

MBE 203 – Accounting I

Syllabus

Contents

Course Information	2
Instructor Information	2
Textbook and Course Materials	2
Course Description	2
Credit Hours.....	2
Prerequisites and/or Co-requisites	2
Learning Outcomes.....	2
Course Format and Design	2
University Information and Policies	3
University Mission Statement	3
Special Needs and Accommodations	3
Honor Code	3
Student Handbook	3
Technology Requirements	3
Instructional Technology	4
Learning Center	4
Hofheimer Library	4
Nondiscrimination Statement	4
Diversity Statement.....	4
Course Policies	5
Participation	5
Late Work	5
Makeup Work.....	5
Extra Credit.....	5
Netiquette Guide.....	5
Strategies for Success	6
Course Grades and Assignments	6
Grade Allocation	6
Grading Scale	6
Assignment Descriptions.....	7
Course Schedule.....	7
Collaborative Learning.....	8
Hints for Success in Your Online Course.....	8

Course Information

Instructor Information

See the online course in Blackboard for instructor contact information and availability.

Textbook and Course Materials

The required textbook for this course is *Fundamentals of Financial Accounting 5e* by Phillips, Libby, and Libby (McGraw-Hill Education, 2016). Do not buy a physical copy. We will be using the digital ebook that is bundled with Connect online learning software.

You may buy the access code for the ebook/Connect package directly from the publisher at [McGraw-Hill Connect](#).

The access code is also available at the [Scribner Bookstore](#).

Course Description

This course is a study of the basic principles and systems of accounts that underlie general purpose financial reporting. It includes the analysis of accounting transactions and how they affect the balance sheet, the income statement, and the statement of cash flows. It also introduces students to financial statement ratios commonly used in evaluating for-profit organizations.

Credit Hours

This course is worth 4 credit hours.

Prerequisites and/or Co-requisites

There are no prerequisites for this course.

Learning Outcomes

Students who successfully complete this course will be able to:

- Record financial transactions in the accounting system;
- Prepare financial statements for a business;
- Explain and evaluate alternative methods of accounting for typical assets, liabilities, and stockholders' equity elements;
- Analyze and evaluate business outcomes using ratios and other common assessment tools.

Course Format and Design

This course is offered fully online in modular format. The course is designed to provide students with a variety of learning experiences and equip students with learning resources and activities that enable learning outcomes.

University Information and Policies

University Mission Statement

Prepare each student for a meaningful life and career

The mission of Virginia Wesleyan University is to engage students of diverse ages, religions, ethnic origins, and backgrounds in a rigorous liberal arts education that will prepare them to meet the challenges of life and career in a complex and rapidly changing world. In this endeavor, the university employs a wide range of approaches to teaching and learning and provides opportunities to connect the study of the liberal arts with practical learning experiences on campus, in the Hampton Roads region, and throughout the world. In accord with our United Methodist heritage, Virginia Wesleyan aspires to be a supportive community that is committed to social responsibility, ethical conduct, higher learning, and religious freedom.

Special Needs and Accommodations

Virginia Wesleyan University is committed to giving all students the opportunity of academic success. If you are a student who is requesting accommodations based on the academic impact of a disability, speak to your instructor about your accommodations letter and specific needs. If you do not have an accommodations letter for this course, you will need to visit or call for an appointment with a disability support specialist to coordinate reasonable accommodations. Visit [Virginia Wesleyan University Disability Support Services](#) on the Web.

Honor Code

As a liberal arts university, Virginia Wesleyan is committed to values of citizenship and social responsibility fundamental to a community of scholars. People who join this academic community agree to maintain academic honesty and, therefore, not to cheat, lie, falsify data, or commit plagiarism or academic theft. Refer to the [Virginia Wesleyan Honor Code](#) for definitions, rights, responsibilities, and procedures.

Student Handbook

All students are expected to uphold the university's mission statement and abide by the university's honor code, the Virginia Wesleyan Creed, and all other standards that govern the conduct and behavior of students. For more information, refer to the [student handbook](#).

Technology Requirements

Online courses require that you have access to a computer with a reliable Internet connection (high-speed access recommended). A backup plan is recommended in the event of an Internet outage.

You will need to have access to and be able to use the following:

- A Web browser (Google Chrome or Mozilla Firefox is recommended.)
- Adobe Acrobat Reader ([Get Adobe Acrobat Reader free.](#))
- Microsoft Office 365 ([Get Office 365 free.](#))
- A Virginia Wesleyan e-mail account to use when submitting assignments
- Connect online learning software

For assistance with passwords and user IDs, contact the [Virginia Wesleyan Help Desk.](#)

For assistance with Blackboard, please contact [the Learning House Help Center.](#)

Instructional Technology

For information, support, and training in the academic software of the university, refer to the university's department of [Instructional Technology.](#)

Learning Center

Contact the [Learning Center](#) for the following services:

- Academic advocacy and communication
- Academic planning and workshops
- Academic tutoring
- Computers and assistive technology
- Disability support services
- Individualized writing assistance
- Speech lab

Hofheimer Library

The Hofheimer Library supports the Virginia Wesleyan community by providing services, resources, and facilities that advance the academic program. Visit the [Hofheimer Library](#) on the Web for information, resources, services, and hours.

Nondiscrimination Statement

Virginia Wesleyan University does not discriminate against students of any race, religion, color, creed, gender, national and ethnic origin, age, marital status, covered veteran status, handicap, sexual orientation, or any other legally protected status in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other university-administered programs and facilities.

Diversity Statement

Virginia Wesleyan University values the benefits of its diversity. We are committed to educating the campus community about issues of diversity. The campus promotes freedom of thought and opinion in the spirit of mutual respect. Our campus community is

enriched through programs, activities, and interactions by celebrating our uniqueness as well as our commonalities.

This commitment to diversity links programs and services that support the distinctiveness of individuals regardless of racial and ethnic backgrounds, physical and cognitive abilities, family status, sexual orientation, gender identity, socioeconomic status, age, and religious and spiritual values.

An essential feature of this community is an environment in which all students, faculty, administrators, and staff are able to study and work free from bias and harassment. Such an environment contributes to the growth and development of each member of the community.

Course Policies

Participation

You are not alone. Your peers and I are ready to help. You, too, need to be an active participant in our endeavor. Give help as you are able and ask for help as you need it.

Late Work

Deadlines are midnight on each day an assignment is due:

- Thursday for class discussions
- Sunday for class discussions
- Sunday for Connect homework
- Sunday for project components
- Monday for exams

Late work will only be accepted with a verifiable reason for the delay.

Makeup Work

In a short course, getting behind puts you in jeopardy. If you miss a few days, you may find that you will be unable to catch up during the remainder of the semester. For this reason, makeup work is highly discouraged. Grades of Incomplete will be given only in extraordinary situations. If you get behind, even by a few days, you must email so we can create a plan that will help you finish the course successfully.

Extra Credit

There is no extra credit offered in this course.

Netiquette Guide

We will treat each other respectfully and kindly. Be mindful of each other's feelings and carefully consider each other's opinions. Prepare your own communications thoughtfully to make your points efficiently and professionally.

Strategies for Success

Accounting can be difficult. I remember being a student, and it was impossible to read the book without doing problems, and it was impossible to do problems without reading the book.

Eventually I recognized that I had to be tolerant of not knowing. I found that if I could struggle through a problem once (“put this on the left and subtract this”), then I could understand a bit why the book said I should do this. The second time through the problem (“reduce the asset and increase the expense”) brought a lot more clarity. The book made much more sense. By the third pass, I could explain the reasoning behind the problem to anyone who wanted to listen (“net income should be reduced when a resource is used up”). It’s not a linear process. You’ll need to go back and forth between the text and the application. Plan on studying in short bursts and acknowledge when frustration sets in and take a break.

The great news is, once you see it you have it for life because you haven’t memorized it, you understand it. And then you start to see patterns that cross many chapters. And then you see the whole and how various transactions affect the results in the financial statements. And finally, you recognize that if you can measure it, you can control it, and then you can change the world.

Course Grades and Assignments

Grade Allocation

Assignment	Point Values [or Percentages]
Connect Exercises	20%
Blackboard Discussions	15%
Exams	50%
Project	15%
Total Percentage Possible	100%

Grading Scale

A	92–100
A-	90–91
B+	88–89
B	83–87
B-	80–82
C+	78–79
C	73–77
C-	70–72
D+	68–69
D	63–67
D-	60–62
F	Below 60

Assignment Descriptions

During the week, you should plan on doing the reading for the unit and applying what you have learned to the Connect learning software exercises. We will have some interesting weekly discussions on Blackboard as well. At the end of the week, you can plan on a unit exam. Finally, over the course of the semester, you will be applying all that you have learned to the analysis of a company of your choice.

Course Schedule

Refer to the [academic calendar](#) for important university dates.

The instructor reserves the right to make necessary changes, additions, deletions, and revisions to the course schedule as needed. Please see the module pages for more specific information about readings and assignments.

Module	Chapter Readings	Assignments Due by Midnight	
1 Transaction Analysis and Recording	Chapters 1 and 2	Thursday: Sunday: Sunday: Monday:	Discussion Discussion Connect Exam 1
2 Introducing the Accounting Cycle	Chapter 3	Thursday: Sunday: Sunday: Monday:	Discussion Discussion Connect Exam 2
3 Completing the Accounting Cycle	Chapter 4	Thursday: Sunday: Sunday: Sunday: Monday:	Discussion Discussion Connect Project Part One Exam 3
4 Retailing	Chapters 6 and 7	Thursday: Sunday: Sunday: Sunday: Monday:	Discussion Discussion Connect Project Part Two Exam 4
5 Assets	Chapters 8 and 9	Thursday: Sunday: Sunday: Sunday: Monday:	Discussion Discussion Connect Project Part Three Exam 5
6 Liabilities	Chapter 10	Thursday: Sunday: Sunday: Sunday: Monday:	Discussion Discussion Connect Project Part Four Exam 6

7 Stockholders' Equity	Chapter 11	Thursday: Sunday: Sunday: Sunday: Monday:	Discussion Discussion Connect Project Part Five Exam 7
8 Wrapping it Up	N/A	Wednesday: Wednesday:	Discussion Project Part Six

Collaborative Learning

Collaborative learning, through engagement of other students, is a key ingredient of participatory learning. Students can expect each online course to have some degree of collaborative learning. The type of collaboration may be minimal and take the form of weekly small group discussions.

Alternatively, the type of collaboration may be a major virtual team project that requires weekly and substantive participation from all members. Regardless of the type of collaborative learning, all students are expected to participate in a timely, substantive, on-subject, professional, and complete manner.

Hints for Success in Your Online Course

1. Be sure you have access to proper computer equipment, Internet service, and software as listed above.
2. Designate certain times each week to work on your course. Plan ahead, avoid procrastination, even out your workload, and absorb material before moving on.
3. Have a specific achievement goal for each log-on session to help you accomplish what you need to get done and avoid distractions
4. Actively participate in discussions. Meaningful interchange will lead to better understanding of various aspects of the course and also contribute to the personality and warmth of the online class community.
5. If assigned to an online team or study group, work with your team members actively from the start. Thus, team members will benefit from the other group members' ideas and experiences and can depend on one another to complete assigned tasks.
6. Practice an informal but organized, concise, and clear writing style that aids online communication.
7. Venture beyond the classroom. The Internet medium of the online classroom gives ready access to electronic libraries and to pertinent websites that offer a significant advantage in understanding graduate-level material.
8. Your class may occasionally use short multimedia components to enrich the learning environment. Follow the instructions provided.