

ACCT100

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

Course Summary

Course : ACCT100 **Title :** Accounting I

Length of Course : 8

Prerequisites : MATH110 **Credit Hours :** 3

Description

Course Description: Introduction to the purposes of financial accounting statements and the recognition, measurement, and disclosure concepts and methods underlying financial statements. The course focus is on using and interpreting financial statements and on understanding the impact of transactions on assets, liabilities, revenues, and expenses. Prerequisite: MATH110

Course Scope:

This is the first of two introductory accounting courses and explores the basics of the accounting process. We will stress your understanding of generally accepted accounting principles (GAAP) as well as the practical implementation of these principles. By completing this course and Accounting II (ACCT101), you will become knowledgeable in all aspects of introductory accounting. Please be advised this course is designed for accounting majors. The rigor and difficulty is consistent with courses that aim to prepare students for an accounting career. One of the goals of the course is to have the student evaluate if they wish to pursue an accounting degree.

Objectives

After successfully completing this course, you will be able to:

- CO1. Apply basic financial accounting concepts and principles that make up GAAP to an organization's financial transactions.
- CO2. Compare and contrast accrual and cash basis accounting.
- CO3. Describe the components of an effective internal control system.
- CO4. Illustrate the use of proper accounting techniques for merchandising operations, cash and receivables, liabilities, long-term assets, payroll, and contributed capital.
- CO5. Compute key financial accounting ratios used to interpret the characteristics of financial statements.
- CO6. Produce the four basic financial statements and post-closing trial balance by following the six steps in the accounting cycle.

Outline

Week 1:

Topic

Accounting and the Business Environment

Learning Objectives

CO1. Apply basic financial accounting concepts and principles that make up GAAP to an organization's financial transactions.

CO5. Compute key financial accounting ratios used to interpret the characteristics of financial statements.

CO6. Produce the four basic financial statements and post-closing trial balance by following the six steps in the accounting cycle.

Week 2:

Topic

Accounting for Business Transactions

Learning Objectives

CO1. Apply basic financial accounting concepts and principles that make up GAAP to an organization's financial

CO2. Compare and contrast accrual and cash basis

CO5. Compute key financial accounting ratios used to interpret the characteristics of financial statements.

CO6. Produce the four basic financial statements and post-closing trial balance by following the six steps in the accounting cycle.

Week 3:

Topic

Adjusting Accounts for Financial Statements

Learning Objectives

CO1. Apply basic financial accounting concepts and principles that make up GAAP to an organization's financial transactions.

CO4. Illustrate the use of proper accounting techniques for merchandising operations, cash and receivables, liabilities, long-term assets, payroll, and contributed capital.

CO5. Compute key financial accounting ratios used to interpret the characteristics of financial statements.

CO6. Produce the four basic financial statements and post-closing trial balance by following the six steps in the accounting cycle.

Week 4:

Topic

Midterm

Learning Objectives

CO1. Apply basic financial accounting concepts and principles that make up GAAP to an organization's financial transactions.

CO3. Describe the components of an effective internal control system.

CO4. Illustrate the use of proper accounting techniques for merchandising operations, cash and receivables, liabilities, long-term assets, payroll, and contributed capital.

CO5. Compute key financial accounting ratios used to interpret the characteristics of financial statements.

Week 5:

Topic

Merchandising Operations

Learning Objectives

CO1. Apply basic financial accounting concepts and principles that make up GAAP to an organization's financial transactions.

CO3. Describe the components of an effective internal control system.

CO4. Illustrate the use of proper accounting techniques for merchandising operations, cash and receivables, liabilities, long-term assets, payroll, and contributed capital.

CO5. Compute key financial accounting ratios used to interpret the characteristics of financial statements.

Week 6:

Topic

Inventory & Cost of Sales

Learning Objectives

CO1. Apply basic financial accounting concepts and principles that make up GAAP to an organization's financial transactions.

CO4. Illustrate the use of proper accounting techniques for merchandising operations, cash and receivables, liabilities, long-term assets, payroll, and contributed capital.

CO5. Compute key financial accounting ratios used to interpret the characteristics of financial statements.

CO6. Produce the four basic financial statements and post-closing trial balance by following the six steps in the accounting cycle.

Week 7:

Topic

Cash, Fraud & Internal Controls

Learning Objectives

CO1. Apply basic financial accounting concepts and principles that make up GAAP to an organization's financial transactions.

CO4. Illustrate the use of proper accounting techniques for merchandising operations, cash and receivables, liabilities, long-term assets, payroll, and contributed capital.

CO5. Compute key financial accounting ratios used to interpret the characteristics of financial statements.

Week 8:

Topic

Final

Learning Objectives

CO1 -I CO6

Evaluation

Method of Assessment

A.Tests & Paper

There will be two (2) tests in the course, a midterm and a final given in modules four and eight respectively. The tests in this class will consist of multiple choice questions and/or short answer problems. Tests will be three hours long and focus on the material covered in the course. Tests may be administered using the Examity test proctoring service. Please verify in the course announcements and/or the Lessons tab if the course will use test proctoring. It is the student's responsibility to notify the instructor and the test proctoring service regarding any schedule changes or non- disability related accommodations. The course will have a comprehensive paper that will measure student understanding of the course objectives along with research and writing skills. Please refer to the APA Manual 6th edition for the format of the paper.

B.Assignments:

Course assignments will be given using multimedia software (e.g. MyLabsPlus, Connect, etc.). These assignments will be a series of quizzes consisting of exercises, problems, and simulations. Assignments will have a specific due date with specific instructions. Late assignments will be subject to the university's Late Work/Make-up Policy detailed in the student handbook. Please be advised the instructor reserves the right to implement their own late assignment policy.

C.Homework:

Throughout the term, homework will be given in several modules to test student understanding of the material. Homework will be given using multimedia software (e.g. MyLabsPlus, Connect, etc.) and consist of questions, problems, or simulations. Please be advised the instructor reserves the right to implement their own late assignment policy.

D.Discussion Forums:

Participation in the discussion forums is an essential component of the final grade. All students are expected to engage in lively discussions and answer instructor follow-up questions. The quality of participations along with student netiquette will be a part of the grade.

Assessment of the Course Objectives

Course Objective(s)	Assessment Method(s)
1 - 6	Test question, paper, assignment, discussion, and homework

The following distribution will be used in assigning grades (decimal points will be rounded to the nearest whole number at semester's end).

Grade	Quality Points/Grading Percent
A	4.0/ 100 – 94
A-	3.67/ 93 – 90
B+	3.33/ 89 – 87
B	3.0/ 86 – 84
B-	2.67/ 83 – 80
C+	2.33/ 79 – 77
C	2.0/ 76 – 73
C-	1.67/ 72 – 70
D+	1.33/ 69 – 67
D	1.0/ 66 – 64
D-	0.67/ 63 – 60
F	0.0/ 59 – 0

Grading:

Name	Grade %
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Materials

Book Title: ACCT100 Pearson MyLab access provided inside the classroom

Author:

Publication Info: Pearson

ISBN: 1269713981

Book Title: Horngren's Accounting, 12th Ed. - the VitalSource e-book is provided inside the classroom

Author: Miller-Nobles / Mattison / Matsumura

Publication Info: Pearson

ISBN: 9780134486444

Websites and Videos

In addition to the required course texts, the following public domain Websites are useful. Please abide by the university's academic honesty policy when using Internet sources. Note website addresses are subject to change.

- McGraw Hill Connect
 - American Psychological Association (APA) Style Website
 - Purdue Online Writing Lab
 - YouTube Video on Formatting an APA Style Paper
 - Microsoft Office Training Website
 - YouTube Videos on Microsoft Excel for Beginners
 - Turnitin Website
 - YouTube Video Accounting Lectures by Susan Crosson
 - principlesofaccounting.com
 - NetMBA.com
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Course Guidelines

Citation and Reference Style

- Students will follow APA format as the sole citation and reference style used in written assignments submitted as part of coursework to the School of Business.
- Please note that no formal citation style is required on forum assignments in the School of Business—only attribution of sources (please see details regarding forum communication below).

Tutoring

- [Tutor.com](https://www.tutor.com) offers online homework help and learning resources by connecting students to certified tutors for one-on-one help. AMU and APU students are eligible for 10 free hours of tutoring provided by APUS. Tutors are available 24/7 unless otherwise noted. Tutor.com also has a SkillCenter Resource Library offering educational resources, worksheets, videos, websites and career help. Accessing these resources does not count against tutoring hours and is also available 24/7. Please visit the APUS Library and search for 'Tutor' to create an account.

Late Assignments

- Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. The due date for each assignment is listed under each assignment.
- Generally speaking, if arrangements are not made in advance, a late penalty of 10% will be assessed for any assignment submitted 1-7 days past the due date. Assignments will not be accepted after the 7th day. No work will be accepted past the final day of class, unless prior arrangements have been made with the instructor. Please be advised the instructor reserves the right to implement their specific late assignment policy.
- As a working adult, your time is limited and often out of your control. Faculty may be more flexible if they know ahead of time of any potential late assignments.

Turn It In

- Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze an assignment submission and report a similarity score. Your assignment submission is automatically processed through the assignments area of the course when you submit your work.

Academic Dishonesty

- Academic Dishonesty incorporates more than plagiarism, which is using the work of others without citation. Academic dishonesty includes any use of content purchased or retrieved from web services such as CourseHero.com or Scribd. Additionally, allowing your work to be placed on such web services is academic dishonesty, as it is enabling the dishonesty of others. The copy and pasting of content from any web page, without citation as a direct quote, is academic dishonesty. When in doubt, do not copy/paste, and always cite.

Submission Guidelines

- Some assignments may have very specific requirements for formatting (such as font, margins, etc) and submission file type (such as .docx, .pdf, etc). See the assignment instructions for details. In general, standard file types such as those associated with Microsoft Office are preferred, unless otherwise specified.
- It is the student's responsibility to ensure the all submitted work can be accessed and opened by the instructor.

Disclaimer Statement

- Course content may vary from the outline to meet the needs of a particular group or class.

Communicating on the Forum

- Forums are the heart of the interaction in this course. The more engaged and lively the exchanges, the more interesting and fun the course will be. Only substantive comments will receive credit. Although there is a final posting day/time after which the instructor will grade and provide feedback, it is not sufficient to wait until the last day to contribute your comments/questions on the forum. The purpose of the forums is to actively participate in an on-going discussion about the assigned content.
- "Substantive" means comments that contribute something new and important to the discussion. Thus a message that simply says "I agree" is not substantive. A substantive comment contributes a new idea or perspective, a good follow-up question to a point made, offers a response to a question, provides an example or illustration of a key point, points out an inconsistency in an argument, etc.
- As a class, if we run into conflicting view points, we must respect each individual's own opinion. Hateful and hurtful comments towards other individuals, students, groups, peoples, and/or societies will not be tolerated.
- Students must post a response to the weekly forums prompt and post the required number of replies to other students – refer to the grading rubric and/or forum instructions for specific expectations on number of replies and word count requirements.
- The main response to the forum need to be provided mid-week – refer to the grading rubric and/or

forum instructions for specific expectations. Late main response posts to a forum will not be accepted without prior instructor approval.

- Replies must be posted in the week due and replies after the end of the each week will not be graded.

Quizzes and Exams

- Quizzes and exams may consist of true/false, multiple choice, and short essay questions. Each quiz/exam is accessible only once. Once a quiz/exam is accessed, you will not be able to access it again if you disconnect. Therefore, allocate time to complete your quiz. Weekly quizzes must be submitted by midnight Eastern Time, Day 7 of the assigned week. Late quizzes or exams will not be accepted without prior instructor approval.

University Policies

[Student Handbook](#)

- [Drop/Withdrawal policy](#)
- [Extension Requests](#)
- [Academic Probation](#)
- [Appeals](#)
- [Disability Accommodations](#)

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