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OFFICE HOURS: By Appointment

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ASSISTANT E-MAIL: salmaelba@aucegypt.edu

COURSE PREREQUISITES

ACCT 201 & ACCT 301

1- School of Business Vision, Mission, and Core Values:

Vision
The School of Business sees itself becoming globally recognized as the leading business school connecting the region to the world

Mission
The School of Business strives to create an environment that fosters the development of principled and innovative business leaders and entrepreneurs who can make a difference.

NOTE: This Syllabus outline is available on the Blackboard
Core Values

Excellence
We continually strive to be among the best in all we do; in teaching, research, creative expression, service to our communities and service to each other in our daily interactions.

Diversity
We seek to treat all individuals with dignity and fairness and to promote understanding and respect for diversity of perspectives, traditions and experiences.

Lifelong Learning
We believe that the pursuit of knowledge, understanding, and personal and professional development should continue throughout one’s lifetime.

Social Responsibility
We are committed to exploring the challenges that confront Egypt, the region and the world and to using our intellectual and creative capabilities to address these challenges, serve our communities and have a positive and sustainable impact on development, business, the environment and society.

Integrity
We believe that individuals are accountable for their actions, and, as members of a community, our individual actions have an impact on others. We are stronger as a community when we reflect on the consequences of our decisions and actions and when we uphold the principles of academic integrity, including fairness, accountability, and honesty.

2- Mission of the Department of Accounting

Our mission is to provide a world class accounting education to serve the needs of the business community and the accounting profession.

In support of this mission the department:

- Provides a high quality contemporary-style business education that blends a global perspective with national cultures and is relevant to the business needs of Egypt and the region.
- Provides programs that encourage the development of an entrepreneurial spirit that emphasizes creativity, innovation individual initiative and teamwork.
- Provides a learning environment that fosters faculty/student communication and promotes lifelong learning and career development.
- Encourages faculty development activities that improve teaching, maintain competence and that keep faculty current with ideas and concepts in their field.
- Seeks to develop a portfolio of intellectual contributions to learning and pedagogy, to practice, and to the theory and knowledge base of the disciplines.
- Encourages the establishment of close partnerships with the business community through consultancies and service that enhance the intellectual and economic quality of Egypt while enriching the learning process.
3- **Course Objectives:**

The basic objective of this course is to provide a thorough understanding of the theory of accounting and its application, to the valuation and presentation of assets, liabilities, net worth, income, and expenses accounts. Special emphasis is placed on International accounting standards (IASs) and their application. This course focuses on the liabilities and equity sections in various types of ownerships.

4- **Competency coverage:**

In addition to the specific objectives of the course, the material and activities have been selected to aid students in their progress toward developing the following competencies:
- Understand information technology and its use in solving business problems.
- Understand how to apply quantitative methods in analyzing business situations.
- Understand accounting as an information system with emphasis on concepts and assumptions underlying data accumulation for financial reports.
- Understand the application of accounting concepts and techniques in various types of ownership equities.
- Understand accounting theory and its application and presentation of the accounting equations elements (assets, liabilities, equity, income, and expenses accounts), with special emphasis on Generally Accepted Accounting Principles (GAAP).
- Understand how to analyze accounting reports for decision-making purposes.
- Understand the external and internal business environment.
- Understand the functional areas of business including accounting, finance, production / operations management, marketing, and personal management.
- Be able to conceptualize and apply problem-solving techniques in a variety of organizational setting.
- Be able to apply skills and utilize knowledge to address real world business situations.
- Be able to analyze, organize, and synthesize information to draw and support conclusions.

5- **Learning Goals:**

The addition to the specific objectives of the course, the material and activities have been selected to aid and support students in their progress towards achieving the following learning goals:

1. **Ethics:** Each student will be able to define, analyze and evaluate ethical issues and the need for socially responsible organizations.
2. **Communication:** Each student will demonstrate effective written and oral communication skills.
3. **Leadership:** Each student will be able to demonstrate knowledge of effective leadership styles, teamwork and collaborative behavior.
4. **Application of Accounting Concepts:** Each student will be able to demonstrate an understanding of financial and managerial accounting concepts and applications.
5. **Auditing and Tax Accounting:** Each student will be able to demonstrate an understanding of auditing and taxation concepts and applications.
6- Text and other reading materials


7- Grading

The total grades of this course are assigned as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Grades</th>
<th>Date</th>
<th>Chapters included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1 (1 hour)</td>
<td>25%</td>
<td>To be assigned 2 weeks in advance</td>
<td>Comprehensive</td>
</tr>
<tr>
<td>Exam 2 (1 hour)</td>
<td>25%</td>
<td>To be assigned 2 weeks in advance</td>
<td>Comprehensive</td>
</tr>
<tr>
<td>Final Exam (2 hours)</td>
<td>25%</td>
<td>As per the AUC official schedule</td>
<td>Comprehensive</td>
</tr>
<tr>
<td>Attendance &amp; Class Performance</td>
<td>15%</td>
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<td></td>
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<tr>
<td>Assignments</td>
<td>10%</td>
<td>NO LATE ASSIGNMENTS WILL BE ACCEPTED</td>
<td></td>
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</tbody>
</table>
10- Attendance:

As stated in the university catalog, “students are expected to attend class; there is no system of permitted absence. The instructor in each class determines the effect of absence on a student’s grade in that class”. Students may not normally receive credit for course if more than three weeks of classes (or their equivalents in summer school) are missed.

Reference to AUC attendance policy in the AUC 2010-2011 catalog.

- Attend every single class and participate in class discussions. Hand in your homework Assignments on time and in hard-copy format. Electronic submissions without prior approval will not be accepted.

- Keep track of deadlines and check the Blackboard course web site regularly for updates, changes in syllabus, etc.

- Class attendance is important to successfully complete the course. If you do not attend a class it is entirely YOUR responsibility to determine what you have missed, including any administrative announcements made in class.

- There are no supplemental exams or assignments for this course. Make-up or extra work to improve your grade is NOT possible.

11- Academic Integrity Policy:

Preamble: Valuing the concepts of academic integrity and independent effort, the American University in Cairo expects from its students the highest standards of scholarly conduct. The University community asserts that the reputation of the institution depends on the integrity of both faculty and students in their academic pursuits, and that it is their joint responsibility to promote an atmosphere conducive to such standards. The AUC policy and procedures will be strictly applied. These procedures are contained in the University Catalog page 69-70 and are reproduced for your careful consideration and strict adherence.

I. Academic dishonesty is not acceptable in an institution dedicated to learning or in any society.

Academic dishonesty includes, but is not limited to:

1. Cheating: using unauthorized notes, aids, or information on an examination; altering a graded work prior to its return to a faculty member; allowing another person to do one's own work and submitting it for grading.

2. Plagiarism: submitting material that in part or whole is not one's own work; submitting one's own work without properly attributing the correct sources of its content.

3. Fabrication: inventing or falsifying information, data, or citation; presenting data gathered outside of acceptable professorial guidelines; failing to provide an accurate account of how information, data or citations were gathered; altering documents affecting academic records; forging signatures or authorizing false information on an official academic document, grade, letter, form, ID card, or any Other university document, submitting false excuses for absence, delay or illness.

4. Multiple Submissions: submitting identical papers or course work for credit in more than one course
without prior permission of the instructor.

5. Obtaining or Attempting to Obtain Unfair Advantage:
   a) Gaining or providing access to examination materials prior to the
time authorized by an instructor;
   b) Stealing, defacing, or destroying library or research materials which
can deprive others of their use;
   c) Unauthorized collaboration on an academic assignment;
   d) Retaining, possessing, or circulating previously used examination
materials without the instructor's permission;
   e) Obstructing or interfering with another student's academic work; or
   f) Engaging in any activity designed to obtain an unfair advantage over
another student in the same course.
   g) Offering bribes to staff or any university employee to effect a grade
change, or gain unfair advantage over other students

6. Unauthorized Access: viewing or altering in any way computer records, modifying computer
   programs or systems, releasing or distributing information gathered via unauthorized access, or in any
   way interfering with the use or availability of computer systems/information.

7. Aiding and Abetting: providing material, information, or other assistance which violates the above
   Standards for Academic Integrity; providing false information in connection with any inquiry
   regarding academic integrity.

8. Impersonation: aim personating or allowing to be impersonated by another individual during classes,
   examination or other university activities.

9. Threatening harm: threatening, effecting, or encouraging bodily, professional or financial harm to
   any faculty, staff, administrator or student who has witnessed or reported a violation of
   the Code of Ethics.

The University reserves the right to take disciplinary action as severe as dismissal according to
procedures delineated in section II–

II. An instructor has full authority to deal with an academic dishonesty incident
   within the context of his/her course. Disciplinary action may cover the range
   from reprimand to "F" for the course grade. The instructor may also
   recommend suspension or dismissal from the University.

   1- The instructor's action on incidents of academic dishonesty must be communicated to
   the student(s) involved as well as to the Student Affairs Office and/or the office
   responsible for monitoring academic integrity by her/him within two weeks of the
   time the instructor became aware of the incident.

   2- All cases of academic dishonesty are to be immediately reported to the chair of the
   Academic integrity Committee and to the Chair of the instructor's department. In
   the case of a recommendation for suspension or dismissial, the Academic Integrity
   Committee will meet promptly to investigate, and submit a recommendation to the
   Provost, who is the final authority.

   3- All students involved in academic dishonesty will receive an official letter of warning
   from the University administration, a copy of which will remain in the students’
   file in the department as well as in the Student Affairs Office and/or the office
   responsible for monitoring academic integrity.

III. Once the Academic Integrity Committee has given a hearing to the student
   and submitted its recommendation to the Provost, no further appeal may be
   made unless substantial new evidence is presented to the Chair of the
   Academic Integrity Commit-tee, who will evaluate the evidence and reopen
   the case if deemed necessary.
### 12- Readings & Homework Assignments from Keiso Textbook:

<table>
<thead>
<tr>
<th>#</th>
<th>Topics</th>
<th>Ch.</th>
<th>Assignments</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Stockholder’s Equity: Accounting for Stock Issuance</td>
<td></td>
<td>Refer to the Assignment Sheet on the Blackboard containing the assignment numbers from Keiso Textbook</td>
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<tr>
<td>2</td>
<td>Stockholder’s Equity: Accounting for Preferred Stock Dividends</td>
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<td>3</td>
<td>Stockholder’s Equity: Accounting for Convertible Preferred Stock</td>
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<td>4</td>
<td>Stockholder’s Equity: Accounting for Common Stock Dividends: Cash Dividends</td>
<td>15</td>
<td>Refer to the Assignment Sheet on the Blackboard containing the assignment numbers from Keiso Textbook</td>
</tr>
<tr>
<td>5</td>
<td>Stockholder’s Equity: Accounting for Common Stock Dividends: Stock Dividends</td>
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<td>6</td>
<td>Stockholder’s Equity: Stock Split</td>
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<tr>
<td>7</td>
<td>Stockholder’s Equity: Accounting for Treasury Stock</td>
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<td>8</td>
<td>Long Term Liabilities: Introduction to Bonds</td>
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<td>Refer to the Assignment Sheet on the Blackboard containing the assignment numbers from Keiso Textbook</td>
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<tr>
<td>9</td>
<td>Long Term Liabilities: Accounting for Bond Issuance: Face Value</td>
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<td>10</td>
<td>Long Term Liabilities: Accounting for Bond Issuance: Premium</td>
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<td></td>
<td>Long Term Liabilities: Accounting for Bond Issuance: Discount</td>
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<tr>
<td>12</td>
<td>Long Term Liabilities: Accounting for Bond Retirement</td>
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<tr>
<td>13</td>
<td>Long Term Liabilities: Accounting for Convertible Bonds</td>
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<tr>
<td>14</td>
<td>Short Term (CURRENT) Liabilities: Accounts Payable</td>
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<td>15</td>
<td>Short Term (CURRENT) Liabilities: Notes Payable</td>
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<td>16</td>
<td>Short Term (CURRENT) Liabilities: Sales Tax Payable</td>
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<td>17</td>
<td>Short Term (CURRENT) Liabilities: Unearned Revenues</td>
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<td>18</td>
<td>Short Term (CURRENT) Liabilities: Contingent Liabilities</td>
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<td>19</td>
<td>Short Term (CURRENT) Liabilities: Warranty Liability: Cash &amp; Accrual Basis</td>
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<tr>
<td>20</td>
<td>Special Topic on Long Term and Short Term Liabilities: Leases</td>
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<tr>
<td>21</td>
<td>Special Topic on Long Term and Short Term Liabilities: Leases: Accounting by Lessee: Operating Lease</td>
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</tbody>
</table>

Refer to the Assignment Sheet on the Blackboard containing the assignment numbers from Keiso Textbook

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<tr>
<th></th>
<th>Special Topic on Long Term and Short Term Liabilities: Leases: Accounting by Lessee: Finance Lease</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>22</td>
<td><strong>Recognizing Revenues</strong>&lt;br&gt;Refer to the Assignment Sheet on the Blackboard containing the assignment numbers from Keiso Textbook</td>
<td>18</td>
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<tr>
<td>23</td>
<td><strong>Cash Flow Statement: Operating Activities</strong>&lt;br&gt;Refer to the Assignment Sheet on the Blackboard containing the assignment numbers from Keiso Textbook</td>
<td>23</td>
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<tr>
<td>24</td>
<td><strong>Cash Flow Statement: Investing Activities</strong>&lt;br&gt;Refer to the Assignment Sheet on the Blackboard containing the assignment numbers from Keiso Textbook</td>
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<tr>
<td>25</td>
<td><strong>Cash Flow Statement: Financing Activities</strong>&lt;br&gt;Refer to the Assignment Sheet on the Blackboard containing the assignment numbers from Keiso Textbook</td>
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<td>26</td>
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* Additional practice problems will be solved in class and solutions to in-class problems will be posted on blackboard.

*Assignments are due for submission in the class following the completion of each chapter.

Best of Luck
Course: ACCT 302, Fall 2011

Student Background Information

1. Name: 
2. ID Number: 
3. E-mail: ______
4. Major: 
5. Minor: 
6. Do you work? Yes  No
7. If yes, company name
8. Please list any work experience:

9. Please rate your mathematical background:
   Low  Medium  High

10. Please rate your computer background:
    Low  Medium  High

11. Do you have any special concern that you would like to tell the instructor?

Your signature below testifies that you have read the course syllabus and understand it. Furthermore, you plan to meet the professor's expectations with regard to attendance, punctuality, course assignments, grading policy, and general goals and objectives.

Signature: