

Course Syllabus
Welcome to ACC 113 Principles of Financial Accounting On-Line
3 credits
Fall 2018

This course is a 5 week course that covers all the same material as a standard 15 week course. As such, it requires a commitment on the part of the student to work each day on the assignments in order to complete the work on time. Assignments could be due in as little as 2 days. This is not an open-ended course where students can submit when they wish. It is a very organized 36 days of work. Every day you need to be working on this course. There are no makeups for any exercise, problem, quiz, or test. Do not take this course if you cannot give it the time necessary as you will be disappointed. I am committed to help students succeed in this course but the commitment must also be the student's.

I will be on the course site every morning checking for any questions you may have had the day before. I am there for you as you reach out for help, but reaching out is your responsibility.

Print this for future reference

Prerequisites: Eligible for either ENG 101E or ENG 101 and Eligible for MAT 137, or permission of instructor.

General Information:

Meeting Time and Place;

Sec 3057 On-Line

Faculty: Professor Nancy L Kelly

Email: nkelly@mxcc.edu

Office Hours: Contact is through BlackBoard **Messaging**.

Scope of Course:

The course examines the structure of accounting and the accounting equation. It studies the basic essentials which include journalizing and posting transactions; preparing the trial balance; preparing the financial statements; and journalizing and posting adjusting and closing entries. Accounting transactions for both service and merchandising corporations are presented. The course introduces the basic concepts of asset and liability measurement, both current and long-term, and revenue determination by examination of specific accounts. Corporate organizations and retained earning accounts are studied.

Course Learning Outcomes:

The student will be able to:

Understand some of the uses of accounting information and the environment in which accounting takes place

Understand the use of financial statements to make a decision.

Be able to process accounting information and create financial statements

Be able to complete the accounting cycle from journalizing to closing entries

Understand the importance of accrual-basis accounting

Understand the purpose of an effective system of internal control and use a bank account as a control device.

Appreciate the importance of ethical behavior in accounting

Understand and account for short-term investment, accounts and notes receivables, and inventory

Understand and account long-term assets

Understand and account for current and long-term liabilities

Understand and account for stockholder's equity

Analyze companies' financial statements and communicate that information

Detailed course outcomes are listed on the Course Outline which is made available to the students.

Importance of Course

As stated by the ACC, the primary objective of the first course in accounting is for students to learn about accounting as an information development and communication function that supports economic decision-making. The knowledge and skills acquired from this course should facilitate subsequent work in accounting. The student will achieve a broad view of accounting's role in providing information and how it functions in business and other organizations. They will understand the basic features of accounting and reporting by organizations. They will understand fundamental accounting concepts in addition to the elements of financial statements. This course focuses on the relevance of accounting information to decision-making as well as its source. Students who are seeking positions in any business field must develop these core competencies. This class is required in the Accounting and the Business Administration programs and is recommended as the accounting requirement in the Marketing program. This course is part of the business core of all Business Schools and this course transfers to all known colleges and universities.

Accounting Program Learning Outcomes:

All of the following Program Learning Outcomes are contained in this course. Program Learning Outcomes are to provide students with the opportunity to:

- Develop the ability to organize, analyze, and interpret numerical data through knowledge and comprehension of accounting concepts and principles

- Develop the strategic and critical thinking skills through development of the ability to identify, gather, measure summarize, verify, analyze, and interpret useful financial and non-financial data
- Develop the ability to identify and solve unstructured problems in unfamiliar setting and exercise judgment based on facts.
- Develop communication through development of proficiency in oral/written/electronic communication skills and the development of the ability to explain financial data to others.
- Develop leadership skill through the development of the ability to work collaboratively, including organization, control, and assessment of group-based work, and provide leadership when appropriate.
- Develop the skills to apply current technology including the ability to use spreadsheet software to analyze business problems, communicate using work processing and presentation software, access information via internet, and understand information integrity and security issues.
- Develop a professional orientation through awareness of legal, regulatory, and ethical issues facing the profession, awareness of global financial practices, and understanding the methods for creating and managing change in organizations
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Students completing this course will be able to:

- Quantitative Reasoning (E)
 1. Represent mathematical and quantitative information symbolically, graphically, numerically, and verbally.
 2. Apply quantitative methods to investigate routine and novel problems. This includes calculations/procedure, mathematical and/or statistical modeling, prediction, and evaluation.
 3. Interpret mathematical and quantitative information and draw logical inferences from representations such as formulas, equations, graphs, tables, and schematics
 4. Evaluate the results obtained from quantitative methods for accuracy and/or reasonableness
- Continuing Learning/Information Literacy (E)
 1. Demonstrate competency in using current, relevant technologies to solve problems, complete projects, and make informed decisions.
 2. Access, navigate, identify and evaluate information that is appropriate for their need(s) and audience(s).
 3. Synthesize information to broaden knowledge and experiences and produce both independent and collaborative work
- Critical Analysis/Logical Thinking (E)
 3. Analysis: Break subject matter into components and identify their interrelations to ascertain the defining features of the work and their contributions to the whole.

- Appreciation of the Ethical Dimensions of Humankind (E)
 1. Recognize and reflect critically on ethical issues

Text and other related material:

- **TITLE: Horngren's Financial & Managerial Accounting Chapters 1-26, Student Value Edition (loose leaf) & NEW MyAccountingLab with Pearson eText -- Access Card Pack. We use chapters 1-13 in Financial Accounting.**
- **AUTHORS: Miller-Nobles, Mattison, Matsumura**
- **EDITION:6th**
- **PUBLISHER:PEARSON EDUCATION**
- **ISBN: 9780134642857**

Or

Ebook with access code only can be used ISBN: 9780134450810

Email address is needed.

Important: Students should link their college email to their own personal email so that they get all the correspondence.

Log into www.my.commnet.edu

Other student resources are available online.

Blackboard

This course will use the online site called **Blackboard** Learn. Access is through www.my.commnet.edu. Students who have not used Blackboard should go through the orientation material. Students can access important material from anywhere through the course's web site. This site includes copies of all course information (syllabus, outline, Assignment Sheet), lecture notes, email, discussion.

Students will also use the tool **MyAccountingLab (MAL)** for homework and quizzes/tests and additional study resources.

My Accounting Lab (called MAL from now on)

You are required to register in the CORRECT myaccountinglab.com section. After logging into BlackBoard for this course. Click on the **My Accounting Lab** on left-side tab. See **How to Register for MAL** link for the information.

If you register for the wrong course your work will not transfer to the correct course and you will have to start over. The textbook that you purchased from the bookstore or online with the correct ISBN code provides a One-time use access code that allows you access to MAL for one year.

You should access MAL through the BlackBoard site for this course so you can see any announcements or messages that has been posted. If Blackboard is down you can go to pearsonmylabandmastering.com as an alternative choice. You should read the Welcome for My Accounting Lab on the main page and Check your browser and How to Enter Answers before you start using the software.

Chapter Learning objectives, assignments and assessments

Listed with each chapter are the learning objectives, the reading assignments, and exercises and problems. The schedule of the chapters is given in the **Assignment Sheet**. It is important that **you print this out** and check it for this information

Grading policies:

Student will be given assignments that develop problem solving and analytical skills. Hands-on assignments will occur to encourage interaction. Students will be tested frequently on the specific objectives. There will be a focus on teaching the student to learn on his or her own.

Grade is determined as follows:

3 Tests	300 points	approx	52% of grade
10 out of 12 Quizzes	100 points		17% of grade
18 of 20 Problems	90 points		16% of grade
45 of 53 Exercises	<u>90 points</u>		<u>15% of grade</u>
	580 points		100%

Quizzes are 10 multiple choice questions on the reading. Each quiz is worth 10 points, lowest 2 quiz grades will be dropped

Problems are worth 5 points each, 2 lowest homework dropped.

Exercises are worth 2 points each and lowest 8 exercises are dropped.

Quizzes, problems and exercises must be submitted on time according to the Assignment Sheet. There are no extensions granted unless for documented emergencies with proof.

If you miss doing an exercise or problem you can still practice them for no grade through the Study Plan found in the MAL site on the left-hand tab.

As Tests are problem-based and are similar to the assigned exercises and problems, all assignments should be done.

THERE ARE NO MAKE-UP ASSIGNMENTS, EXAMS OR QUIZZES GIVEN UNLESS ARRANGEMENTS HAVE BEEN MADE BETWEEN INSTRUCTOR AND STUDENT

PRIOR TO THE TEST OR QUIZ and the student has an official Document for the makeup. This means that the instructor and student have either talked or emailed and an alternative time has been arranged. There shall be no assumption that a make-up will be allowed. This is the reason for the dropped assessments so use them wisely.

Students joining the class late cannot makeup missed assignments for a grade. Dropped grades would apply to those assignments

A = 93-100	D+ = 67-69
A- = 90 -92	D = 63-66
B+ = 87-89	D- = 60-62
B = 83-86	F = less than 60
B- = 80-82	
C+ = 77-79	
C = 73-76	
C- = 70-72	

Testing:

Quizzes and **Tests** are taken through the My Accounting Lab program (MAL) under Assignment/Take Quiz/Test on or by the days specified in the **Calendar**.

Because this is a MAP course the days when quizzes and test can be given is established by a committee as a Wednesday or a Sunday. The due dates are the final dates for taking the quiz. You are able to do the quiz any time between the release date and the due date. However, the Tests are on a specific date and can only be taken on that date.

Failure to take the assessment will result in a grade of 0. You may use the book and notes if you have hard copies but you cannot have someone else help you with your assessments or use another internet site to help you. This is considered cheating and could result in your dismissal from the college.

Exercises and Problems (through MAL):

Exercises and Problems, found in MAL under Assignment/Homework, have been identified with an "E" or "P" and deal with specific Learning Objectives. These are graded. You can do these assignments anytime between the release date and the due date. You will have two attempts for each assessment in order to improve your score and master the material. Doing these as you learn the topics in the chapters help you to master the chapter in smaller segments. Tests are taken from these exercises and problems so it is very important that you complete all assignments. Late assignments

are not accepted for any reason. However, if you miss an assignment you may do (or redo) the assignment for no grade in **the Study Plan** area of MAL

Ask My Instructor

Within the MAL under **Question Help** there is a function called **Ask My Instructor**. If you are working on an exercise or problem and have a question on it you should send me the question through this link. It allows me to see the problem you are working on. Be aware that I am on the site usually in the early morning so I may not see your request until the next morning. Allow 24 hours for a response.

Study Plan (in MAL)

Within MAL there is a link on the left called **Study Plan**. When you click on it you will see an underlined item that says View all chapters. Find the chapter you want to redo the assignment for. Once in that site you will need to look for that particular assignment by looking at all the objectives. When you find it, ie P1-40 under Chapter 1, you can redo that problem as many times as you like. It corrects the work but does not record a grade. There is no requirement for doing any assignments in the Study Plan but it is a very helpful tool.

Tutoring

In-person tutoring is available for students on campus with Ms. Landi Hou (lhou@mxcc.edu). She is there Monday – Friday. Contact her for an in-person tutoring session. There are many online resources within MAL and I am always available to ask questions online. It is important that students who need help seek assistance early in the course.

Outcome Assessment

Learning Objectives (Los) are listed for each chapter in the Course Content area. Students will be given for homework, assignments that develop problem-solving and analytical skills. Students will be tested frequently on the specific objectives with chapter quizzes and chapter tests. The Assignment Sheet indicates the dates of all of assignments, quizzes and tests but they are also listed in the Chapter Guide for each chapter and **the Calendar**.

Assignments and grading procedure is subject to change. Students will be notified of any changes. There will be a focus on teaching the student to learn on his or her own. Students who successfully complete this course will have achieved the learning objectives as stated in the Course Outline

College Policies and Procedures:

Attendance Policy

Attendance on-line cannot be overstressed for this course. There is a proven correlation between attendance and the degree of success. In addition to testing and

homework requirements, it is the responsibility of the individual student to seek help if they are having difficulty. Students should inform me early before the difficulties become too great.

Withdrawals:

You need to follow the college's withdrawal policy. The student can email me the request for withdrawal thru my office email and I will respond. The student must then contact the Records Office for further instruction. **Deadline is Sept 21. Students who fail to follow procedure will receive the grade they have earned. No exceptions.**

IMPORTANT COLLEGE POLICIES!! PLEASE READ CAREFULLY!

For information about the college's policies and procedures regarding non-discrimination statement, academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather and emergency closings, and more, please go to the following website:

www.mxcc.edu/catalog/academic-policies

Respect is valued highly in my class. Respect from instructor to student, student to instructor and student to student. I thank you in advance for adhering to this value.