

TRINE

UNIVERSITY

Course Syllabus

Course Title: Accounting I

Term and Year:

Course and Section Number: AC 203

Time and Place: Asynchronous, Online

Number of Credit Hours: 3

Office Location/Hours: TBD

Instructor: TBD

Office Phone: TBD

Email: TBD

Course Description: A study of the accounting process and use of accounting information in business decisions. Topics include the processing of accounting information, income measurement, accrual accounting, and accounting for assets, liabilities, and equity in the corporate environment. The complete accounting cycle for a service and merchandising business and software applications are included.

Learning Outcomes: Upon completion of this course, the student should be able to:

1. Prepare journal entries, adjusting entries, and closing entries.
2. Reproduce and analyze financial statements.
3. Construct a bank reconciliation and prepare related journal entries.
4. Describe and explain the steps of an accounting cycle.
5. Recognize the procedure for accounting for uncollectible accounts receivable.
6. Calculate the cost of goods sold and the cost of the ending inventory using periodic and perpetual inventory methods.
7. Calculate annual depreciation, accumulated depreciation, and book value for a fixed asset using three depreciation methods.
8. Demonstrate accounting for current liabilities, including those related to calculating payroll, by creating journal entries, ledger postings, and reports.
9. Summarize the information, distribution, and dissolution of a partnership.

Prerequisites: MA 113

Required Text: OpenStax. (2019). Principles of Accounting Volume 1 Financial Accounting. Retrieved from: <https://open.umn.edu/opentextbooks/textbooks/principles-of-accounting-volume1financial-accounting>. CC BY-NC-SA 3.0 license.

References: The following online resources and websites will be available in the Moodle course:

- <https://www.youtube.com/>
- <https://www.accountingcoach.com/>
- <https://www.annualreports.com/>
- <https://www.principlesofaccounting.com/>

Other Materials: n/a

Course Requirements: The following will be a requirement of completing this course. Specific assignment details and instructions are located in the Moodle course in each respective week...

Assignments: Written assignments should be submitted according to the course schedule in the Moodle course in each respective week using the assignment submit link. Please submit any templates as provided. This assignment will further emphasize the assigned readings, provide a practical application for discussion forums, and will aide in preparing for the quizzes. Assessment expectations include substantive thought and thorough completion. Detail is expected in answering all questions and minimum length requirements are noted in Moodle for writing assignments.

Discussion: Discussion forum postings should be completed according to the course schedule in each Moodle discussion forum in each respective week. This assignment will emulate a classroom discussion by providing peer analysis of current topics. Students are required to participate actively in the Moodle discussion forums, having read the assigned material and completed the written assignments on time. Thoughtful, detailed posts supported by the text and your own research and experiences is expected (i.e. simply stating "I agree" does not qualify; make sure your response explains *why* you agree or not). Posts should be free of spelling errors and grammatically correct. Students are encouraged to respond to the instructor and make posts of three to five or more sentences. Assessment expectations include at least one (1) initial posting and at least two (2) responses relevant to the material in each discussion forum to receive full credit; anything less will be downgraded accordingly.

Quizzes: Complete the quizzes in the Moodle course in each respective week according to the course schedule. These assignments are given to ensure student accountability in respect to the material assigned. The quizzes are timed, comprised of multiple choice questions, and you must choose the best answer and one answer only. You may use your notes, but given the time frames available to complete the quizzes they are unlikely to be helpful if you do not know the material. Multiple attempts will not be allowed, the quizzes can only be taken once, and they cannot be resumed later once started; therefore, DO NOT open an quiz until you are prepared to complete it.

Attendance/Participation: All students are expected to log in to their courses regularly throughout the week to receive instruction, materials, and updates from the instructor. It is your responsibility to check in and submit your assignments, complete your discussion board postings, and finish quizzes and exams by the due dates.

If you do not participate in the course, you will be counted absent. Simply logging in is not enough; you must submit/complete an assignment, post to a discussion board, or other similar assignment tasks to avoid being counted absent. Instructors are required to submit attendance the Monday following each week of class.

This attendance is reported to the Financial Aid Department and may result in the loss of any financial aid refund you are expecting if you have not been participating in your courses. **In addition, you will be administratively dropped from the course if you are reported absent a total of three weeks.**

Make-up/Late Assignments Policy: Due to the pace of the course, if you must miss a deadline it is your responsibility to discuss it in advance by e-mailing the instructor before the assignment's deadline. Make-up/late assignments will not be allowed without prior approval and will result in a 20% reduction from your earned grade(s). No make-up will be allowed for discussion. (Make-up work submitted

without prior approval, but reasonably soon after the deadline, *may* be accepted for a 50% reduction in points possible at the discretion of the instructor.)

Grading/Evaluation:

The undergraduate course grading scale is as follows:

90-100% A	75-79% C+	60-64% D
85-89% B+	70-74% C	59% and below F
80-84% B	65-69% D+	

Please refer to Moodle Grades for details. Your grade will be based upon the total points that are earned as detailed below. Grades will be assigned according to the following schedule:

<u>Assignments</u>	<u>Points</u>	<u>Value</u>
Quizzes (7x12, 1x16)	100	20%
Discussion (8x20)	160	32%
Assignments (8x30)	<u>240</u>	<u>48%</u>
	500	100%

Other Policies: The following policies apply to this course...

Participation/Expectations: Students are required to participate actively in the Moodle discussion forums (see Discussion under Course Requirements). The instructor will participate in the Moodle discussion forums as well. In doing so, additional examples, analysis, and commentary will be made by the instructor to provide an educational experience similar to that of a traditional class.

Netiquette: “Netiquette” or “network etiquette” defines appropriate communication in the online environment. In short, it governs the way that we interact with each other via this online platform. The University encourages students, faculty and staff to use common courtesy and respect in all forms of electronic communication to promote effective and positive interactions. Please refer to [Online Resources for Students](#) for details.

Communication/Expectations: It is the responsibility of the student to ask a question if a topic is not understood; it is the instructor’s responsibility to further explain the topic until it is understood. E-mail is the primary method for communicating with the instructor. Unless notified otherwise, it is reasonable to expect an e-mail response within 24 hours, a Moodle Discussion Forum question answered within 48 hours, and assignments graded within 72 hours. See above for online office hours for the instructor. Further, the student can expect at least weekly announcements for additional guidance and feedback.

Academic Misconduct:

The University prohibits all forms of academic misconduct. Academic misconduct refers to dishonesty in examinations (cheating), presenting the ideas or the writing of someone else as one’s own (plagiarism) or knowingly furnishing false information to the University by forgery, alteration, or misuse of University documents, records, or identification. Academic dishonesty includes, but is not limited to, the following examples: permitting another student to plagiarize or cheat from one’s own work, submitting an academic exercise (written work, printing, design, computer program) that has been

prepared totally or in part by another, acquiring improper knowledge of the contents of an exam, using unauthorized material during an exam, submitting the same paper in two different courses without knowledge and consent of professors, or submitting a forged grade change slip or computer tampering. The faculty member has the authority to grant a failing grade in cases of academic misconduct as well as referring the case to Student Life.

Plagiarism:

You are expected to submit your own work and to identify any portion of work that has been borrowed from others in any form. An ignorant act of plagiarism on final versions and minor projects, such as attributing or citing inadequately, will be considered a failure to master an essential course skill and will result in an F for that assignment. A deliberate act of plagiarism, such as having someone else do your work, or submitting someone else's work as your own (e.g., from the Internet, fraternity file, etc., including homework and in-class exercises), will at least result in an F for that assignment and could result in an F for the course.

Electronic Devices:

Use of electronic devices including smart watches and cell phones is prohibited during exams or quizzes unless directly allowed by the instructor.

Ketner School of Business Cell Phone and Technology in Class Policy (does NOT apply to online): The use of cell phones, tablets, laptops or any other electronic devices for personal or noncourse related purposes is strictly prohibited. Students must notify the instructor before class if there is some type of emergency that requires you to check or access your device during class. In the event of unauthorized use, faculty have the right to ask students to leave class for the balance of that day's class and be counted as absent and/or ask the student to place the device on the instructor's desk to be collected at the end of the class period. Repeated violations can result in the lowering of the student's grade for the course. Students are encouraged to bring a calculator to classes that may require the use of a calculator and not rely on a cell phone or other device.

Other: Professionalism and respect for others are important characteristics in students and business professionals. It is important that we embrace these values as we build an exceptional learning community.

Course Schedule: Please refer to the Moodle course for assignments and due dates in the course schedule located in the Course Information tab. Activities and assignments can be found in the Moodle course in each respective week.

Course Evaluation: The course evaluation survey is an important means of providing the instructor with feedback concerning their course. In order for this process to be successful, student response rate is essential. Students will be sent an online course evaluation survey link via their e-mail account near the end of the term.

Technical Support: If you have technical questions about [Moodle](#), computer usage, or e-mail, please contact the Help Desk and/or Trine University IT department.

- Help Desk phone number: 260.665.4275
- Help Desk e-mail: help@trine.edu
- IT department website: <https://services.trine.edu/support/home>

Other Support Services: Trine University offers a wide range of services that are designed to help assure that every student is an academic success. Please visit the [Academic Success Center](#) (includes Disability Services, Tutoring Services, Math Help Sessions, and Writing Center), [Student](#)

[Services](#), [Library](#) (includes Library Information and Library Technology), and [Disability Services](#) websites for more information. A student with a disability who plans to request academic adjustments needs to provide Trine University's Academic Support Services with documentation of his or her disability. Documentation needs to be current and from a professional source such as a school psychologist, educational diagnostician, a licensed private psychologist, or a medical doctor. If the condition being documented is not stable, the documentation should be less than three years old. The provision of documentation does not guarantee that the requested academic adjustments will be provided. Trine University reserves the right to select among equally effective and appropriate adjustments that will provide the student with a disability equal access to its programs. Documentation typically includes a diagnosis of the disability—including the instruments and scores used to determine the disability and the credentials of the person providing the diagnosis, an explanation of how the condition affects the student's ability to function in an academic setting, quizples of academic adjustments that are recommended, and an explanation of how the disability relates to these adjustments. In addition to providing documentation of a disability, the student needs to request academic adjustments. Academic adjustments implemented depend on the disability of the student. Each circumstance is considered on an individual basis. It is important for the student with a disability to understand that academic adjustments will in no way lower or waive essential requirements of an academic program.

Additional Information: This course syllabus is subject to change at the discretion of the instructor.

Course Mapping:

Week One: Introduction to Financial Statements (LO2)	
Learning Activities and Materials	Assessments
Read: 1. Chapter 2: Introduction to Financial Statements (LO2) Review: 1. Questions, Exercises, and Problem Sets: Chapter 2: Introduction to Financial Statements (LO2) 2. Website article: An Introduction to Financial Statements (LO2) 3. Website article: Introduction to Financial Statements (LO2) Watch: 1. Video: How to Read Company Financial Statements (Basics Explained) (LO2) (11:32 minutes) Video: Connecting the Income Statement, Balance Sheet, and Cash Flow Statement (LO2) (12:18 minutes)	Discussion Forum: 1. Introduction (located on Start Here page) 2. Week 1 Discussion Forum: Financial statement analysis (LO2) Assignments: 1. Written Assignment: Financial statements infographic (LO2) Week 1 Quiz (LO2)
Week Two: Accounting Cycle (LO1, 4)	
Learning Activities and Materials	Assessments
Read: 1. Chapter 3: Analyzing and Recording Transactions (LO1) 2. Chapter 4: The Adjustment Process (LO1) 3. Chapter 5: Completing the Accounting Cycle (LO4) Review:	Discussion Forum: 1. Week 2 Discussion Forum: Analyzing transactions (LO1) Assignments: 1. Written Assignment: Preparing financial statements (LO4) Week 2 Quiz (LO1 & LO4)

<ol style="list-style-type: none"> 1. Questions, Exercises, and Problem Sets: Chapter 3: Analyzing and Recording Transactions, Chapter 4: The Adjustment Process, and Chapter 5: Completing the Accounting Cycle (LO1 & LO4) 2. Website article: Why Is Analyzing Transactions in Accounting Important? (LO1) 3. Website article: The Accounting Cycle (LO4) <p>Watch:</p> <ol style="list-style-type: none"> 1. Video: How to prepare a Journal Entry: Examples & More (LO1) (9:39 minutes) 2. Video: Accounting Cycle: Adjusting and Closing Entries (LO1 & LO4) (21:03 minutes) <p>Video: The Accounting Cycle in Ten Minutes (LO4) (10:55 minutes)</p>	
Week Three: Fraud, internal controls, and reconciliation (LO3)	
Learning Activities and Materials	Assessments
<p>Read:</p> <ol style="list-style-type: none"> 1. Chapter 8: Fraud, Internal Controls, and Cash (LO3) <p>Review:</p> <ol style="list-style-type: none"> 1. Questions, Exercises, and Problem Sets: Chapter 8: Fraud, Internal Controls, and Cash (LO3) 2. Website article: Internal Controls (LO3) 3. Website article: Reconciling Journal Entries (LO3) <p>Watch:</p> <ol style="list-style-type: none"> 1. Video: Internal Control & Cash Management (LO3) (9:21 minutes) <p>Video: Internal Control and Cash (LO3) (34:21 minutes)</p>	<p>Discussion Forum:</p> <ol style="list-style-type: none"> 1. Week 3 Discussion Forum: Bank reconciliation (LO3) <p>Assignments:</p> <ol style="list-style-type: none"> 1. Written Assignment: Construct a bank reconciliation (LO3) <p>Week 3 Quiz (LO3)</p>
Week Four: Accounting for Receivables (LO5)	
Learning Activities and Materials	Assessments
<p>Read:</p> <ol style="list-style-type: none"> 1. Chapter 9: Accounting for Receivables (LO5) <p>Review:</p> <ol style="list-style-type: none"> 1. Questions, Exercises, and Problem Sets: Chapter 9: Accounting for Receivables (LO5) 2. Website article: Uncollectible accounts receivable (LO5) 3. Website article: Allowance for Doubtful Accounts (LO5) <p>Watch:</p> <ol style="list-style-type: none"> 1. Video: Accounting Considerations for Uncollectible Receivables (LO5) (3:57 minutes) <p>Video: Current Asset Accounts Receivable: Percent of Sales Method Example (LO5) (1:36 minutes)</p>	<p>Discussion Forum:</p> <ol style="list-style-type: none"> 1. Week 4 Discussion Forum: Allowance for doubtful accounts (LO5) <p>Assignments:</p> <ol style="list-style-type: none"> 1. Written Assignment: Collection options, benefits, and challenges (LO5) <p>Week 4 Quiz (LO5)</p>
Week Five: Inventory Calculations and Methods (LO6)	
Learning Activities and Materials	Assessments

<p>Read:</p> <ol style="list-style-type: none"> 1. Chapter 10: Inventory (LO6) <p>Review:</p> <ol style="list-style-type: none"> 1. Questions, Exercises, and Problem Sets: Chapter 10: Inventory (LO6) 2. Website article: How To Calculate Cost of Goods Sold (LO6) 3. Website article: Periodic Inventory vs. Perpetual Inventory: What's the Difference? (LO6) <p>Watch:</p> <ol style="list-style-type: none"> 1. Video: Inventory Systems: Perpetual vs. Periodic (LO6) (12:38 minutes) <p>Video: Inventory Systems and Inventory Costing Methods (LO6) (8:53 minutes)</p>	<p>Discussion Forum:</p> <ol style="list-style-type: none"> 1. Week 5 Discussion Forum: Future of inventory management (LO6) <p>Assignments:</p> <ol style="list-style-type: none"> 1. Written Assignment: Inventory systems presentation (LO6) <p>Week 5 Quiz (LO6)</p>
Week Six: Long-term assets and depreciation	
Learning Activities and Materials	Assessments
<p>Read:</p> <ol style="list-style-type: none"> 1. Chapter 11: Long-Term Assets (LO7) <p>Review:</p> <ol style="list-style-type: none"> 1. Questions, Exercises, and Problem Sets: Chapter 11: Long-Term Assets (LO7) 2. Website article: What Are the Different Ways to Calculate Depreciation? (LO7) 3. Website article: What Are Three Methods of Depreciation? (LO7) <p>Watch:</p> <ol style="list-style-type: none"> 1. Video: Long-Term Assets: Straight-Line Depreciation Method Example (LO7) (3:54 minutes) 2. Video: Long-Term Assets: Double-Declining Balance Depreciation Method Example (LO7) (5:39 minutes) <p>Video: Long-Term Assets: Units of Production Depreciation Method Example (LO7) (3:49 minutes)</p>	<p>Discussion Forum:</p> <ol style="list-style-type: none"> 1. Week 6 Discussion Forum: Salvage value and three methods of depreciation (LO7) <p>Assignments:</p> <ol style="list-style-type: none"> 1. Written Assignment: Depreciation calculation comparison (LO7) <p>Week 6 Quiz (LO7)</p>
Week Seven: Current liabilities and payroll (LO8)	
Learning Activities and Materials	Assessments
<p>Read:</p> <ol style="list-style-type: none"> 1. Chapter 12: Current Liabilities (LO8) <p>Review:</p> <ol style="list-style-type: none"> 1. Questions, Exercises, and Problem Sets: Chapter 12: Current Liabilities (LO8) 2. Website article: Current Liabilities (LO8) 3. Website article: Current Liabilities and Payroll (LO8) <p>Watch:</p> <ol style="list-style-type: none"> 1. Video: Current Liabilities Principles of Accounting (LO8) (5:49 minutes) <p>Video: Current Liabilities: Recording Payroll Liabilities (LO8) (5:28 minutes)</p>	<p>Discussion Forum:</p> <ol style="list-style-type: none"> 1. Week 7 Discussion Forum: Current liabilities reporting (LO8) <p>Assignments:</p> <ol style="list-style-type: none"> 1. Written Assignment: Payroll deductions (LO8) <p>Week 7 Quiz (LO8)</p>
Week Eight: Partnership Accounting (LO9)	
Learning Activities and Materials	Assessments
<p>Read:</p> <ol style="list-style-type: none"> 1. Chapter 15: Partnership Accounting (LO9) <p>Review:</p>	<p>Discussion Forum:</p> <ol style="list-style-type: none"> 1. Week 8 Discussion Forum: Partnership case study (LO9)

<ol style="list-style-type: none">1. Questions, Exercises, and Problem Sets: Chapter 15: Partnership Accounting (LO9)2. Website article: Partnership Formation Accounting (LO9)3. Website article: How to Dissolve a Partnership Agreement (LO9) <p>Watch:</p> <ol style="list-style-type: none">1. Video: Accounting for Partnerships (LO9) (5:39 minutes) <p>Video: Accounting for Partnerships (LO9) (30:05 minutes)</p>	<p>Assignments:</p> <ol style="list-style-type: none">1. Written Assignment: Partnership choice presentation (LO9) <p>Week 8 Quiz (LO9)</p>
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