T	Ch 14		
5/10 R	Review	Chapter 14	E 14-1, 14-2, 14-4, 14-6, 14-7
5/17 R	<b>Sec 3 Final Exam</b>		<b>8:00 AM – 10:00 AM in CPS 116</b>

\* This schedule is tentative and is subject to change as the semester progresses.

\* E indicates Exercise at the end of each chapter. For example, E 1-7 is located in your Textbook on page 36.

\* P indicates Problem at the end of each chapter. For example, P 2-2A is located in your Textbook on page 88.