

University of the Incarnate Word
Online Syllabus
ACCT3311 - Principles of Accounting I
Fall 1 2016

Course Description

This survey course covers the intermediate principles, concepts and methods used in the generation of accounting data for financial statement preparation and interpretation. Accounting is defined, while the accounting cycle, from source transactions through financial statement preparation, is explored. Consideration is given to accounting for basic operating, investing, and financing activities. Prerequisite: Junior Standing

General Information

Please plan on reading the ANNOUNCEMENTS area a couple of times a week. Each week may have a general announcement to start, but if I have anything that you all need to know comes up, I will post it there.

Make sure to read this COURSE OUTLINE carefully. It has answers to a many of your questions. Print it for future reference and refer to it often for weekly assignment due dates. You are responsible for knowing what it contains – especially all deadlines indicated within it.

In order to send me your assignments each week, you will go into the ASSIGNMENT area and use the Drop Box to send your attachments for that week's work. I will grade them and grades will automatically be posted in the GRADEBOOK area. You may also receive a note when the grade is entered. Please read the note I place in the Feedback area of the Assignments area.

You will find small lectures each week in the WEEKLY LESSONS link.

The term "week" used in the syllabus/outline refers to the span of seven days from Monday to Sunday. All assignments are due before 5:00 pm central time, Sunday of the week indicated on the course outline. The only exception to this rule is the final exam which is due on Friday of the final day of the term.

E-Book: Intermediate Accounting, 8th edition
Spice, Sepe, Nelson
McGraw-Hill Primus Online; ISBN-126002282XR365
Chapters 1 to 12

Instructor:

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Drop Policy for Online Classes

Below is our drop policy. If you would like to add it to your class.

IMPORTANT “DROP COURSE” INFORMATION: It is the student's responsibility to drop their course within the 100% refund period to avoid assessment of tuition and fees. There will not be a university-initiated drop for non-participation. If you do not plan to attend, you must drop your courses by Friday at 5pm of the first week of the term to be within the 100% refund period. Please submit your drop to <http://online.uiw.edu/course-drop-form> A \$50 administrative fee is applied for all drops from courses offered through the Virtual University.

ARMY Students must drop their course(s) through GoArmyEd. All active duty military students do not get charged a drop fee.

Methods of Assessment

For purposes of formally assessing and recording the student's level of success in the above objectives, examinations will be given and various assignments will be made. Other factors may also influence the course grade, as explained below. There will be midterm and final exam. The amount of material covered in each, type or types of questions employed on exams, number of assignments made, and type of assignments made, are at the individual instructor's discretion.

Evaluation

The evaluation of individual graded items is at the discretion of the instructor. (The only departmental requirement is that every grade the student receives must be based on the familiar scale of 0 to 100, unless the instructor explains some different system) The weighing of various graded items in the final course grade, however, is done according to a policy developed by the instructor within certain limits imposed by college and department regulations.

Study Objectives/Expectations:

This online course is not self-paced, nor is it open-ended. There is a beginning and ending date for each course, and assigned deadlines for homework, reading, quizzes, and on-line discussion. Our online class will be taught in a somewhat informal lecture and discussion format. Open-ended discussion is highly encouraged and students are invited to ask questions or raise points for discussion at any time. All of our discussion and person-to-person contact will be done through the website to maintain the integrity of the learning process. Questions or comments regarding grades or other personal matters should be sent directly to me.

This course is eight weeks long. We cannot possibly cover all aspects of this course in that short period of time. You will do most of your work off-line, but you will be expected to access the website area at least five out of the seven days per week to submit work, retrieve assignments, read, and participate in posted group discussion. Participation is critical to your successful completion of this class and will have a major bearing on your final grade. Let me be clear that this does not mean you will not pass the course if you

are on less than five days, but it makes it harder for you to complete the course because you will spend more time when you are on less often.

Finally, you cannot learn scientific concepts unless you practice them regularly. There will be weekly homework assignments. Discussion will also be based around the concepts in order for all of the students in the class to support each other in learning the course material.

Professionalism:

Your assignments reflect your abilities to articulate your thoughts in writing. Be mindful of your spelling, presentation and organizational skills when writing in discussion and completing your assignments. A good way to think of this is to treat each assignment as though you are submitting it to your boss.

Lectures:

At the beginning of each week (Monday), there will be a lecture link(s) posted in the WEEKLY LESSONS section. It will be on the subject(s) we are studying for that week. Experts from the Khan Academy and other open use sources like YouTube have been evaluated for usefulness and will help you as you work on the course. I am also including a variety of resources in the Links area of the class. Do not hesitate to ask questions as we work through the material. I am here to help.

Academic Integrity Policy

University of the Incarnate Word is strongly committed to the nurturing of academic excellence. The University expects its students to pursue and maintain truth, honesty, and personal integrity in their academic work. Academic dishonesty, in any form, constitutes a serious threat to the freedoms which define an academic community. Any student who is proved to be found dishonest can be given 0 points for that assignment, failure of the course, or expulsion from the program.

The following definitions and guidelines have therefore been established to secure the maintenance of academic integrity at Incarnate Word.

Forms of Academic Dishonesty include, but are not limited to:

- Cheating on tests, examinations, or other class or laboratory work.
- Plagiarism (appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit).
- Counterfeit Work - including turning in as one's own, work which was created, researched, or produced by someone else.
- Falsification of Academic Records - knowingly and improperly changing grades on transcripts, grade sheets, electronic data sheets, class reports, projects, or other academically related documents.
- Unauthorized Reuse of Work - the turning in of the same work to more than one class without consent of the instructor involved constitutes academic dishonesty.

- Theft - unauthorized use or circulation of tests or answer sheets specifically prepared for a given course and as yet not used or publicly released by the instructor of a course, or theft of completed tests.
- Collusion - Involvement in Collusion -unauthorized collaboration with another to violate a provision of the Code of Academic Integrity.
- Facilitating Academic Dishonesty - intentionally or knowingly helping or attempting to help another to violate a provision of the Academic Integrity Policy of the University.

Disability Accommodations:

The University of the Incarnate Word is committed to providing a supportive, challenging, diverse and integrated environment for all students. In accordance with Section 504 of the Rehabilitation Act – Subpart E, Title III of the Americans with Disabilities Act (ADA), and Title III of the ADA Amendments Act of 2008 (ADAAA), the University ensures accessibility to its programs, services and activities for qualified students with documented disabilities. To qualify for services, the student must provide Student Disability Services with the appropriate documentation of his or her disability at the time services and/or accommodations are requested.

Pregnancy Accommodations:

Under the Department of Education's (DOE) regulations implementing Title IX of the Education Amendments of 1972, the University does not discriminate against any student on the basis of pregnancy or pregnancy related conditions.

To request reasonable accommodations for disability, temporary disability (e.g., injury, surgery) or pregnancy, please contact:

Student Disability Services
4301 Broadway CPO 286
Administration Building – Suite 105
San Antonio, TX 78209
(210) 829-3997
(210) 829-6078
www.uiw.edu/sds

Title IX Information

Unlawful discrimination has no place at the University of the Incarnate Word. It violates the University's core values, including its commitment to equal opportunity and inclusion, and will not be tolerated. The University of the Incarnate Word prohibits sexual misconduct, that can include: (1) sex and gender based discrimination; (2) sexual and sex and gender based harassment (including a hostile environment based on sex or gender); (3) sexual assault; (4) sexual exploitation; (5) stalking; and (6) relationship violence (including dating and domestic violence). For more information, or to report an incident, please visit www.uiw.edu/titleix.

Special Attendance Guidelines

The student is expected to attend the virtual classroom (discussion forum) by dialing in at least 5 out of 7 days of each week. The standard is that an average participant should "attend" class 5 of 7 days per week. This is measured by recording the date of

each entry you make to the system - whether it be a response to one of the assignments, a comment on the work of another, or a question to the group or to your faculty. An absence does not excuse the student from the responsibility of participation, assigned work, and/or testing.

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Course Grade Determination

Chapter Assignments: assignments located at the end of the chapters will be assigned each week.

You must upload these through the Submit link in Assignments to submit for scoring. Tuesday and Friday assignments are individual efforts to demonstrate your understanding of the material. Posting these assignments in the discussion board will result in zero credit.

Discussion Exercises:

Discussion questions will be posted at the beginning of each week. Each student will be expected to research, read, and share facts or their opinions – depending on the nature of the questions. You must submit your first discussion contribution before Wednesday of the given week. You should then reply to someone else later in the week.

Discussion does not mean answering the question. It means taking part in a give and take to learn different points of view. If you do all of your discussion contribution at the end of the week you will only get half of the possible points. Discussion is 30% of your final grade, failure to respond to discussion WILL have a serious impact on your grade and success of passing the course. Discussion closes for any given week at 11:59pm Central on Sunday.

Your discussion remarks reflect your abilities to articulate your thoughts in writing. Be mindful of your spelling, presentation and organizational skills when writing. This is taught as a business class and your work will be graded using that standard. Your discussion and assignments should be done as if they were given to your boss for review.

Remember, "talking" on-line is not the same as talking on the telephone or talking in person. We normally use verbal expression, intonation, vision, and body language to get the message across when face-to-face. Make sure to respect the feelings of others at all times. That is not to say you cannot disagree and express your opinions/feelings. I ask for 3 meaningful comments from you each week. The first comment should be in response to the question(s) I pose for the week. The second and third will be to a fellow classmate's comments in the discussion. With this method we can get a very good dialogue for the week. I will keep track of your discussion participation, your follow-up to other comments and the insightfulness you use in the discussion. Remember, the first posting is due by Wednesday of a given week.

I strongly encourage the use of outside materials and examples in our discussions. Prompt posting, by Wednesday, of your initial response will provide everyone the opportunity to respond and it gives us time to fully explore the topic.

Exam Schedule

Midterm exam - (cumulative through week 4): Completed online in class; due week 4

Final exam - (cumulative all weeks): Completed online in class; due Friday, week 8

Discussion/Participation	280 points
Weekly Assignments	270 points
Midterm exam	200 points
Final exam	250 points
Total	1000 points

Grading Scale

The grading scale used to determine the course letter grade will be the traditional one.

93 - 100 = A	930 – 1000 points
90-92 = A -	900 – 929 points
87 - 89 = B +	870 – 899 points
83-86 = B	830 – 869 points
80-82 = B –	800 – 829 points
77-79 = C+	770 – 799 points
70-78 = C	700 – 769 points
67 - 69 D +	670 – 699 points
63-66 = D	630 – 669 points
60-62 = D –	600 – 629 points
0 - 59 = F	0 – 599 points

Scores that fall between the ranges will be rounded up or down accordingly.

Course Calendar

WEEK 1

Chapters 1 & 2 (Accounting Concepts/Principles and the Accounting Cycle), focus on:

- a. Generally Accepted Accounting Principles
- b. FASB Codification
- c. Transactions, journals, general ledger and adjusting journal entries

WEEK 2

Chapters 3 & 4 (Financial Statements – Balance Sheet and Income Statement), focus on:

- a. The Statement of Financial Position
- b. Closing Income Summary into Retained Earnings.
- c. Income Statement

WEEK 3

Chapters 5, 6 & 7 Revenue Recognition, Time Value of Money and Receivables.

WEEK 4

Chapter 8 – Beginning discussion on Inventories.

MIDTERM EXAM (covering chapters 1 to 8)

WEEK 5

Chapters 8 & 9 Inventories, including

- Costing methods
- Lower of Cost or Market
- Gross Profit Method
- Retail Inventory Method

WEEK 6

Chapter 10 & 11 (Property, Plant and Equipment and Intangible Assets), focus on

- Capitalization Policies
- Depreciation Methods
- Gains and Losses
- Impairment

WEEK 7

Chapter 12 (Investments), focus on:

- Trading, available for sale and held to maturity
- Equity Method
- Transfers

WEEK 8

FINAL EXAM & Course Review

Week	Chapter Readings	Homework Assignments
Week #1	Chapters 1 & 2 – The Accounting Environment and the Accounting Cycle	<p>Discussion:</p> <ul style="list-style-type: none">- Post your autobiography in the Week One Autobiography link (1)- Review PPT & Lecture Notes; take part in the Case study in the Week One thread (1)- Submit your article in the Week One Article thread (1.5)- Take part in Week One General Discussion (2.5) <p>Homework: Due Sunday before 5:00 pm Central time Paper: Why is Accounting important to Me? Exercises: E1-7, 1-9, 1-11, 2-4, 2-6, 2-7 & 2-8.</p>
Week #2	Chapters 3 & 4 – The Balance Sheet, the Income Statement and the Statement of Cash Flows	<p>Discussion:</p> <ul style="list-style-type: none">- Post your questions/lessons learned from Week One material & assignments in the Prior Week Follow-Up

		<p>thread (1.5)</p> <ul style="list-style-type: none"> - Review PPT & Lecture Notes; take part in the Case study in the Week Two thread (2) - Take part in Week One General Discussion (2.5) <p>Homework: Due Sunday before 5:00 pm Central time</p> <ul style="list-style-type: none"> - Exercises: 3-5, 4-1, 4-15, 4-20.
Week #3	Chapters 5, 6 & 7 – Revenue Recognition, Time Value of Money, and Receivables.	<p>Discussion:</p> <ul style="list-style-type: none"> - Post your questions/lessons learned from Week One material & assignments in the Prior Week Follow-Up thread (1.5) - Review PPT & Lecture Notes; take part in the Case study in the Week Three thread (2) - Take part in Week One General Discussion (2.5) <p>Homework: Due Sunday before 5:00 pm Central time</p> <ul style="list-style-type: none"> - Brief Exercises: BE-5-3, BE5-21, BE5-24, BE5-26 - Exercises: 7-8, 7-10, 7-20
Week #4	<p>Chapter 8 – Inventories</p> <p>Mid Term Exam covering first half of course</p>	<p>Discussion:</p> <ul style="list-style-type: none"> - Post your questions/lessons learned from Week One material & assignments in the Prior Week Follow-Up thread (1.5) - Review PPT & Lecture Notes; take part in the Case study in the Week Four thread (2) - Take part in Week One General Discussion (2.5) <p>Homework: Due Sunday before 5:00 pm Central time</p> <p>Exercises: 8-3 & 8-7</p> <p>Midterm: Due Sunday before 5:00 pm Central time</p>
Week #5	Chapters 8 & 9 – Accounting for Inventories	<p>Discussion:</p> <ul style="list-style-type: none"> - Post your questions/lessons learned from Week One material & assignments in the Prior Week Follow-Up thread (1.5) - Review PPT & Lecture Notes; take part in the Case study in the Week Five thread (2) - Take part in Week One General Discussion (2.5) <p>Homework: Due Sunday before 5:00 pm Central time</p> <ul style="list-style-type: none"> - Exercises: 8-13, 8-19, 8-24, 9-2, 9-5, 9-12
Week #6	Chapter 10 & 11 – Accounting for Property, Plant and Equipment	<p>Discussion:</p> <ul style="list-style-type: none"> - Post your questions/lessons learned from Week One material & assignments in the Prior Week Follow-Up thread (1.5) - Review PPT & Lecture Notes; take part in the Case study in the Week Six thread (2) - Take part in Week One General Discussion (2.5) <p>Homework: Due Sunday before 5:00 pm Central time</p> <ul style="list-style-type: none"> - Exercises: 10-4, 10-5, 10-7, 10-14, 10-16, 11-2, 11-12
Week #7	Chapter 12 – Investments	<p>Discussion:</p> <ul style="list-style-type: none"> - Post your questions/lessons learned from Week One material & assignments in the Prior Week Follow-Up thread (1.5) - Review PPT & Lecture Notes; take part in the Case study in the Week Seven thread (2) - Take part in Week One General Discussion (2.5)

		<u>Homework:</u> Due Sunday before 5:00 pm Central time - Exercises: 12-5, 12-7, 12-17
Week #8	Review all Chapters Final Exam	<u>Discussion:</u> - Post your questions/lessons learned from Week Seven material & assignments in the Prior Week Follow-Up thread (1.5) - Review Mock Final Exam for class discussion and comments (2) - Take part in Week Eight General Discussion (2.5) <u>Final Examination</u> Complete Final Examination before 5pm Central on the <u>Friday</u> of Week Eight. <u>No late exams will be accepted.</u>