



**WESTFIELD STATE UNIVERSITY
DEPARTMENT OF ECONOMICS AND MANAGEMENT**

Course Syllabus: ACCT 104 001 PRINCIPLES OF ACCOUNTING I ONLINE

**SEMESTER: Summer I 2018
Course format: Online**

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| INSTRUCTOR: | Rihab Alzubaidi, Ph.D. |
| OFFICE: | Wilson 413C |
| PHONE: | (413) 572-8395 |
| EMAIL: | Ralzubaidi@westfield.ma.edu |
| OFFICE HOURS: | Online |
| CLASS MEETING TIMES & LOCATION: | Online |
| PLATO: | http://www.wsc.ma.edu/plato/ |
| CREDIT | 3 hours |
| PREREQUISITES | Software Applications in Management (MGMT 0107) |

It is often said that "Accounting is the language of business." This course provides an introduction to that language. One must understand accounting to function effectively in today's world and cope with business situations. To obtain more than a rudimentary understanding of accounting, the use and interpretation of accounting information is stressed, especially the principal financial statements issued by business organizations, along with the preparation of accounting information. I want to motivate you to understand the importance and interpretation of companies' financial statements and to appreciate the study of data entry—the mechanics of how economic events find their way into companies' financial statements. Whether you decide to specialize in accounting or not, you will find your skills strengthened by being able to work with and explain the meaning and limitations of accounting information.

COURSE DESCRIPTION

Development of a framework of concepts underlying the preparation of corporate financial statements which are useful to investors, economists, the general public, and other interested external parties. The balance sheet and income statement as conventionally reported by American corporations are studied as to methodology for their preparation, their interpretation, and their strengths and limitations.

PREREQUISITE

Software Applications in Management (MGMT 0107)

COURSE LEARNING OBJECTIVES

The objective of this course is to provide the student with an introductory exposure to the theory and application of U.S. Generally Accepted Accounting Principles (GAAP). It includes a study of the

concepts, theories, and practices used to prepare comprehensive financial statements in accordance with GAAP. The course will develop the student's ability to approach accounting problems in a logical and professional manner. The course will enable the student to:

- Understand the concepts and principles underlying the accounting cycle and accounting systems.
- To develop an introductory understanding of the application of GAAP as they relate to asset transactions in businesses, as well as the determination of net earnings.
- To learn to summarize and record accounting transactions in accordance with GAAP, including the proper preparation and presentation of the balance sheet and income statement.
- To gain a basic understanding of the internal control structure of a business, and inherent limitations of such a system.
- To develop the student's ability to approach accounting problems in a logical and professional manner.

COURSE FORMAT:

The content of the course will be presented online in Learning Units, which correspond to textbook chapters. Each Learning Unit will contain a wide variety of materials that will help you master the textbook chapter content. They include: lecture outlines and notes, audio lectures, power point presentations, additional problems and solutions, homework assignments, relevant and interesting web links, and chapter quizzes. For each Learning Unit, you will read assigned materials and complete assignments and assessments by posted due dates.

In order to successfully complete the course, you are expected to read all assigned readings and take the chapter quiz for each Learning Unit. The quizzes are provided to help you master the material and check your comprehension. The quizzes are timed and can only be taken once. The quizzes grades will be included in your final grade.

Learning units will be available in time over the course of the semester. You are expected to check PLATO on a regular basis (every day) for new or changed course readings and assignments.

There will also be four online exams. These exams are timed and can only be taken once, but you will have a flexible exam window over which each student can select an exam time that best suits their schedule.

COURSE REQUIREMENTS

1. Read the text material carefully.
2. View the chapter's power point slides.
3. Read the chapters outlines material.
4. Watch the chapter's video.
5. Participate in chapter's discussion forum by submitting your three threads and be ready to prepare your respond to the discussion question in each chapter and replay to on other person with your thoughtful response.
6. View the supported material file which includes a set of exercises' and problems with answers.
7. Complete the week's homework assignments and submit it. Keeping up with homework is imperative if you are going to succeed in this course.

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8. Under each week’s link in our course, you will find a link entitled “Chapters Quizzes”. These should be used to prepare you for the graded assignments. Please take the quiz.
 9. Four exams: Each student must take all four exams.
 10. Each student must complete the excel file for the project.

Teaching Approach

I want you to get involved in the learning process to the maximum extent possible to enhance what you learn and to help you develop the life-long skill of learning on your own. I believe that more effective learning occurs when both the instructor and students discuss the material. Therefore, I expect you to be prepared for each unit, to read the assigned material and work the assigned problems as best you can, to participate in discussions of the topics and analysis of the problem solutions, and to respond to questions posed by the instructor. I believe that this approach keeps students more actively engaged in the learning process and leads to a higher level of learning.

GRADING

The course grade is composed of the following:

| | |
|------------|---------------------------------------|
| 15 points | Exam 1 |
| 15 points | Exam 2 |
| 15 points | Exam 3 |
| 15 points | Final Exam |
| 10 points | Discussion Forum/Threads |
| 10 points | Assigned Homework - My Accounting Lab |
| 10 points | Weekly quizzes |
| 10 points | Project |
| 100 points | Total |

The final numerical grade will be assigned a letter grade according to the following scale:

| | | | |
|----|---------|----|-----------|
| A | 93-100% | C+ | 77-79% |
| A- | 90-92% | C | 73-76% |
| B+ | 87-89% | C- | 70-72% |
| B | 83-86% | D+ | 67-69% |
| B- | 80-82% | D | 60-66% |
| | | F | Below 60% |

TEXTS

Miller-Nobles, Mattison, and Matsumura, Horngren’s Financial & Managerial Accounting Volume I(with MyAccountingLab access), Pearson, 2016. (Textbook is a custom edition for Westfield State University ACCT 0104 - Principles of Accounting I, taken from Fifth Edition of two volume text of same authors and name)

Exams

There will be four exams, including a Final Exam. The midterm and final exams may contain multiple-choice questions and work out problems.

The exams will be available online and will have a time limit for completion (e.g. 2 hours from the beginning of the test). If a student experiences technical difficulties, he/she should notify me immediately of such a problem via email. There are no make-up exams in this course.

If you have extenuating circumstances that would cause you to miss an exam or quiz deadline, discuss the issue with me BEFORE the date of the exam or the date of the quiz deadline. Otherwise, your request will more than likely be denied, and a grade of zero assigned. Make-up exams will not be given.

Weekly discussion forum

We will use weekly discussion Forum to facilitate comments and questions throughout the semester.

The student is required to provide three threads in response to the provided topic for each forum. Each thread must be at least 50 words and demonstrate course-related knowledge. In addition to the threads, the student is required to reply to at least 2 other classmates' threads.

Chapters Quizzes:

Under each week's link in our course, you will find a link entitled "Chapters Quizzes". These should be used to prepare you for the graded assignments.

Each chapter quiz contains 20 questions, mostly multiple choices. In addition, you will only be allowed to take each chapter's quiz ONCE.

HOMEWORK

End of chapter assignments will be posted to the course PLATO site. You are expected to read all assigned material and complete all assignments. Homework will consist of short exercises, exercises, and problems at the end of each chapter.

Additionally, students should work through the "Quick Check" questions at the end of each chapter. The answers to the "Quick Check" questions are available in the text.

MyAccountingLab Assignments

Course Name: Principles of Accounting I ACCT 104 Summer I 2018

Course ID:

The MyAccountingLab problems will be completed through the MyAccountingLab course website and will not be specifically reviewed in class, unless you raise particular questions on the assigned material. The MyAccountingLab assignments & due dates will be announced in class and posted to the course PLATO site, however, students are responsible for logging into MyAccountingLab to keep abreast of upcoming assignments and due dates.

Late assignments will not be accepted. If you do not complete a MyAccountingLab assignment by the designated due date, I will grant an extension of the due date only in extenuating cases and if you can

provide proper documentation of why the assignment could not be completed on time. Because students may miss an assignment for various reasons, I will drop the lowest assignment (either End of Chapter or MyAccountingLab) grade.

The MyAccountingLab assignments and the graded end of chapter assignments constitute 12% of the final course grade.

The end of chapter homework assignments is similar in nature to the MyAccountingLab assignments. The in-class review of the end of chapter homework assignments is designed to prepare you for the MyAccountingLab assignments.

The end of chapter problems are designed to prepare you for the MyAccountingLab assignments and both are designed to prepare you for each exam. Diligently reading each chapter, working the end of chapter problems and actively participating in the in-class review of those problems, and completing the MyAccountingLab assignments will facilitate your understanding of the underlying principles of financial accounting as well as your success in this course.

FINANCIAL STATEMENT PREPARATION PROJECT

The project for this course will involve the preparation of a set of financial statements for a fictitious company. **Specific project requirements will be distributed separately as attached Excel file.**

The project is **due at the beginning of class on Monday 6/19/2017. No late projects will be accepted!!! Emailed projects will be accepted as Excel file attachment!!!**

**Please use excel sheets to answer all the requirements in your Accounting Project
When you complete each requirement, don't forget to save your work on your template excel file.**

| NO | Sheet Name | Purpose |
|-----------|--------------------|--|
| 1 | general journal | Use to record all the journal entries |
| 2 | general ledger-Mar | Use to post to the general ledger accounts |
| 3 | general ledger-Feb | Use to post to the general ledger accounts |
| 4 | Feb worksheet | Use to prepare the worksheet - For February |
| 5 | Feb IS | Use to prepare the income statement - For February |
| 6 | Feb BS | Use to prepare the Balance sheet - For February |
| 7 | Feb post close TB | Use to prepare the post close Trial Balance - For February |
| 8 | Mar worksheet | Use to prepare the worksheet - For March |
| 9 | Mar IS | Use to prepare the income statement - For March |
| 10 | Mar BS | Use to prepare the Balance sheet - For March |
| 11 | Mar post close TB | Use to prepare the post close Trial Balance - For March |

ACCT 104 Principles of Accounting I Homework by Chapter – Spring 2018

QC = Quick Check

S = Short Exercises

E = Exercises

P = Problems

Chapter 1

- QC 1-10
- S 5, 6, 10
- E 18, 19, 21, 27
- P 43A
- P 45A

Chapter 2

- QC 1-9
- S 1, 2, 3, 7
- E 10, 16, 17, 24, 25
- P 29A, 43A (P43A: Omit requirement 8.)

Chapter 3

- QC 1-10
- S 1,4, 6, 9, 11, 15
- E 18, 28
- P 34A, P41B

Chapter 4

- QC 1-8
- S 4, 6, 10
- E 17, 18, 21
- P 29A, 31A
-

Chapter 5

- QC 1-8
- S 2, 7
- E 15, 22-24
- P 32A, 33A

Chapter 6

- QC 1-3, 7
- S 3, 4, 5, 7
- E 16, 21

Chapter 7

- QC 1-9
- E 15, 18, 19

Chapter 8

- QC 1, 2, 5, 6
 - S 2, 5, 8
 - P 28A
-

Chapter 9

- QC 1, 2, 5, 6
- S 2
- S 3
- S 4
- S 5, 9, 10
- E 17, 19
- P 30A

Chapter 11

- QC 1-4, 7, 8, 9
- QC from Chapter 8: 7, 8
- S 1, 2
- E 15, 16, 17, 21
- FROM CHAPTER 8: E 23
- P27A

My Accounting Lab : Steps to register for this course

Course Name: Principles of Accounting I ACCT 104 Summer I 2018 **Course ID:**

To register for Principles of Accounting I ACCT 104 Summer I 2018:

1. Go to www.pearsonmylabandmastering.com.
2. Under Register, select Student.
3. Confirm you have the information needed, then select OK! Register now.
4. Enter your instructor's course ID: _____, and Continue.
5. Enter your existing Pearson account username and password to Sign In.
You have an account if you have ever used a Pearson MyLab & Mastering product, such as MyMathLab, MyITLab, MySpanishLab, MasteringBiology or MasteringPhysics. If you don't have an account, select Create and complete the required fields.
6. Select an access option. Enter the access code that came with your textbook or was purchased separately from the bookstore. Buy access using a credit card or PayPal account. If available, get temporary access by selecting the link near the bottom of the page.
7. From the You're Done! page, select Go To My Courses.
8. On the My Courses page, select the course name Principles of Accounting I ACCT 104 Summer I 2018 to start your work.

To sign in later:

1. Go to www.pearsonmylabandmastering.com.
2. Select Sign In.
3. Enter your Pearson account username and password, and Sign In.
4. Select the course name Principles of Accounting I ACCT 104 Summer I 2018 to start your work.

To upgrade temporary access to full access:

1. Go to www.pearsonmylabandmastering.com.
2. Select Sign In.
3. Enter your Pearson account username and password, and Sign In.
4. Select Upgrade access for Principles of Accounting I ACCT 104 Summer I 2018
5. Enter an access code or buy access with a credit card or PayPal account.

Get Up to Speed with PLATO:

Before the semester begins, make sure you are ready for the online experience. Visit the following websites to learn everything from “how to login”, to “checking your browser configuration.”

<http://www.wsc.ma.edu/plato/Seven Steps To Logging Into Vista.html>

http://www.webct.com/tuneup/viewpage?name=tuneup_start

http://www.webct.com/tuneup/viewpage?name=tuneup_browser_troubleshoot

Students taking spring courses – New students will be loaded into the system over the weekend before courses begin. You will not be able to log in until that time. You will have access to your Plato courses by 8am on the first day of classes.

Academic Honesty:

Academic integrity is submitting one’s own work and properly acknowledging the contributions of others. Any violation of this principle constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. Forms of academic dishonesty include:

- **Plagiarism** – submitting all or part of another’s work as one’s own in an academic exercise such as an examination, a computer program, or written assignment.
- **Cheating** – using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining (or attempting to obtain) copies of an examination or answers to an examination.
- **Facilitating Academic Dishonesty** – helping another commit an act of dishonesty, such as substituting for an examination or completing an assignment for someone else.

I fully expect and trust that everyone taking this course will comply with the College’s policy on academic honesty. Plagiarism and cheating are serious offenses and may be punished by failure on the exam, quiz, paper, or project; failure in course; and/or expulsion from the College. Students who submit any assignment, assessment, or exam which has been completed by someone else will receive a failing grade for that work. The situation will also be referred to the appropriate dean for further action.

Additional Questions:

Please drop me an email if you have any questions or concerns –Razubaidi @westfield.ma.edu.
Looking forward to working with you soon!

Accommodations for Students with Disabilities or Special Needs

Students with learning or other disabilities are encouraged to contact me at the beginning of the semester to discuss their needs for accommodation.

FINAL NOTES

- This is a three credit hour class. In accordance with the University’s definition of a credit hour, students are expected to spend two hours of work outside of the classroom for every 50 minutes

in the classroom. Therefore, in addition to regularly attending class, you are expected to spend a *minimum* of an additional 6 hours each week on work related to this class (reading the chapter material, working homework and other review problems, etc).

- Instructor reserves the right to modify the syllabus with prior notification to the class.

COURSE CALENDAR AND IMPORTANT DATES

| Week | Unit | Day | Date | Activities |
|----------|----------|-----------|------|---|
| 1 | 1 | Monday | | Accounting and the Business Environment |
| | | Tuesday | | |
| | | Wednesday | | |
| | 2 | Thursday | | Recording Business Transactions |
| | | Friday | | |

| Week | | Day | Date | Activities |
|----------|----------|-----------|------|--|
| 2 | | Monday | | Momorial Day - University closed |
| | 3 | Tuesday | | The Adjusting Process |
| | | Wednesday | | |
| | 4 | Thursday | | First Exam include chapters 1,2 and 3 |
| | | Friday | | |

| Week | | Day | Date | Activities |
|----------|----------|-----------|------|---------------------------------|
| 3 | 5 | Monday | | Completing the Accounting Cycle |
| | | Tuesday | | |
| | 6 | Wednesday | | Merchandising Operations |
| | | Thursday | | |
| | | Friday | | |

| Week | | Day | Date | Activities |
|----------|----------|-----------|------|---|
| 4 | 7 | Monday | | Second Exam include chapters 4 and 5 |
| | | Tuesday | | |
| | 8 | Wednesday | | Merchandise Inventory |
| | | Thursday | | |
| | | Friday | | |

| Week | | Day | Date | Activities |
|----------|-----------|-----------|------|---------------------------|
| 5 | 9 | Monday | | Internal Control and Cash |
| | | Tuesday | | |
| | 10 | Wednesday | | Receivables |
| | | Thursday | | |

| | | | | |
|--|-----------|--------|--|--|
| | 11 | Friday | | Third Exam include chapters 6,7 and 8 |
|--|-----------|--------|--|--|

| Week | | Day | Date | Activities |
|------|----------------|-----------|------|--|
| 6 | 12 | Monday | | Plant Assets, Natural Resources, and Intangibles |
| | | Tuesday | | Project due date |
| | 13 | Wednesday | | Current Liabilities and Payroll |
| | | Thursday | | Project and homework grades |
| | 14 - 15 | Friday | | Final Exam include chapters 9,11 |

