



Syllabus

SCHOOL OF BUSINESS AND MANAGEMENT **AC 215: Fundamentals of Accounting**

5 Credits
Effective: Summer 2017/2018

Access to the Internet is required.
All written assignments must be in Microsoft-Word-compatible formats.
See the library's APA Style Guide tutorial for a list of resources that can help you use APA style.

FACULTY

Faculty Name: FACULTY NAME

Contact Information: CONTACT INFORMATION

[INSTRUCTOR MAY INSERT PERSONAL MESSAGE IF DESIRED]

COURSE DESCRIPTION

AC 215, Fundamentals of Accounting, emphasizes the preparation and recording of accounting information and is intended for students majoring in accounting. Students will learn about the accounting cycle, the measuring process and the classification of data, and the accounting terminology that is essential to the preparation and effective use of financial principles that apply to statements. This course introduces basic accounting concepts and techniques; fundamentals of the accounting process and preparation of basic financial statements; accounting principles involved in the measurement and reporting of assets and liabilities; elements of consolidated statements and statement of cash flows; and using and interpreting financial statements for decision-making.

COURSE RESOURCES

Required and recommended resources to complete coursework and assignments are available from the [Course Document Lookup](#).

CITYU LEARNING GOALS

This course supports the following City University learning goals:

- Strong communication and interpersonal skills

COURSE OUTCOMES

In this course, learners:

- Apply time value of money concepts to value accounts
- Evaluate the objectives of financial accounting
- Prepare and analyze the four basic financial statements
- Demonstrate understanding of accounting regulations.
- Compare and contrast types of business entities and their financial reporting needs
- Research, evaluate and disseminate high quality financial information
- Evaluate the impact of financial information from a domestic and global perspective
- Demonstrate effective collaboration skills

CORE CONCEPTS, KNOWLEDGE, AND SKILLS

- Accepted Accounting Principles including GAAP & IFRS
- Accounting cycle
- Accounting information systems
- Cash and Accrual accounting

- Depreciation
- Ethics in accounting
- Financial statements preparation, interpretation and analysis
- Fixed assets
- Internal controls
- International accounting issues
- Journal entries
- Liabilities
- Stockholder's equity
- Worksheet

OVERVIEW OF COURSE GRADING

The grades earned for the course will be derived using City University of Seattle's decimal grading system, based on the following:

<i>Overview of Required Assignments</i>	<i>% of Final Grade</i>
Group Research and Presentation	15%
Instructor Determined Assignment/Participation	10%
Accounting Cycle Problem	15%
Homework Problems, Exercises & Cases (Wiley Plus)	10%
Quizzes	25%
Comprehensive Assessment	25%
TOTAL	100%

SPECIFICS OF COURSE ASSIGNMENTS

The instructor will provide grading rubrics that will provide more detail as to how this assignment will be graded.

Group Research and Presentation

Students will participate in groups assigned by the instructor to research issues pertinent to the study of accounting. All team members are expected to actively participate in the creation of a presentation. The created presentation should create an impact and clearly relate the subject matter to the audience.

Each student is to participate in an online research project, explained as follows: Your class will be divided at random into groups of two to four students for the purpose of performing an online research project. The project will focus on business events or topics covered in this course. Groups will be required to discuss global and ethical ramifications of the issue as well as relating their topic to business operations and strategy. Each group will select one topic on a first come, first served basis from three lists provided by the instructor. No two groups will perform research on the same subject. One list of topics will focus on the first few chapters in the text; a second will come from the middle of the book; and the last will be found among the final chapters listed in the syllabus. For each topic listed, your instructor will provide a

list of questions to answer. After your group completes the online research, you will need to address the questions posed by the instructor. Make sure to identify research sources including company information. The project results will be presented through the Discussion Board. Although these projects will not be printed on paper, professional appearance will be expected. Grammar, spelling, syntax, sentence structure, organization, and coherence will be key factors in determining how highly the work is graded. The individual grade for each student will be calculated in this manner: 75% of each person's grade will be based upon the overall grade for the online presentation. The other 25% of each person's grade will come from the group's average assessment of that person's contribution to the project. At project completion, each student will provide the instructor, via email, with his or her evaluation of everybody in that group, including himself or herself, rating each member on a scale of 0 to 100. Example: Say the overall presentation attains a score of 90, and of the four people in the group, two vote that Student Q's efforts rate an 80. A third member of the group rates Student Q at a 95. The fourth student in the group marks a 60 for Student Q. This means that the group measurement for Student Q is 78.75 $[(80 + 80 + 95 + 60) \text{ divided by } 4]$. Student Q's grade is then $[(90 \text{ times } .75) + (78.75 \text{ times } .25)] = 87.19$. The week immediately following the group online presentation in the Discussion Board, all other students (those not involved with that particular effort) are to make objective comments on the presentation. Compliments, criticisms, and questions are encouraged, but will not be graded. Suggestions for successful completion of this requirement: Start early. Read ahead in the text. Get to know your fellow group members via email or telephone. Learn each other's individual strengths and weaknesses. For instance, one among you may be quite competent with math problems, but possess limited writing skills. Another may have a gift for online research, but have difficulty understanding the relationship between what is seen on the screen and its application to Generally Accepted Accounting Principles. All team members will be required to rate themselves and their team members on their participation and contributions. Just as often occurs in a business environment, the group will produce a group effort, with individuals rewarded commensurately for their individual input.

Your assignment is being utilized as part of your academic degree program's assessment process. During this process, we look carefully at how well we are preparing our students to meet the program's learning outcomes by analyzing student theoretical and practical skill growth over time. It is essential that we capture how your progress in the courses and assignments in your program are allowing you to meet these goals. Consequently, you will need to upload this assignment to Folio 180 in addition to submitting it to your instructor.

<i>Components</i>	<i>% of Grade</i>
Depth of Assessment	45%
Organization and presentation	10%
Evaluation of group members	25%
Timely comments(response) postings to projects	10%
Writing mechanics	10%
TOTAL	100%

Instructor Determined Assignment/Participation

A discussion question or topic from your instructor appears weekly in the discussion forum. You are to post your answer as well as a response to two other students' answers to the discussion forum by the end of each session. The forum is to help promote student-to-student discussion. The instructor will not be responding to each posting. If you have a question or comment that is specifically for your instructor, email your instructor directly or use the Question and Answer Forum. If you want to talk with other students about issues unrelated to the discussion forums use the Coffee Talk Forum. Although the tone of your discussion board postings can be informal, your instructor will expect them to be on a professional level. In other words, your comments and questions for discussion should be clear and thoughtful, with

correct grammar, spelling, and punctuation. As with written assignments, the quality of your discussion postings will be graded on both content and presentation.

<i>Components</i>	<i>% of Grade</i>
Timeliness of responses	25%
Quality of responses	50%
Quantity of responses	25%
TOTAL	100%

Accounting Cycle Problem

The accounting cycle problem will be assigned by the instructor from the course textbook. It will include: 1. Preparing a general journal of adjusting journal entries. 2. Preparing and completing a ten-column worksheet using Excel. 3. Based on worksheet calculations, preparing a multiple-step income statement, balance sheet, and statement of retained earnings in accordance with generally accepted accounting principles. 4. Preparing a closing entry general journal. Problems must be completed using Word or Excel as appropriate for the information you are preparing. Consult your Course Schedule for due dates for each part of the assignment. Your instructor will provide additional information on the specific problem.

Your assignment is being utilized as part of your academic degree program's assessment process. During this process, we look carefully at how well we are preparing our students to meet the program's learning outcomes by analyzing student theoretical and practical skill growth over time. It is essential that we capture how your progress in the courses and assignments in your program are allowing you to meet these goals. This assignment will be collected at the program level. Rest assured that this information will be used for program assessment purposes only and not affect your course grade. Should you have questions about your program assessment process, please contact The Program Director for your program.

<i>Components</i>	<i>% of Grade</i>
Accuracy of Solution	50%
Appropriate use of MS Excel	25%
Formatting	25%
TOTAL	100%

Homework Problems, Exercises & Cases (Wiley Plus)

The course schedule includes a list of assigned questions, cases, exercises, and problems from each chapter of your textbook. Completing all homework assignments will help ensure that you successfully master the concepts of this course.

Required homework assignments are listed in the Recommended Course Schedule under each unit. Homework is to be submitted through Wiley Plus prior to taking the quiz or exam covering those chapters of the textbook. Homework will be looked at primarily for effort and completion. All homework submissions must be original work.

<i>Components</i>	<i>% of Grade</i>
Accuracy of Solution	100%
TOTAL	100%

Quizzes

Study guides and instructions are included in the sessions during which the quizzes and exams are to be taken. Quizzes are due at the end of modules stated in the Course Schedule. Students should be prepared to answer multiple-choice, matching, and multiple-choice questions involving calculations. Additional instructions will be posted by the instructor.

<i>Components</i>	<i>% of Grade</i>
Accuracy of solution	100%
TOTAL	100%

Comprehensive Assessment

Study guides and instructions are included in the sessions during which the quizzes and exams are to be taken. The exam is due at the end of module stated in the Course Schedule. It will be necessary to answer multiple-choice, matching questions, exercises, and/or problems. Additional instructions will be posted by the instructor.

<i>Components</i>	<i>% of Grade</i>
Accuracy of solution	100%
TOTAL	100%

COURSE POLICIES

Late Assignments

LATE ASSIGNMENT

Participation

PARTICIPATION

Professional Writing

Assignments require error-free writing that uses standard English conventions and logical flow of organization to address topics clearly, completely, and concisely. CityU requires the use of APA style.

UNIVERSITY POLICIES

You are responsible for understanding and adhering to all of City University of Seattle's academic policies. The most current versions of these policies can be found in the [University Catalog](#) that is linked from the CityU Web site.

Title IX Statement

City University of Seattle and its faculty are committed to supporting our students and seeking an environment that is free of bias, discrimination, and harassment. If you have encountered any form of sexual misconduct (e.g. sexual assault, sexual harassment, stalking, domestic or dating violence), we encourage you to report this to the University. If you speak with a faculty member about an incident of misconduct, that faculty member must notify CityU's Title IX coordinator and share the basic fact of your

experience. The Title IX coordinator will then be available to assist you in understanding all of your options and in connecting you with all possible resources on and off campus.

To view CityU'S sexual misconduct policy and for resources, please visit the [Campus Safety and Title IX Page](#) in the my.cityu.edu portal.

Scholastic Honesty

Scholastic honesty in students requires the pursuit of scholarly activity that is free from fraud, deception and unauthorized collaboration with other individuals. You are responsible for understanding CityU's policy on scholastic honesty and adhering to its standards in meeting all course requirements. A complete copy of this policy can be found in the [University Catalog](#) in the section titled *Scholastic Honesty* under *Student Rights & Responsibilities*.

Attendance

Students taking courses in any format at the University are expected to be diligent in their studies and to attend class regularly.

Regular class attendance is important in achieving learning outcomes in the course and may be a valid consideration in determining the final grade. For classes where a physical presence is required, a student has attended if s/he is present at any time during the class session. For online classes, a student has attended if s/he has posted or submitted an assignment. A complete copy of this policy can be found in the [University Catalog](#) in the section titled *Attendance Policy for Mixed Mode, Online and Correspondence Courses*.

SUPPORT SERVICES

Disability Services Accommodations Statement

Students with a documented disability who wish to request academic accommodations are encouraged to contact Disability Support Services to discuss accommodation requests and eligibility requirements. Please contact Disability Support Services at disability@cityu.edu or 206.239.4752 or visit the [Disability Support Services](#) page in the my.cityu.edu portal. Confidentiality will be observed in all inquiries. Once approved, information about academic accommodations will be shared with course instructors.

Library Services

CityU librarians are available to help you find the resources and information you need to succeed in this course. Contact a CityU librarian through the [Ask a Librarian](#) service, or access [library resources and services online](#), 24 hours a day, seven days a week.

Smarthinking

As a CityU student, you have access to 10 free hours of online tutoring offered through Smarthinking, including writing support, from certified tutors 24 hours a day, seven days a week. Contact CityU's Student Support Center at help@cityu.edu to request your user name and password.