

BSA 221 – Principles of Accounting I

Contact Information

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Text: Financial and Managerial Accounting, 17th Edition, by Williams, Haka, Bettner, and Carcello

Course Dates: August 24, 2020 to December 5, 2020

Location: Online Course on Moodle

Course Description

BSA 221 is a 3-semester hour class covering an introduction to accounting principles as they apply to various forms of business organizations. Emphasis is on the accounting cycle, recording, classifying, and summarizing accounting information.

Course Objectives

Upon completion of the course students should be able to:

1. A problem-solving ability as it relates to basic accounting
2. An ability to prepare and interpret the Income Statement, the Statement of Retained Earnings, the Statement of Financial Position and the Statement of Cash Flows
3. An understanding of the Accounting Equation and the interaction of its elements
4. An ability to use T-Accounts in analyzing how transactions should be properly recorded in various accounts
5. An understanding of the accounting cycle
6. An ability to work with a manual General Journal and General Ledger and to prepare an unadjusted Trial Balance
7. An ability to make year-end adjustments and prepare an Adjusted Trial Balance
8. An ability to properly record and account for accounts and notes receivable, including bad debt and interest expense, respectively
9. An ability to differentiate pricing inventory under Periodic and Perpetual Inventory systems
10. An ability to utilize various depreciation methods after identifying the appropriate method applicable to given situations
11. An ability to properly record and account for accounts and notes receivable, including bad debt and interest expense, respectively
12. An ability to record and amortize notes payable, as well as account, payroll, and tax liabilities
13. An ability to calculate and analyze financial ratios
14. An appreciation for the relevance of accounting in everyday life
15. An appreciation for the ethical practices required by those who choose accounting as a career

Textbook Information

Required: Williams, Haka, Bettner, Carcello. (2014). Financial and Managerial Accounting (without Connect Plus AC). 17th Edition. New York: McGraw-Hill/Irwin. ISBN: 9780078025778

A Note Regarding Workload

This course spans a total of 7 weeks. The highly accelerated pace requires students to take a great deal of responsibility for their own learning outcomes. Students are expected to actively participate in all course assignments. Over all, students should expect to do a minimum of 10-15 hours per week of study, assignments, quizzes and discussions.

Email/Communication Policy

All emails to the instructor should be written in a professional manner – this means complete sentences, a greeting and a salutation are all included. Each email should clearly state the purpose of the correspondence and include the student's name, course code, and section number. The subject line should also be succinct but clear with regards to the purpose of the email. Provided these guidelines are followed, the instructor will make every effort to respond to student emails within 24 hours on a weekday or 48 hours on a weekend. All faculty, staff, and students at Peace College are required to use their Peace College (@peace.edu) email account for correspondence related to this course.

Online Courses:

All online courses in the School of Professional Studies are fully online and require the use of Blackboard. Weekly readings, activities, and assignments will be listed in Blackboard. If you have any problems accessing Blackboard please contact Dr. Lori McLaren, Director of Online Learning at 919-508-2367.

Grading Criteria

The grading procedure and assignment weights are listed below. Changes to the suggested grading criteria (if needed) will be announced via student e-mail; otherwise, the criteria presented below will be followed.

Quizzes: 20%

Homework Problems: 20%

Discussion Forums/Writing Assignments: 20%

Midterm Exam: 20%

Final Exam: 20%

Letter grades will be assigned based on your final numerical average based on the following rubric:

Numeric Average	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D

Quizzes

Five online open book, open-notes quizzes will be given during the 7-week course. Each quiz counts 12%. Below is the planned coverage of chapters on each quiz. Note, this chapter layout may change. You will not be quizzed on a chapter that the class has not completed.

Quiz	Which week?	Covering Chapters?
1	1	1, 2
2	2	3
3	3	4, 5
4	5	6, 7, 8
5	6	9, 10, 11

Graded Assignments Return Policy

All assignments will be graded and returned within 3 days (72 hours) of receipt. I will make every effort to grade assignments sooner if possible.

Proctoring Policy

All online courses at William Peace University require two (2) proctored exams or activities. Any student who fails BOTH proctored exams/activities will receive an automatic failing grade in the course, regardless of any other grades received. Students are responsible for reviewing the proctoring guidelines and for scheduling their exams. For more information on proctoring options, please see: http://www.peace.edu/wp-content/uploads/Proctoring-Options-for-Online-Students_2016.pdf.

Class Attendance and Participation

Late Work and Extensions

Adherence to the weekly course schedule is expected from all students. Active and timely participation in all parts of the course is required to insure student learning and success. I do, however, realize that occasionally, legitimate problems do arise. These will be handled on a case-by-case basis. Please utilize the contact information I have provided and keep my informed if a problem occurs. Otherwise, due dates will be followed.

Incompletes

An Incomplete is appropriate for a student that has been making steady, successful progress in a course and has an unexpected, verifiable mitigating circumstance at the end of the semester which precludes them from completing the last assignment or exam. Poor time management is not an appropriate reason to request an Incomplete. All incomplete grade requests must be approved first by the Instructor, and then by the Director of Online Programs. If the Incomplete is approved the student will have up to six additional weeks to complete the work, as determined by the Instructor. If the student does not complete the final work, the Instructor will assign the appropriate letter grade for work completed or the grade will revert to an "F".

Class Participation

This class is designed to foster discussion and interaction. It is your responsibility to actively participate in class. Simply being present in class is not sufficient.

Assignment Summary

Discussion Forums: Discussion forums pose a question to the class. Each student is expected to post an initial response AND to post follow-up responses to at least two fellow classmates. I will also be taking part in the discussions. Most of these answers are not right or wrong, but merely your opinion. However, you are expected to support your answers with the various concepts and readings that have examined. Student postings will be graded on their substantive nature. The depth and breadth of postings will be taken into account. To receive full credit, you should post your initial response and respond to at least two other students during the week.

Writing Assignments: Writing assignments are required for this course. They typically examine general concepts being covered. Writing assignments should include proper English, grammar, spelling, and organization. Acceptable length for most papers is 1-2 pages. Please utilize the following resources on APA style writing if needed:

<http://owl.english.purdue.edu/owl/resource/560/01/>, <http://www.apastyle.org/>. Please review the Peace Plagiarism policy. Writing assignments are submitted through the assignment link provided in Blackboard. They are NOT submitted by e-mail.

Homework Problems: Homework problems are required for each chapter. These are found at the back of each chapter under "Questions and Problems". These will be submitted through the assignment link provided in Blackboard. Homework problems are graded for both accuracy and effort. They are NOT submitted by e-mail.

Quizzes, Midterm Exam and Final Exam: Quizzes, the midterm exam and the final exam are comprehensive in nature. They will consist of a variety of objective questions as well as essay. They are completed on Blackboard and can only be taken once.

Plagiarism Policy

Plagiarism is theft; it is the *deliberate or accidental use of a source's words, interpretation, or information without properly quoting or paraphrasing and acknowledging that use.*

In both the professional world and the academic world, plagiarism is punished. In the professional world, charges of plagiarism, when proven, carry potentially enormous financial penalties. In the academic world, universities and colleges punish plagiarism with varying degrees of severity, with the penalties ranging all the way from expulsion from the school, to automatic 'F' in the course, down to automatic 'F' on the particular project or paper.

There are only two ways to avoid plagiarism:

1. **Quote and Citation:** Use the source's *exact* words, place quotation marks at the beginning and end of them, and insert a citation immediately at the end of the quotation according to the standards of the discipline.
2. **Paraphrase and Citation:** Transform (paraphrase) the source's words and information *entirely* into your own style of writing, and insert a citation at the end of this paraphrase. If what you write still echoes the source's *words and style*, you have plagiarized. If you fail to insert a citation, you have plagiarized.

Honor Code

The Honor Code represents the important values of integrity and accountability to the University community. It sets the standard for personal behavior. All new students are given the opportunity to sign the Honor Code to indicate their commitment, but all students are bound by it because of their membership in the William Peace University community. (Go to www.peace.edu to review the *Community Conduct Code*.)

**On my honor as a William Peace University student, I will not lie, cheat, or steal,
nor will I condone the actions of those who do.**

Academic Integrity

William Peace University takes academic integrity seriously. It is expected that students are familiar with the University Honor Code and that they strive to embody its principles in their work. Students should be aware that there is a process by which violations of academic integrity are adjudicated.

Academic integrity requires that all members of the University community pursue learning with honesty and responsibility. Violations of academic integrity include:

- **Cheating** (using or attempting to use unauthorized materials, information, or study aids in academic work or in working with others on academic requirements (tests, assignments, etc.).)
- **Plagiarism** (representing the words or ideas of another as one's own in any academic work).
- **Falsification** (falsification or invention of any information or citation in academic work).
- **Facilitating academic dishonesty** (helping or attempting to help another student to commit an act of academic dishonesty as noted above).
- **Lying** (misrepresenting information that is relevant to the classroom or academic performance).

Procedure for Handling Violations

The instructor will meet with the student(s) involved, send an email response, or note the matter on a graded assignment and clearly state the nature of the charge. Each professor has the option to institute sanctions for a first offense but is also required to submit a report to the Vice President for Academic Affairs. The type of infraction (e.g. unintentional plagiarism versus blatant cheating on a test) will determine the severity of the sanction. A professor's course syllabus will explain his or her penalties for a violation of academic integrity, such as a zero or "F" for a specific assignment or an automatic "F" for the entire course.

The student is under no pressure, overt or implied, to admit responsibility. A student cannot withdraw from a course in which a decision about the violation of academic integrity is pending. When a decision has been made, the accused student(s) may choose to appeal using the academic grade appeal process.

The Vice President of Academic Affairs will keep records of all violations which remain a part of a student's permanent record. For each violation the VPAA usually sends a letter to the student, which serves to note the infraction, remind about the importance of academic integrity, and warn about the consequences of future infractions.

Violation	Action by Faculty (Course Penalty)	Action by V.P. for Academic Affairs (Academic Penalty)
First	Notifies student; assigns penalty as described in course syllabus; reports violation to VPAA	Usually sends letter to student warning that another violation will result in suspension for the subsequent semester.
Second	Notifies student; assigns penalty as described in course syllabus; reports violation to VPAA	Sends letter to student suspending him or her from WPU for the subsequent semester and warning that one more violation results in permanent expulsion from the university.
Third	Notifies student; assigns penalty as described in course syllabus; reports violation to VPAA	Sends letter to student permanently expelling him or her from WPU.

Cell phone policy [For on campus courses]

Cell phone use in class is not permitted. All cell phones must be set to silent or turned off before the start of class sessions. In the case of an emergency, or on the rare occasions where your need to take a call or send a text message, please step outside the classroom so as not to disrupt or disturb the class.

Tutorial Services

The Office of Tutorial Services is located on the 2nd floor of Finch Library, open Monday - Thursday from 9am-7pm, and Friday 9am-4pm. Tutoring is free of charge, and students are encouraged to make individual appointments in the sign-up binder located on the bookshelf next to the elevator. Tutoring is offered in most all subjects, including anthropology, biology, business, chemistry, criminal justice, history, math, political science, psychology, simulation and game design, and writing. Free workshops are also offered each semester, as well as free resources on studying, citation, grammar, and other academic topics. For more information, contact Elizabeth Talley, Directory of Tutorial Services at (919) 508-2080 or Elizabeth.Talley@peace.edu.

Disability or Learning Services

Disability Services are available to all WPU students who require reasonable accommodations due to any cognitive, physical, or psychological disability, in order to provide equal access to the educational environment. Students will need to be certified with the Disability Services Office and provide appropriate documentation to receive an Academic Accommodation Plan. For more information or to become certified, please contact a counselor in the Disability Services Office, which is located on the 1st Floor of Joyner House. You may also reach Disability Services by sending an email to Disability@peace.edu.