

UNIVERSITY OF SOUTH DAKOTA
BEACOM SCHOOL OF BUSINESS

This syllabus was posted on 8/18/09 and is subject to change!

Semester:	Fall 2009	Instructor:	Angela L. Olson, M.P.A., CPA
Course:	FOUNDATIONS OF ACCOUNTING (ACCT 520)	Office:	217 Buhler Hall
Email:	Angie.Olson@usd.edu I will do my best to return your e-mail in 24 hours during the week and 48 hours during the weekend.	Phone:	(605) 677-5499
Office Hours:	Elluminate: 9-10pm Wednesdays & 9-10pm Sundays Phone office hours can be arranged at a time convenient for both the instructor and student by setting up an appointment with me.		
The course will be taught using Desire2Learn (D2L). Access D2L at https://d2l.sdbor.edu .			

Information which requires your prompt attention is highlighted in yellow and was also included in the welcome letter!

Beacom School of Business Mission Statement

We are a community of scholars and practitioners committed to superior undergraduate and graduate business programs accredited by AACSB International.

We Emphasize excellence in teaching, promote intellectual exchange and development, and advocate continuous learning reflecting a dynamic global environment.

Our services deliver value to our students, the university, business disciplines, and society.

COURSE DESCRIPTION:

Foundations of Accounting is an introduction to accounting as the means of recording, summarizing, and communicating events of the business enterprise. Basic accounting fundamentals and concepts that underlie the preparation, analysis, and interpretation of financial statements will be explored. The use of accounting information by business management in planning and controlling operations will also be emphasized. Exposure will be given to such topics as budgeting, performance evaluation, and relevant decision-making, cost behavior, and cost accumulation techniques.

ONLINE COURSE OBJECTIVE:

A primary objective of web-based education is to permit students to complete all requirements of a course using the power of the Internet to make the course location independent. Other than the required textbook, students are able to access all testing and library research materials necessary to complete the course requirements using an Internet connected computer. No campus-specific activities are required or necessary to complete this course.

INSTRUCTIONAL METHOD:

This course is presented in Desire2Learn (D2L), a proven and effective pedagogical tool utilized by many educational institutions worldwide and provided to you by USD.

D2L: Once you have registered for Fall 2009, please go to <http://d2l.sdbor.edu>, and click the "new password" link to create your new password for D2L. Enter your D2L username, which is the same as your Web Advisor ID, and your university e-mail address. Since your Web Advisor and D2L IDs are the same, we encourage you to utilize the same password for D2L as you use for Web Advisor. After you have created your new password, you can login to D2L at <https://d2l.sdbor.edu> using the new password. After you have logged into D2L and the course is released for your use, you should see a course listed as ACCT520_U820T_2009FA Foundations of Accounting. You will not see this link until August 31st. Simply click on that link and you will be transferred to the home page for our

course. If you have not used D2L before, there is a tutorial available on D2L's login screen titled "I am new to D2L."

USD E-MAIL: If you do not have a USD e-mail account, please follow these instructions to obtain one. **24 hours after your** course registration is entered into the student system at USD you are eligible for a U. username and password. Whether your username and password are 'new' or 'existing,' you can obtain your account information online. Your U. email account is the official means of communication with USD. **You need your U. username and password to gain access to:** USD Email, D2L, Online Library Resources, Network File Space, and Personal Web Space. **For your account information go to:** www.usd.edu/accounts/pickup. For assistance, contact **Information Technology Services** at (605) 677-5028 or helpdesk@usd.edu.

PREREQUISITES:

None.

LEARNING OBJECTIVES FOR ACCT 520:

- 1.) Students will be able to define the basic accounting equation and how it applies to different financial statements.
- 2.) Students will recite the accounting cycle and describe how the transaction progresses through the cycle.
- 3.) Students will record purchase and sales transactions in either a periodic or perpetual inventory system.
- 4.) Students will compare and contrast the different inventory costing techniques for both the periodic and perpetual inventory systems.
- 5.) Students will describe internal control and the use of cash.
- 6.) Students will define what Receivables are and how they are reported.
- 7.) Students will describe what a fixed asset is and how it is depreciated.
- 8.) Students will describe what an intangible asset is and how it is amortized.
- 9.) Students will describe what makes up a current liability, including payroll.
- 10.) Students will learn compare and contrast Partnerships and Corporations.
- 11.) Students will calculate bond prices.
- 12.) Students will compare and contrast debt and stock investments.
- 13.) Students will construct the following financial statements: Income Statement, Statement of Owner/s Equity/Retained Earnings, Balance Sheet, and Cash Flow Statement.
- 14.) Students will perform ratio analysis.
- 15.) Students will compare and contrast financial accounting and managerial accounting.
- 16.) Students will compare and contrast Process Cost and Job Order Cost accounting.
- 17.) Students will calculate Cost-Volume-Profit.
- 18.) Students will define budgetary planning and budgetary control.

Each chapter has more specific objectives listed in the Powerpoint.

LEARNING TOOLS:

There will be a variety of learning tools available online in D2L to enable students to learn the content in ACCT 520. Some of these tools will be similar to tools available in face-to-face classrooms and some will vary. Every student does not learn in the same way, and every student will not necessarily need to use every tool that is available. However, doing homework consistently is an absolute must for success in this course. It is essential that you keep up with material as it is presented. This, unfortunately, is not one of those classes in which it is possible to catch up at the last minute. In particular, it is important to do the problems as the material is presented. Much of the material presented in this course is cumulative in nature, and it is imperative that you keep up with material as we proceed. Therefore, the course has been designed with assignments every week, and exams every few weeks so that you are motivated to keep up. I am a firm believer that you "learn by doing". Therefore, there are many opportunities for you to learn the material in this course by completing assignments!

The Learning Tools that will be used (the items in yellow are tools that need to be purchased immediately):

- **Textbook and Homework Software (Required):** Obtain the text, Financial and Managerial Accounting (2E with My Accounting Lab) by Horngren, Harrison, and Oliver. The publisher is Prentice Hall, and the ISBN is **0135080193** for the hard cover book and My Accounting Lab. The ISBN number for the student value edition (unbound and 3 hole punched) is **0135082307**. Both of these options are available through the USD book store. All graded assignments as well as some practice assignments will be done through My Accounting Lab. You may purchase the text with My Accounting Lab in one of the following ways: 1) purchase a hard copy or unbound copy of the book from Barnes and Noble at USD, you may contact them at bn@usd.edu or 605-677-6291, or 2) purchase an E-book directly from the publisher at <http://www.coursesmart.com/0136063780/?a=1773944>. Please order the textbook and homework software ASAP!

- **Calculator:** A calculator is **required** for this course.

- **Notes:** Detailed lecture notes that cover exactly what I would normally say during face-to-face lectures for every chapter. These notes have been provided within the Powerpoint Notes view.
- **Practice Homework:** Homework problems will be assigned for each chapter that we cover in the text, and will be completed through MyAccountingLab. I expect that you will do each assignment, but the practice assignments will not be graded. You will be given 3 chances to complete each homework exercise/problem and then the solution will be given. This is a class where you have to do the homework to grasp the concepts. In that respect, it is much like a math class. You will find the course much easier if you keep up with the homework as it is assigned.
- **Discussion Board:** The Discussion Board feature in D2L is an excellent tool for students to use to communicate with each other. Please feel free to post your questions or discussion items to the Discussion Board, especially questions about practice homework problems. I will monitor the discussions that take place there, but I would like the Discussion Board to provide an opportunity for students to interact with each other. Please keep in mind online “netiquette” referenced in the Online Orientation Guide. This guide can be found under ACCT 520 Getting Started (D2L) and should be located on page 4 of the document.
- **Live Chats:** Live chats with the instructor (office hours) will take place twice each week. From 9-10pm on Wednesday and Sunday nights. We will use the Elluminate web software, which allows for two-way audio interaction, for office hours. The chats will provide an opportunity for you to ask questions about the homework or the material that is being covered each week. Neither chat session is required. The Elluminate chat sessions will be archived so you can view them later if you are not able to attend them “live.” The first Elluminate session will be on Sunday September 6th at 9pm. You will receive an email from USD in regards to how to participate in Elluminate sessions prior to the first session. Any changes to office hour times during the course will be posted in the “News” area on the course main page.

LEARNING ASSESSMENTS:

Your grade will be determined based on the following:

Graded Homework (22 at 10 points each)	220
Unit Exams (4 at 100 points each)	400
Comprehensive Final Exam	100
Participation	<u>30</u>
TOTAL	800 points

I use a traditional 90-80-70-60 grading scale. You must have 60% of the total points and take all exams given during the course to be eligible for a passing grade for the course.

- **Graded Homework:** There will be twenty three graded homework assignments worth 10 points each, with the lowest homework grade being dropped at the end of the semester. These assignments will be done through MyAccountingLab, and you must have access to MyAccountingLab to complete each assignment. The due dates for these assignments are listed in the timeline at the end of the syllabus. Each assignment will consist of one or two problems. You will have 60 minutes to complete the assignments once you begin.

To register for MyAccountingLab:

To register, you will need a student access code and a course ID. If you purchased a new textbook, it should have come with a Student Access Kit that contains a code you can use to register. If you do not have a Student Access Kit, you can purchase access online with a major credit card.

Course ID: XL0D-U11V-801Y-5JX2

Course Name: Foundations of Accounting - Online

1. Go to www.myaccountinglab.com and click the Student button, in the Register section.
2. Enter the course ID, XL0D-U11V-801Y-5JX2 and click Next.
3. Choose to register an access code (came with your new book) or purchase access if you don't have an access kit/code.
4. Click the button to proceed to registration.
5. Follow the instructions to create your account.
6. Click the link to login. You'll be directed to www.myaccountinglab.com, where you can enter the user name and password you just created. Click the login button.
7. The first time you enter the site you'll be asked to enter your course ID. Enter your course ID, XL0D-U11V-801Y-5JX2.
8. Be sure to click on the Browser Check link on the Announcements page or in the upper right of the screen the first time you login and anytime you use a new computer. This wizard will walk you through the installation of the software you will need to use the MyAccountingLab resources (such as Flash). Note: the software may already be installed in the school lab, so in that case check first with your lab administrator.

To log into MyAccountingLab

1. Go to <http://www.myaccountinglab.com>
2. Enter your personal user name and password you just created, and click Log In (or hit the enter key).

My Accounting Lab is a web-based product provided by Pearson, the textbook publisher. The twenty three homework assignments for this course will be done through MyAccountingLab, as well as the practice assignments.

- **Exams:** The exams will be based on homework questions and lecture and will consist primarily of multiple choice with some problems, true/false and short essay answers. Exams will be available for three days (Sunday through Tuesday), and you will have a fixed amount of time to complete the exam once you have started it. Exams will be given in D2L. The first four exams will be un-proctored and the final will be proctored. The proctor form is available at <http://www.usd.edu/continuing-and-distance-education/upload/Proctor-Form.pdf>. Please have the form completed and turned in by **October 5th, 2009**.

Notes: Since a significant amount of flexibility regarding the day and time that exams are taken is provided in this course, it is expected that all exams will be completed by the specified “due date” unless prior arrangements have been made with the instructor. According to the University Schedule, if this final exam time does not work for you, you must notify me 30 days prior to the final (by November 15, 2009) to make alternative arrangements.

- **Participation:** A small portion of your grade will be based on class participation in Elluminate, practice homework, and the discussion boards. You do not need to participate all of the time, but if you choose to never participate in these sessions, you will not receive “full” participation points. We will use the My Profile tool available in D2L for introductions. Everyone’s profile is viewable in the ClassList link from the course page.
 - From My Home, click My Profile in the Welcome widget. You may also access, create and edit your file from the Classlist tool. Click the Edit My Profile icon beside your name on the list.
 - Fill in the text fields that correspond to information that you feel comfortable sharing. You might include information about your current job, the undergraduate institution you attended, the part of the country in which you live, the subject matter you studied as an undergraduate, and maybe a bit about your family if you feel comfortable sharing that information.
 - Upload a picture.
 - Click Save Changes.

The Profile should be completed no later than **September 6th!**

Also, please introduce yourself to the class through the discussion board. I have set up a topic within class discussions titled “Class Introductions”. This is a good way to get to know the other students and get set to work together for the semester.

ADMINISTRATIVE MATTERS:

Attendance Policy: All students must log into the course by midnight CST of day four which is **September 3, 2009**. Attendance will be taken each week and is determined by your participation and completion of graded homework as described above. You simply must log onto the course each week. If a student is unable to participate in class during a particular week due to an emergency, illness, or work related travel, he or she must notify the instructor prior to the missed week. There is no penalty for a one week absence, but the student is responsible for all material that was covered that week. The course grade will be reduced two percentage points for each absence in excess of one week.

E-mail Communication: I will make every effort to respond to all course e-mail sent to me either in D2L or to my USD e-mail account within 24 hours Monday-Friday. Graded Homework is due Sunday night at midnight as a courtesy to you because I know that nearly all of you work full-time. However, I may not be able to respond to e-mail within 24 hours on Saturday and Sunday. Please make every effort to send any questions that you would like answered on a particular week’s material before 5pm on Friday.

Late Registration: If you register late for the course, you will need to complete any assignments you have missed up to the point of registration as soon as possible. If you have any questions, contact your instructor.

Instructor Initiated Drop: The Instructor Initiated Drop will be used if the student has not participated in the course by September 10, 2009, at midnight (CST) and/or does not regularly participate in the mandatory discussions.

Incomplete Grades: While every case will be considered on an individual basis, no grades of incomplete will ordinarily be given in this course.

Makeup Exams: Make-up exams will only be given if **I am notified of your absence prior to class**. Make-up exams must be completed as soon as possible.

Grade Appeals: All grade appeals must be in writing and submitted to me within one week of the time the graded quiz/case/exam is returned to you. No late appeals will be considered.

Honor Code and Ethical Considerations: Ethical behavior is an important part of the course as it relates to business behavior and as it relates to one's own personal behavior. Students are expected to conduct themselves in an honest, dignified, and professional manner. Such behavior includes respecting the rights, opinions and beliefs of others, as well as the diversity of others. Failure to comply puts you at risk of being removed from the course.

Plagiarism and Cheating Policy: Plagiarism is defined as using the words and/or ideas of another representing them to be your own, without proper credit to the author or source. Plagiarism and cheating indicate a lack of respect for ethical considerations and social responsibilities. These practices will not be tolerated. Plagiarism, either intentional or unintentional, will result in a grade of *zero* for the assignment. Because it is impossible to evaluate a plagiarized paper, no credit can be given. Cheating will result in being dropped from the course with a letter grade of "F."

Privacy of Student Records: The Family Educational Rights and Privacy Act of 1974 (FERPA) provides that each student's educational records remain private. No individual or group outside the educational institution shall have access to nor will the institution (including instructors) disclose students' educational records without written consent of the students. Because the instructor cannot ensure that the student is the only one with access to the student's email account, grades will not be provided via email. The student may access his/her grades using D2L.

Freedom in Learning: Students are responsible for learning the content of any course of study in which they are enrolled. Under Board of Regents and University policy, student academic performance shall be evaluated solely on an academic basis and students should be free to take reasoned exception to the data or views offered in any course of study. Students who believe that an academic evaluation is unrelated to academic standards but is related instead to judgment of their personal opinion or conduct should contact the dean of the college which offers the class to initiate a review of the evaluation.

Special Assistance or Needs: Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester. For information contact: Ernetta L. Fox, Director, Disability Services, Room 119 Service Center, (605)677-6389, www.usd.edu/ds; dservices@usd.edu.

If your tuition bill is not paid by the due date, the Registrar **will drop** you from this course. You will not be allowed to re-enter the class until it is offered again. The last day to drop this course without paying for it in full is September 10, 2009. The last day to drop this course with a "W" is November 16, 2009. Please check with the USD Registrar's office at 605-677-5339 or registrar@usd.edu for exact information.

WEEKLY SCHEDULE:

Date	Week	Chapters	Assignments
8/31	1	1	Homework 1 and User Profile completed by Sunday (9/6) at midnight
9/7	2	2,3	Homework 2 & 3 completed by Sunday (9/13) at midnight
9/14	3	4,5	Homework 4 & 5 completed by Sunday (9/20) at midnight
9/21	4	Test, 6	Homework 6 completed by Sunday (9/27) at midnight
9/28	5	7,8	Homework 7 & 8 completed by Sunday (10/4) at midnight
10/5	6	9	Homework 9 completed by Sunday (10/11) at midnight
10/12	7	10	Homework 10 completed by Sunday (10/18) at midnight
10/19	8	Test, 11	Homework 11 completed by Sunday (10/25) at midnight
10/26	9	12,13	Homework 12 & 13 completed by Sunday (11/1) at midnight
11/2	10	14,15	Homework 14 & 15 completed by Sunday (11/8) at midnight
11/9	11	Test, 16	Homework 16 completed by Sunday (11/15) at midnight
11/16	12	17,18	Homework 17 & 18 completed by Sunday (11/22) at midnight
11/23	13	19,20	Homework 19 & 20 completed by Sunday (11/29) at midnight
11/30	14	Test, 21	Homework 21 completed by Sunday (12/6) at midnight
12/7	15	22,23	Homework 22 & 23 completed by Sunday (12/13) at midnight
12/14	16	Test	Comprehensive Final Exam completed by (12/18) at midnight