Instructor: Ed Workman  
College of Applied Sciences and Arts  
OFFICE: ASA 117  
E-mail: workman@siu.edu  
Phone: 453-7293

Meeting Time: Tuesday and Thursday – 8:00a.m. – 9:15a.m.

Location: Building: ASA, Room: 112D

Office Hours: Tuesday and Thursday: 9:30 - 12:00a.m. and 2:00 – 3:30p.m.  
Thursday: 5:00p.m. – 5:50p.m.  
Other times by appointment.

Final Exam: Tuesday, May 12, 2015. 8:00a.m. – 10:00a.m.

Withdrawal Deadline: Date the class can be dropped without receiving a “W” and/or a “WF” (April 5, 2015)

Required Textbooks:

Dansby, Kaliski, & Lawrence. **College accounting**: Chapters 1-12 (5th ed.) by Paradigm.  
Dansby, Kaliski, & Lawrence. **College accounting study guide and working papers** Chapters 1-12 (5th ed.) **Optional**.

Recommended Materials:

*Computer---must have Microsoft Office with Excel  
Calculator—can use on all quizzes*

Course Description:

A program of instruction designed to introduce students enrolled in the various technical programs of the College of Applied Sciences and Arts to the **fiscal problems** and **financial statements** encountered in virtually any business situation. No background in accounting or related disciplines is presumed.  
Lecture: 3 hours.
Course Objective: Upon successful completion of this course, the student will be able to:

1. Analyze, interpret, and report accounting data.
2. Be conversant and understand accounting terminology.
3. Understand financial reports and the foundations that underlie their preparation from manual or computer based systems.
4. Apply knowledge of accounting principles.

POLICIES:

General Classroom Policies:

1. Students are responsible for all material presented and assignments made.
2. **Attendance & participation:** Students are expected to attend every class session and actively participate in discussions. If you have an extraordinary situation that makes your absence necessary, please send the instructor a written notice (with legitimate reasons) via e-mail before the class session. Students will not be allowed to make up missed in-class attendance assignments.
3. If you miss class, it is your responsibility to get notes and assignments from another student and then see me or e-mail me regarding specific questions.

Policies for Class Assignments, Quizzes, and Comprehensive Problems:

- Approximately a chapter a week will be covered.

Chapter Assignments

1. Chapter assignments include homework and assignments covered during class time.
2. Chapter assignments will typically be assigned weekly.
3. Chapter assignments **will be submitted to Desire 2 Learn (D2L) on a set date and time.**
4. You should follow along with assignments during each class period, and I will let the class know at least one class period prior to the due date of chapter assignments and quiz day.
5. All chapter assignments turned in should be clearly marked with the name of student (group) and placed in proper order. **Points will be deducted if the pages of the assignment are not in sequential order.**
6. A student (group) class assignments not turned in on due date will be deducted by 10% for every 24 hour period after the due date. Furthermore, the late assignment must be submitted before it is graded and returned to receive any credit, from the corresponding due date.
7. A student (group) may turn in only two class assignments late. A student (group) that turns in additional class assignments late will be given a zero for each of those additional late assignments. If you do not trust the individual responsible for submitting the group assignment then submit it yourself with a note explaining you are submitting it just in case.
8. If a class assignment cannot be turned into D2L on time, it can be turned in late to my e-mail workman@siu.edu with your name and assignment in the subject line.
9. **After the first chapter students will form groups. Groups must consist of either 3 or 4 students. Only one assignment will be turned in by each group.** I will randomly assign groups.
10. If there is a reason why you feel you would benefit from working by yourself, please either e-mail or call me.
**Quizzes (10 quizzes)**

1. For the most part there will be a quiz following each chapter.
2. **Only one quiz can be made up.** However, this one make-up quiz limitation does not have to be used for any university or military sanctioned event. Nevertheless, a student must provide adequate documentation showing that he/she is participating in an authorized event as well as obtain the professor’s prior approval to the scheduled event. A student will have to schedule a make-up quiz with the professor. A make-up quiz should be taken by the student before the next class period, but the make-up quiz has to be taken by the student within one week from the scheduled quiz or the student will receive a zero for that particular quiz.
3. **All quizzes will be timed.** There will be approximately 20 to 45 minutes for you to take the quiz. The professor will tell the class the amount of time to be allowed for each quiz. **You must turn your quiz in before the test time expires.** Also, if you come to class late on the day of a quiz, then this will reduce the amount of time you have to take the quiz.

**Comprehensive Problem (1 problem)**

1. **There is one comprehensive problem:** It will be after Chapters 3-5.
2. The Comprehensive Problem is worth 100 points. Lab time in class will be scheduled to work on the problems; however, it is expected that additional time outside of class will be needed in order to complete the problem.
3. **Each group will turn in only one comprehensive problem.**
4. Comprehensive Problem will have a set due date. **It will be expected that the comprehensive problem be turned in at the beginning of the class period.**
5. **Comprehensive Problem not turned in on due date will be deducted 10% for each day (including weekend days) that the Comprehensive Problem is turned in late.**
6. Comprehensive Problems will be turned to the D2L dropbox with your name and assignment in the subject line.

**Additional Policies**

1. Students must have an active SIU e-mail account. Instructor will only use SIU e-mail. You may set up your SIU mail to forward to other accounts.
2. Students must have an active D2L account.
3. If you stop attending this class and do not officially withdraw from this course before the drop deadline, you will receive an F or WF (depending on date) at the end of the semester.
4. Cheating includes but is not limited to:
   a. Turning in someone else’s work as your own or allowing someone else to turn in your work as his/her own.
   b. Incidents of cheating will be dealt with by the offending student(s) receiving a grade of “F” in the class.
   c. IN CLASS please work together collaboratively, but do not expect your neighbor to provide you with “fill in the blank” answers.
STUDENT ASSISTANCE

To obtain academic accommodations for this course, students with disabilities should contact Disability Support Services and the instructor as soon as possible. Disability Support Services is located at Woody Hall B-150, DSSsiu@siu.edu, 453-5738, or visit the website at http://www.siu.edu/~dss/.

Final Grade

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Attendance</td>
<td>15%</td>
</tr>
<tr>
<td>Chapter Assignments</td>
<td>30%</td>
</tr>
<tr>
<td>Chapter Quizzes</td>
<td>30%</td>
</tr>
<tr>
<td>Two (2) Comprehensive Review Problems</td>
<td>25%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

Grades

- A 90-100%
- B 80—89%
- C 70—79%
- D 60—69%
- F <60%

INC = Only in extreme circumstances. Refer to page 32 in the Undergraduate Catalog.

You may obtain handouts for certain chapters and specific assignments for every chapter by going to D2L located at http://online.siu.edu. Once you open D2L by using your network ID and password, you next need to click on ISAT 120 and then click on the chapter file to get the assignments and/or handouts you want for that particular chapter. Assignments may also be uploaded through D2L.

UNIVERSITY/SCHOOL POLICIES

ISAT Policy on Academic Dishonesty (Approved 3/30/01)

The Student Conduct Code of SIU clearly spells out the University policy on Academic Dishonesty. Courses involving the use of the computer require extra consideration, because computer work is easily copied.

Definition of Academic Dishonesty

We define academic dishonesty to mean turning in material created by someone else and representing it as your own work or permitting others to represent your work as their own.

The following guidelines may be used to help in determining whether or not academic dishonesty has occurred:

1. The student turns in work (i.e., computer work) that is identical to or extremely similar to work turned in by another student or students, unless identical work is the expected norm.
2. When confronted, the student cannot explain the details of his or her work and the methods used to arrive at the solution.

Some Examples:

Academic Dishonesty has occurred:

- When a student turns in work created by someone else and represents it as his or her own work.
- When a student permits someone else to turn in his or her work and represent it as his or her own work.
- When a student copies work from another student.
- When a student copies answers from another student on a quiz, exam, or test.
- When a student uses notes or materials of any kind during a quiz, exam, or test (unless it is announced by the instructor as “open notes” or “open book”).
- When a student deliberately changes parts of computer work in an attempt to disguise the origin.
- When two or more students collaborate on a project that is supposed to be completed individually.

Academic Dishonesty has not occurred:

- When students have the instructor’s permission to collaborate on a project.
- When students receive appropriate help from instructors, graduate assistants, or other staff members involved with the course.
- When students help each other with syntax errors or other application-specific information that makes computer work easier.
- When students participate in a general discussion about the assignment, such as discussing the requirements for the assignment or general strategies for completion of the assignment.

Penalty for Academic Dishonesty

First offense: from a zero on the specific lab/assignment/project/exam to course grade of F.

Second offense: from course grade of F to suspension from the department.

Third offense: permanent suspension from the department.

Records of academic dishonesty will be maintained in the student’s file in the departmental advisor’s office, as well as in a master academic dishonesty file in the department chair’s office. When an incidence of academic dishonesty occurs, the faculty member will meet with the department chair to discuss the situation and determine the appropriate penalty.

Emergency Procedures. Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on BERT’s website at www.bert.siu.edu, Department of Safety’s website...
www.dps.siu.edu (disaster drop down) and in Emergency Response Guideline pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

Resources for additional academic help – Writing Center, Learning Support Services, tutoring, DSS services, etc. Two examples:

Supplementary Assistance: With the cooperation of SIU’s Disability Support Services (DSS), each student who qualifies for reasonable supplementary assistance has the right to receive it. Students requesting supplementary assistance must first register with DSS in Woody Hall B-150, (453-5738) or http://disabilityservices.siu.edu/

Notice: If you have any type of special need(s) or disability for which you require accommodations to promote your learning in this class, please contact me as soon as possible. The Office of Disability Support Services (DDS) offers various support services and can help you with special accommodations. You may wish to contact DDS at 453-5738 or go to Room 150 at Woody Hall to verify your eligibility and options for accommodations related to your special need(s) or disability.

SIU email policy
Official SIU Student Email Policy: http://policies.siu.edu/policies/email.htm

Saluki Cares—The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. To make a referral to Saluki Cares click, call, or send: http://salukicares.siu.edu/index.html; (618) 453-5714, or siucares@siu.edu.