

Acct 3300
Accounting and Finance for Small Business and Entrepreneurs
Summer I - Online



Instructor: Jennifer Reynolds, MST, CPA
Office - SCOB 350.12
JReynolds@UTTyler.edu

Jennifer Reynolds' Personal Meeting Room for Zoom:

<https://uttyler.zoom.us/j/6605583830> Meeting ID: 660 558 3830 Password: 3333

Please email me to set up a Zoom appointment for office hours. I have lots of availability and can even meet in the evenings if necessary. You are always welcome to ask questions specific to the course, your major, or just general! I'm here to help you.

"I just wanted to be a businessman, and to me, the best way to understand business was to be an accountant." [Aubrey McClendon](#) (billionaire, American Energy Partners, Chesapeake Energy Corp)

Preferred means of communication:

All communication should be via email or face to face in Zoom. I monitor my email very frequently and should, in most cases, be able to respond within 24 hours M-F and within 48 hours on the weekend. I do take Sundays as a personal day of rest and rarely check email.

Course Catalog Description: Basic topics in financial and managerial accounting. Topics include financial statements and analysis; accounting for assets, liabilities and owners' equity, and elements of managerial accounting. This course is designed for non-business majors. Students with more than six hours in accounting will not receive credit for this course. This course is cross-listed with FINA 3300.

Required Course Materials:

Textbook: Edmonds, Edmonds, Olds, McNair and Tsay, *Survey of Accounting, Sixth Edition*. Published by McGraw-Hill Irwin. **You must purchase the Connect access code** in order to complete online homework and accounting cycle problems and this **comes with a free, one semester access to the e-Book**. See my intro video in Canvas for full discussion of options. ISBN10: 1260361640 | ISBN13: 9781260361643 for the required Connect code with eBook.

Course Objectives (see the [schedule of assignments](#) on p. 5 to find which assignment will help meet these objectives)

1. Students will identify the forms of business organizations and evaluate the best option for various types of businesses and structures.
2. Students will explain the relationship among economic events, transactions and the expanded accounting equation.
3. Students will construct the four principal financial statements and determine the relationship among them.
4. Students will identify the components, responsibilities and limitations of internal control and learn to apply internal control best practices in accounting.
5. Students will explain the financial statement effects and tax effects of inventory cost flow assumptions and analyze management of inventory using ratios.
6. Students will identify the major accounting issues with respect to noncurrent assets including the allocation of cost to expense over time and calculate depreciation and amortization of assets.
7. Students will explain and analyze financing alternatives including installment notes, leases and bonds and calculate interest and create amortization schedules for installment notes. Students will evaluate the pros and cons of debt financing.
8. Students will perform financial statement analysis and use ratios to analyze a company's risk and profitability.
9. Students will utilize software such as Excel to create pro forma financial statements.
10. Students will discuss the pros and cons of offering credit to customers and customer discounts, calculate net revenue and allowance for doubtful accounts, and account for notes receivable.
11. Students will practice writing and communicating in order to connect with partners and stakeholders in a proficient, comprehensive and informative manner.
12. Students will distinguish between financial accounting and managerial accounting and describe how managerial accounting is used to determine the cost of manufacturing a product.

Set Your Goals

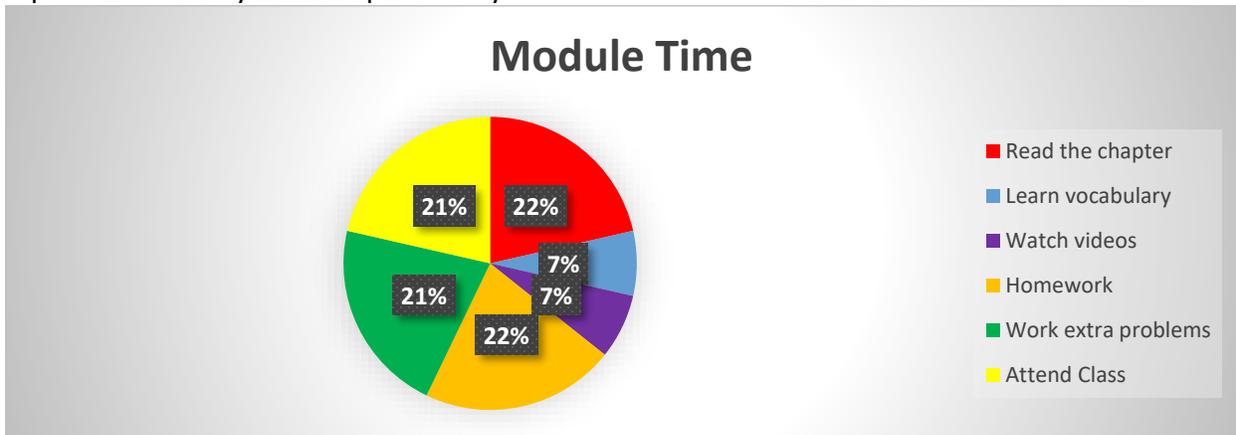
What are your goals for this course (other than to complete your degree plan)? What do you want to do after graduation and how do you think this course could help you to better prepare you for your career? What level of effort are you prepared to exert to achieve those goals?

List 3 goals you have:

1. _____
2. _____
3. _____

How to be Successful in this Course

Consider the goals you have for engaging in this course as you determine how to allocate time to complete course requirements. The general rule of thumb is that students should spend 2-3 hours of study time for each hour of class time. That translates 9 hours per week outside of class for this course. The chart below is a visual representation of how your time might be spent followed by an example weekly schedule.



Example Weekly Schedule

Day	Task
Weekend prior or before class	Read the chapter, learn new vocabulary terms (about 3 hours)
Monday	Watch supplemental videos in Canvas , start on homework (3 hours)
Monday - Wednesday	Complete homework and work any extra problems given. (3 hours)
Thursday	Re-work problems in notes without looking at text or notes for answers (2 hours)
Friday	

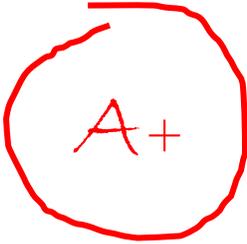
Students often ask me HOW they should study for an accounting exam. Everyone learns differently but two constant pieces of advice I give are to work more problems, and to explain what you've learned to someone else (another student, your spouse, your cat, etc!)



"If you want to learn something, read about it. If you want to understand something, write about it. If you want to master something, teach it."

– Yogi Bhaajan

Evaluation



GOOD NEWS! EVERYONE is capable of and CAN earn an A in this course! Check out the assignments schedule below and earn the number of points needed to achieve your desired grade. See the following schedule for due dates of the assignments and which learning objective they correlate to.

Assignment	Assignment Point Value		Accumulated Points	Grade
Exam 1	200		900 points and above	A
Exam 2	200		800 to 899	B
Internal Controls Paper	100		700 to 799	C
Financial Statement Analysis Assignment	100		600 to 699	D
Homework Average	90		<600	F
Flipgrid Video	10			
Final Exam Project part 1	40			
Final Exam Project part 2	110			
Final Exam Project part 3	150			

Exams and Homework: Exams and homework will be taking online using Connect (so that you can have financial statement templates). Students are expected to complete these individually without assistance from classmates or any other party. You may use your textbook or any other materials provided as a part of this class.

Whether you are running your own business or managing a business for someone else, there are many documents and deadlines that must be filed and met to comply with state and federal regulations as well as your customers/clients. To encourage good habits of getting important paperwork, proposals, etc submitted on time for your clients, employers or the government, **NO MAKEUP EXAMS or homework will be allowed** (without a documented, legitimate excuse that I can verify.) However, I will drop the lowest homework grade so if you forget one or have to miss, you will not be penalized. All due dates are listed in the schedule below:

Acct 3300 Weekly Schedule: I try to be thoughtful about the work I assign and do not assign busy work. However, accounting is a “practice” and is best learned by practicing. I’ve noted the objectives that match to each assignment so you can see why you are doing the work and what you can expect to learn.

Any due date or assignment/project is subject to change by the professor. Any changes will be announced in class and via Canvas announcement at least one week prior to due date. Due dates for the entire semester are visible on the first day of class.

Projects	Homework	Exams		
Week	Day	Date	Learning Objective	Assignment
0	Mon	5/3/21		Canvas opens and you can register for Connect
Module 1				
Week 1	Tues	6/1/21		FIRST DAY OF CLASS! Ch 1-Introduction to Accounting. Why do I need to know accounting if I don't want to be an accountant?
	Tues	6/1/21		Create a Flipgrid video (see Canvas for link)
	Wed	6/2/21	#2, #3	Ch 1 homework due in Connect
	Thurs	6/3/21	#2, #3	Ch 1 homework part 2 due in Connect
	Fri	6/4/21		Chapter 2 - Cash Basis vs. Accrual Accounting. Why is it important which one I choose and how I report on my financial statements?
	Sun	6/6/21	#2, #3	Ch 2, homework due in Connect
Week 2	Mon	6/7/21		Ch 3-Accounting for Merchandising Businesses. How can I manage my inventory better to increase my profit margin? Should I be offering discounts to increase my business?
	Tues	6/8/21	#5, #10	Ch 3, homework due in Connect
	Wed	6/9/21		Ch 4-Internal Controls, Accounting for Cash, and Ethics. How can I protect what I've worked so hard for?
	Thurs	6/10/21	#4	Ch 4, homework due in Connect
	Fri	6/11/21	#4, #11	Ch 4 writing assignment
				See writing center below for help
	Sun or Mon	6/13 or 6/14		EXAM 1 (chapters 1, 2, 3, 4). Exams must be completed by 10pm on 6/14

Module 2				
Week 3	Mon	6/14/21		Ch 5 - Accounting for Receivables. Should I offer credit to my customers to increase my sales?
	Tues	6/15/21	#10	Ch 5 homework due in Connect
	Wed	6/16/21		Ch 7 Accounting for Liabilities. Will my company ever need to borrow money? What other amounts might a company owe?
	Thurs	6/17/21	#7	Ch 7, homework due in Connect
	Fri	6/18/21		Ch 6 - Accounting for Long-Term Operational Assets. What is depreciation and how does it affect my bottom line?
	Sun	6/20/21	#6	Ch 6 homework in Connect
Week 4	Mon	6/21/21		Ch 8 - Forms of Business Organizations. What type of entity should I choose for my new business?
	Tues	6/22/21	#1	Ch 8 homework in Connect
	Wed or Thurs	6/23 or 6/24		EXAM 2 (chapters 5,7,6,8)
Module 3				
	Fri	6/25/21		Ch 9 - Financial Statement Analysis. How can I use the information in my financial statements to make better business decisions?
	Fri	6/25/21		Final Project - Part 1 due in Canvas
	Sun	6/27/21	#8	Ch 9 homework due in Connect
Week 5	Mon	6/28/21	#8, #9	Ch 9 financial statement analysis project in Canvas/Excel
	Mon	6/28/2021		Ch 10: Management Accounting. How can I find the true cost of manufacturing a product I sell?
	Tues	6/29/21	#12	Ch 10 homework due in Connect
	Wed	6/30/21		Ch 14-Planning for Profit and Cost Control. I just want to do what I'm good at - why should I spend time planning and budgeting?
	Wed	6/30/21	#9	Ch 14 homework due in Connect
	Thurs	7/1/21		Work on final exam project (there is no exam, just the project)
	Thurs	7/1/21	#1, 2, 3, 11, 7	Final exam project part two due
	Fri	7/2/21	#1, 2, 3, 4, 8, 8, 12	Final exam project part three due
	Sat	7/3/21		YOU DID IT!!! ENJOY YOUR WEEKEND!!

Commitment to an inclusive learning environment: I adhere to a philosophy of an intellectual community that is enriched and enhanced by diversity along a number of dimensions, including race, ethnicity and national origins, gender, sexuality, class and religion. I am especially committed to increasing the representation of those populations that have been historically excluded from participation in U.S. higher education and specifically, the field of accounting.” Your experience in this class is important to me. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups.

Required syllabus information: (click link below):

Includes UT Tyler Honor Code, Student Rights and Responsibilities, Campus Carry, Tobacco-Free University, Grade Replacement Policies, Course Drop Policies, Disability Services, Absences due to religious observances and university sponsored events, SS and FERPA, Evacuation, Student Standards of Conduct, and other resources).

<http://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf>

Copyrights: *Unauthorized distribution of copyrighted material may subject students to civil and criminal penalties under the Federal Copyright law. The University of Texas System maintains its copyright policy at [UTS107](#), "Use of Copyrighted Materials." If you are a member of a UT institution community (faculty, staff, or student), click the appropriate link to view frequently-used [copyright agreements](#), [courseware agreements](#), and [software standard agreements](#). Because copyright law is fluid, evolving, and fact-specific, contact an attorney for assistance on particular issues. UT institution community members may contact the [Office of General Counsel](#) for guidance.*

Links to the UT Tyler Writing Center and to the Purdue University Online Writing Lab (OWL). Students are encouraged to use the resources for instruction on grammar, punctuation, style, formatting and citation. Please take advantage of this amazing resource as this is something that will benefit you the rest of your life.

www.uttyler.edu/writingcenter/

<https://owl.english.purdue.edu/owl>

Recording of Class Sessions

Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

ProctorU

The assessments in this online course may be proctored using ProctorU. Beyond the cost of initial equipment needed (e.g. a camera for your computer), there will not be any additional cost for proctoring. You will need to create a ProctorU account and install the ProctorU extension before attempting any assessment. To create a ProctorU account, follow the ProctorU tool within Canvas. Please make sure you are using the current version of Chrome or Firefox and download the ProctorU extension available at <http://bit.ly/proctoruchrome> or <https://www.proctoru.com/firefox>.

In order to use ProctorU, you will need the following:

- High-speed Internet connection
- Webcam (internal or external)
- Windows, Mac, or Chrome Operating System
- Up-to-date Chrome or Firefox browser and ProctorU extension installed
- Valid photo ID
- Quiet environment to take your assessment

You can visit the Test Taker Resource Page for additional information at <https://bit.ly/ProctorMe>

More information can be found at: <https://www.uttyler.edu/digital-learning/proctoru-resources/>



UT Tyler Code of Honor

I embrace honor and integrity. Therefore, I choose not to lie, cheat, or steal, nor to accept the actions of those who do.