



MGT 151: Principles of Accounting

Student Syllabus for the Adult Degree Programs

Course Description

Accounting application is critical to this course as the preparation of trial balances, adjusting and other journal entries, and financial statements are the focus. Financial and managerial decision-making techniques are discussed and applied in detail.

Course Introduction

The role of accounting in business is to provide information for managers to use in operating the business. Accounting also provides information to other users in assessing the economic performance and condition of the business. The focus of this course is accounting application and understanding in the preparation of journal entries, adjusting entries, preparing financial statements, and understanding accounts.

Course Outcomes

Upon completion of this course, the learner will be able to:

1. Describe the role of accounting in providing financial information to users.
2. Demonstrate an understanding of basic operational journal entries and adjusting entries which include an understanding of assets, liabilities, and equity accounts.
3. Interpret and prepare financial statements.
4. Explain inventory processes, payroll, and liabilities.
5. Apply a Christian perspective and ethical standards to choices in financial reporting.

Course Texts

Warren, C. S., Reeve, J. M., & Duchac, J. E. (2012). *Accounting* (24th ed.). South-Western Cengage Learning.
ISBN-13: 978-0538475006
ISBN-10: 0538475005

Textbook Disclaimer

The textbooks for this course were chosen because their primary content directly relates to the objectives of this course. At times, there may be items or issues that are not presented from a proper Christian worldview. As such, the textbooks do not represent an endorsement by Geneva College or the

relevant academic department at Geneva College.

Learning and Physical Disabilities Policy

Geneva College values diversity and inclusion and recognizes disabilities as an aspect of diversity. Our shared goal is to create learning environments that are accessible, equitable, and inclusive, ultimately leading to the success of our students in and beyond college. Therefore, Geneva College complies with the ADA as well as Section 504 of the Rehabilitation Act by affording reasonable accommodations to qualified students with disabilities. Any student with a disability who needs academic accommodations should contact Geneva's Student Success Center (SSC) to arrange a confidential appointment with the Director of the SSC before or during the first week of classes. (Some accommodations may take time to put into place, so it is advised to request this appointment as early as possible.) Legally, no retroactive accommodations can be provided. Accommodations for disabilities are available only as recommended by the SSC. Students whose accommodations are approved will be provided confidential letters which students should review and discuss with their instructors in relation to course requirements. Students who have questions about their right to benefits or have grievances under these statutes should contact the Director of the SSC. For more details, visit the [Student Success Center website](#) or call 724-847-5005.

The Grading System in the ADP

The grading scale for the Adult Degree Program is A, B, C, D, and F. Geneva includes pluses (+) and minuses (-) in the determination of the grade point average (GPA). Grade points are assigned for each semester hour of credit earned according to the following system:

Letter Grade	Percentage	GPA	Explanation
A	93.00% - 100.00%	4.0	Excellent
A-	90.00% - 92.99%	3.7	
B+	87.00% - 89.99%	3.3	
B	83.00% - 86.99%	3.0	Good
B-	80.00% - 82.99%	2.7	
C+	77.00% - 79.99%	2.3	
C	73.00% - 76.99%	2.0	Satisfactory
C-	70.00% - 72.99%	1.7	
D+	67.00% - 69.99%	1.3	
D	63.00% - 66.99%	1.0	Less than Satisfactory
D-	60.00% - 62.99%	0.7	

F	< 60.00%	0.0	No Credit Given
WX, WP, WF			Withdrawal

Policy on Academic Honesty

Geneva College has adopted a campus wide policy on academic honesty; the main portions of which are summarized here. Students should become aware of the fuller policy found in Appendix A of the student handbook.

When an instructor has reason to believe that dishonest behavior has occurred, the parties involved should be confronted as soon as possible by the instructor and notification made to the Department of Professional and Online Graduate Studies (see Appendix A of the student handbook).

Sanctions may be levied on the student, which could range from an informal warning to expulsion, based on the seriousness of the student's offense (see Appendix A of the student handbook).

Students may appeal any disciplinary action by following the procedure laid out in the College's Policy on Academic Honesty (see Appendix A of the student handbook).

Students are encouraged to visit www.plagiarism.org in order to clarify what constitutes plagiarism as well as a number of other academic standards. This website also provides directives as to how to avoid committing this act and how to properly cite academic sources.

Turnitin Policy

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Students must agree to the End User License Agreement (EULA) for Turnitin. Use of the Turnitin service is subject to the Usage Policy and Privacy Pledge posted on Turnitin.com. Assignments that are not submitted through Turnitin will not be graded and will not receive credit.

Participation Policy

In the online environment, **participation is marked by the completion of an academic event in each session (week) of the course.** Academic events include, but are not limited to, submission of a class assignment, participation in class discussion forum, or completion of a quiz/exam.

If no academic event is completed within the first session (Week 1) of a course, the student will be administratively withdrawn from the course. Beyond the first session, if no academic event is completed for a class session, the student will be considered as having not participated in that week of

class, which in some cases may result in zeros on the missed assignments and a half-letter grade deduction from the student's final course grade.

If a student does not complete an academic event for two consecutive sessions, the student will either be administratively withdrawn from the course or will receive a final course grade of F, depending on how much of the course has transpired at the time of the second week of nonparticipation. For more details, please review Geneva's Student Handbook ([Undergraduate](#) and [Graduate](#)).

Course Evaluation

Criteria	Points Breakdown	Points
Discussion Forums (8)	30 points each	240 points
Homework Exercises (8)	60 points each	480 points
Exam 1	Timed Multiple Choice and Matching Section = 88 points Untimed Application-Based Problems = 37 points	125 points
Exam 2	One Submission	125 points
Total		970 points

Assignment Descriptions

Discussion Forums

Class participation is monitored by postings and responses in the discussion forum. Typically, class participation is composed of two parts:

- Part 1 – Requires you to go to your discussion forum and post a response to a question or prompt that is written in your syllabus by 11:55 pm (EST) Wednesday of your scheduled session week. Your instructor will generally respond to your post within 24 hours. Depending on the nature of the assignment, the instructor may have a follow up question for you, ask you for clarification or further details, or direct your conversation to someone else for rebuttal.
- Part 2 – Respond back to your instructor's post. In addition, post a response to at least two of your fellow classmates' postings, using 1 or 2 paragraphs. Your response should further the discussion (e.g., ask a question, provide further information or examples, or introduce a different opinion). In particular, one response to a classmate **MUST** be in the form of a question that seeks to further the conversation. Your question must be posed by 11:55 pm (EST) Friday of the scheduled session week so that your classmate has adequate time to answer it.

Likewise, if a question is posed to you by Friday night, you are also required to answer it.

Part 2 of these online activities (response to instructor, response to classmates' questions of you, and responses to your classmates) must be completed by 11:55 pm (EST) Saturday of each session.

NOTE: How to earn full credit in discussion forums:

1. Become familiar with the discussion forum rubric, which is available to you in all of your Moodle classroom discussion forums.
2. Be thoughtful in your responses and incorporate examples from your personal and professional experiences and references to the course material (e.g., readings, lecture, videos, audio clips, scripture, etc.) when appropriate. Remember to cite all sources and references according to proper APA style.
3. Respond to the discussion contributions of at least 2 peers and be sure to adequately address all posts your instructor may pose to you throughout the week. This level of participation is REQUIRED as the minimum in all discussion forums (see the rubric for more detail).

Your posting and responses will be graded by your instructor. For a detailed description of your responsibility in discussion forum postings, please see the "Interacting in the Online Environment" section in the ADP Student Handbook.

Homework Exercises

In each of the 8 sessions of this course, students will complete a series of homework exercises. Homework will consist of the completion of objective and problem-based questions assigned from the course textbook. Reading comprehension, analytical skills, as well as problem solving skills will be developed through the completion of the homework exercises.

Specific instructions for completing these homework exercises can be found in the course outline below.

All homework exercises are due by 11:55 pm (EST) Saturday of the designated session week.

Exams

During this course, there will be two exams. Both exams will include questions that test your knowledge of vocabulary and concepts; however, the primary problems on these exams will require understanding and application of the principles and concepts studied throughout the course. These exams will include multiple choice and matching questions as well as application-based problems.

- Session 5 – Exam 1: Students will take an online exam on Chapters 1-4 of the textbook
- Session 8 – Exam 2: Students will take an online exam on Chapters 6-11 of the textbook

Students will be allowed to consult their text and notes when taking online exams. However, exams will be timed, and students will need to have a working knowledge of the material before taking the exam. There will simply not be enough time to “look up” every answer in your text or materials.

If a student does not take an exam by Saturday at 11:55 pm (EST) of the designated session week, they will not have an opportunity to make it up.

Professional Skills in Your Online Courses

All courses in your Geneva College Online program will provide you with an opportunity to develop valuable skills that can positively influence your professional and career development. Each course at Geneva provides numerous opportunities to develop skills employers desire in their employees and job candidates in areas including, but not limited to, written communication, research, critical thinking, and decision-making. However, targeted skill sets are also developed through the learning in particular courses.

After successful completion of this course, you will be able to add these particular skills to your bank of professional assets:

Categorizing/ Classifying Skills



Skillful in compiling, organizing, and using data to enhance planning and effectiveness

Research Skills



Skillful in compiling, organizing, and using data to enhance planning and effectiveness

Estimating/ Forecasting Skills



Skillful in performing numerical and statistical calculations to provide useful information

Operational Skills



Skillful in proper use of tools, hardware, software, and equipment to ensure optimal functioning

Synthesize/Integrate



Adept at forming structures, patterns, and connections from information, ideas, and images