UNIVERSITY OF SOUTH DAKOTA
BEACOM SCHOOL OF BUSINESS

This syllabus was posted on 1/2/19 and is subject to change!

Semester: Spring 2019
Course: PRINCIPLES OF ACCOUNTING (ACCT 210)
Instructor: Erin Cornelsen, M.P.A., CPA
Office: 319 Beacom Hall
Email: Erin.Cornelsen@usd.edu
Office Hours: Collaborate: 12:30-1:00 pm Mondays (Except for University closure dates)
Additional Collaborate office hours can be arranged for both the instructor and student by setting up an appointment with me.

I will do my best to return your e-mail within 24 hours during the week and 48 hours during the weekend.

Phone: (605) 658-6569

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
Our primary mission is excellence in undergraduate and graduate education that develops successful future business leaders. We deliver high value to our students, employers and community through distinctive teaching and learning supported by significant intellectual and professional contributions and meaningful service.

Diversity/Inclusive Excellence Statement
The University of South Dakota strives to foster a globally inclusive learning environment where opportunities are provided for diversity to be recognized and respected.

Accounting Department Mission Statement
Our mission is to prepare students to become successful accounting and business professionals in an environment that promotes critical thinking and encourages ethical business practices led by a faculty empowered to contribute to the profession through the exchange of ideas among scholars and service to our stakeholders.

COURSE MATERIAL:

Required:
2. MyAccountingLab (PearsonMyLab) access code is also required for the course. It is a web-based homework tool that allows you to complete your homework online while providing guidance when needed. Instructions for obtaining and using MyAccountingLab (PearsonMyLab) are included in the “Graded Homework” section of the syllabus.
3. A basic (4 function) calculator is also required for this course. Calculators such as graphing, scientific, financial, and those on cell phones, Ipods, Blackberrys, etc are not acceptable or substitutable for a basic calculator and will not be allowed to be used during the exams. Calculators such as TI84 or other graphical calculators are also not allowed for use during the exam.

COURSE DESCRIPTION:
Principles of Accounting I introduces accounting as a service activity designed to provide information about economic entities that is necessary for making sound economic decisions. This course will introduce students to the principles, practices and assumptions used to develop both internal and external-use financial information. This course will also provide students with the tools and techniques commonly used to interpret this information for effective decision-making. This course is NOT open to first semester freshmen.

COURSE OBJECTIVE:
The objective of this course is to provide students with the skills necessary to interpret financial information for the purpose of making informed business decisions. In order to achieve this objective, students will need to demonstrate an understanding of basic business operations, the role of management and the types of information provided by an integrated accounting system. Students will be expected to analyze and record financial transactions and communicate the results.
utilizing established reporting formats and terminology. Students will also be expected to demonstrate how ethical standards impact financial reporting and decision-making.

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.

**Setting up D2L and USD Email:** Refer to your registration confirmation letter for steps in setting up USD email account and D2L if you have not done so already.

Refer to your registration confirmation letter for steps in setting up USD email account and D2L if you have not done so already. For information about USD's technical, academic, and student support services, as well as how to take advantages of these services, please refer to the CDE Online Student Orientation at [http://www.usd.edu/cde/upload/Online-Orientation-Guide.pdf](http://www.usd.edu/cde/upload/Online-Orientation-Guide.pdf). This document also contains important information pertaining to minimum technology requirements, registration information, as well as other university services and policies.

If you require technical assistance with Desire2Learn, please submit a request online to the ITS Help Desk, or contact them at 605-677-5028 or 877-225-0027. The CDE Online Student Orientation can be found at the bottom of the D2L course homepage.

Please also refer to the Technology Support and Requirements document for the effective delivery of this online course. The document is available at [www.usd.edu/cde](http://www.usd.edu/cde). Click on Student Resources toward the bottom of the left hand menu box.

PREREQUISITES:
None.

LEARNING OBJECTIVES FOR ACCT 210:

1. Define and use the accounting equation.
2. Understand the accounting cycle.
   a. Identify and journalize transactions
      i. that take place in a service environment
      ii. that affect the purchase and sales of merchandise in a perpetual inventory system
   b. Post journal entries
   c. Prepare a trial balance
   d. Identify and journalize adjusting entries
   e. Prepare financial statements – income statement, balance sheet, statement of retained earnings
   f. Identify and journalize closing entries
   g. Prepare a post-closing trial balance.
3. Acquire a basic understanding of internal controls
4. Acquire a basic understanding of the income statement and its accounts
   a. sales, sales discounts, and sales returns and allowances
   b. purchases, purchases discounts, and purchase returns and allowances
   c. cost of goods sold
d. gross profit, operating income, and net income

5. Acquire a basic understanding of the balance sheet and its accounts
   a. the accounting equation
   b. inventory – valuation and reporting
   c. receivables - valuation and reporting
   d. short-term investments in debt and equity securities – journalizing and reporting
   e. plant assets, depreciation, depletion and amortization – calculations, journalizing, and reporting
   f. short- and long-term liabilities – calculations, journalizing, and reporting
   g. equity securities, issuance of stock, dividends, treasury stock – calculations, journalizing, and reporting

Each chapter has more specific objectives listed in the Powerpoint.

**LEARNING TOOLS:**
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!

- **Practice Class Exercises:** Exercises and problems will be assigned for each chapter that we cover in the text, and are to be completed through MyAccountingLab (PearsonMyLab). I expect that you will do each assignment, but the practice exercises and problems will not be graded for homework purposes but will be evaluated for participation purposes. See the “Attendance/Participation” section of syllabus for more details. 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. These exercises are strictly to ensure that you are grasping the concepts and are able to apply them in problem formats.

- **Web Resources:**
  - MyAccountingLab/PearsonMyLab: available at [http://pearsonmylabandmastering.com/](http://pearsonmylabandmastering.com/). I would encourage students to utilize all of the resources available on the MyAccountingLab (PearsonMyLab) website, including the "blank" Excel templates that are very helpful in completing the homework and practice problems. The blank workpapers are available on the MyAccountingLab website under "Multimedia Library" which is found on the left-hand side of the website after you log in to the course.
  - There are also sample tests for each chapter that are very useful in making sure that you understand the course material. These are found under the “Chapter Resource” heading of the MyAccountingLab (PearsonMyLab) website.
  - Additional Practice Problems and Multiple Choice Questions can be found under the “Study Plan” area of the MyAccountingLab website for each chapter objective.
  - NOTE: The website given above are also linked into the Content area in D2L for easy access.

- **Online Chapter Lectures:** Detailed lectures that cover what I would normally say during face-to-face lectures for every chapter. These lectures follow the chapter Power Points provided as well as chapter examples. To view the lecture with the audio, students will need to download the power point and view the slideshow as a presentation.

- **Discussion Board:** The Discussion Board feature in D2L is an excellent tool for students to use to communicate with each other. Please post your questions and discussion items to the Discussion Board, especially questions about practice homework problems and content that you are able to connect with. I will monitor the discussions that take place there, but the Discussion Board is primarily to provide an opportunity for students to interact with each other similar to a face to face course. Please keep in mind online “netiquette” referenced in the Online
Orientation Guide. This guide can be found on the D2L homepage of the course. Note that participation (authoring and responding to others’ discussion posts) is utilized in evaluating each student’s “participation” grade in this course. See “participation” area of syllabus for additional information regarding the discussion board.

- **Online Collaborate Office Hours / Live Chats:** Detailed question and answer sessions that discuss questions students have regarding course concepts and problems/exercises. These live chats with the instructor (office hours) will take place once each week from 12:30 pm – 1:00 pm on Mondays (with the exceptions of holidays and semester breaks: January 21; February 18; March 4). We will use the Collaborate 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 chapter material that is being covered each week. The office hour sessions are not required each week, although participation in the live discussions will be taken into consideration when assigning participation points. The Collaborate chat sessions will be archived so you can view them later if you are not able to attend them “live.” However only the “live” attendance will be considered for participation purposes. The first Collaborate session will be on Monday, January 14 at 12:30 pm. You will find the link to access the Collaborate Ultra sessions on the main menu bar of the D2L website under “Communications” and then select “Collaborate Ultra.” 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 (13 at 10 points each) 120
- Graded Quizzes (13 at 10 points each) 120
- Unit Exams (2 at 150 points each) 300
- Comprehensive Final Exam 160
- Participation 50
- TOTAL 750 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. Refer to the point scale below for the applicable letter grade.

**750 Points Available**
- A 675-750
- B 600-674
- C 525-599
- D 450-524
- F Below 450

- **Graded Homework:** My Accounting Lab (PearsonMyLab) is a web-based product provided by Pearson, the textbook publisher. There will be thirteen 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 (PearsonMyLab), and you must have access to MyAccountingLab to complete each assignment; no other version will be accepted for grading purposes. The due dates for these assignments are listed in the timeline at the end of the syllabus. Each assignment will consist of several chapter problems. After submitting your graded homework assignments for each chapter in the course, the feedback will be available through the MyAccountingLab website 24 hours after the due date/time of the assignment. Homework feedback is instantaneous in the MyAccountingLab website once the due date/time has passed and the grades for the assignments are found in the D2L gradebook within one week of the due date/time of the assignment.
• Graded homework is due at midnight (11:59 p.m.) per each date listed on the syllabus. **There will be no extension of deadlines or make-up on graded homework as you are aware of the deadline/due dates of the assignments per the course schedule.**
  
  o **NOTE:** If the chapter homework is comprised of several problems once students advance to the next problem or log out of the MyAccountingLab website (even if the problem is not completed), the MyAccountingLab system will AUTOMATICALLY advance to the next problem and **WILL NOT ALLOW** students to go back to previous problems.

To register for Acct 210 – Online Spring 2019:
2. Under Register, click Student.
3. Enter your instructor’s course ID: **cornelsen17992** and click Continue.
4. Sign in with an existing Pearson account or create an account:
   - If you have used a Pearson website (for example, MyITLab, Mastering, MyMathLab, or MyPsychLab), enter your Pearson username and password. Click Sign In.
   - If you do not have a Pearson account, click Create. Write down your new Pearson username and password to help you remember them.
5. Select an option to access your instructor’s online course:
   - Use the access code that came with your textbook or that you purchased separately from the bookstore.
   - Buy access using a credit card or PayPal.
   - If available, get 17 days of temporary access. (Look for a link near the bottom of the page.)
6. Click Go To Your Course on the Confirmation page. Under MyLab / Mastering New Design on the left, click Acct 210 – Online Spring 2019 to start your work.

To sign in later:
2. Click Sign In.
3. Enter your Pearson account username and password. Click Sign In.
4. Under MyLab / Mastering New Design on the left, click Acct 210 – Online Spring 2019 Online to start your work.

Retaking or continuing a course?
If you are retaking this course or enrolling in another course with the same book, be sure to use your existing Pearson username and password. You will not need to pay again.

**Additional Information**
See Students > Get Started on the website for detailed instructions on registering with an access code, credit card, PayPal, or temporary access.

• **Graded Quizzes:** There will be thirteen graded quiz assignments worth 10 points each, with the lowest quiz grade being dropped at the end of the semester. Quizzes will be completed through MyAccountingLab (PearsonMyLab), and you must have access to MyAccountingLab (PearsonMyLab) website to complete each assignment; no other version will be accepted for grading purposes. The due dates for the quizzes are listed in the timeline at the end of the syllabus. Each quiz will consist of 10 total questions; however each student will have a pool of questions through quiz their quiz is generated and also a different order of the quiz questions. Therefore, no 2 quizzes will be identical. After submitting your graded quiz for each chapter in the course, the feedback will be available after the due date of the quiz. Quiz feedback is instantaneous in the MyAccountingLab website once the due date/time of the assignment has passed and the grades for the assignments are found in the D2L gradebook within one week of the due date/time of the assignment. You will have 20 minutes to complete each chapter quiz once you begin.
Each chapter quiz is due at midnight per each date listed on the syllabus. **There will be no extension of deadlines or make-up on graded quizzes as you are aware of the deadline/due dates of the assignments per the course schedule.**

- **Exams:** The exams will be based on homework questions and lecture and will consist primarily of multiple choice with some problems and/or short exercises. Exams will be available for as noted on the schedule at the end of the syllabus, and you will have a fixed amount of time to complete the exam once you have started it. Exams will be given in the MyAccountingLab website. Additional exam information and instructions will be provided prior to the exam time via the “News” area of D2L. **ALL** of the exams in the course will be proctored in which you need to have set up a time/place either with a pre-approved proctor or at one of the four approved USD Proctor Centers in South Dakota. (Pierre, Rapid City, Sioux Falls, and Vermillion).
  
  - If you are testing **outside** of USD Proctor Centers in South Dakota (Pierre, Rapid City, Sioux Falls and Vermillion) your proctor form, must be turned into the Office of Continuing Education. You can access the new proctor form and information at the CDE web sites below.
    - The proctor form is available at: [http://www.usd.edu/continuing-and-distance-education/upload/Proctor-Form.pdf](http://www.usd.edu/continuing-and-distance-education/upload/Proctor-Form.pdf)
  
  - If you are testing **at one of the four approved** USD Proctor Centers (Pierre, Rapid City, Sioux Falls, and Vermillion), you need to contact that center several days in advance to the exam to set up your test time.
    - USD Testing Center has an **ONLINE APPOINTMENT SCHEDULING** software called RegisterBlast. The website will allow students to schedule their own appointments/or reserve a seat any time of the day or night from the convenience of their own homes. **All exams proctored and administered through the USD Testing Center are listed on the website with corresponding exam dates.**
      - When you are ready to schedule an exam go to [https://www2.registerblast.com/usd/Exam/List](https://www2.registerblast.com/usd/Exam/List)
      - If you have any questions or need assistance, please do not hesitate to contact the Testing Center at testingcenter@usd.edu, call us at 605-658-6143
  
  - All of the exams will be taken via MyAccountingLab and requires students to have the Pearson Lockdown browser. Students are able to use a basic calculator and scratch paper during the exam but no other outside resources; materials; notes; textbooks, etc. Calculators and calculator applications on electronic devices (cell phones, Ipods, Blackberrys, etc are not acceptable or substitutable for a basic calculator. Calculators such as graphing, scientific, financial, and those on cell phones, Ipods, Blackberrys, etc are not acceptable or substitutable for a basic calculator and will not be allowed to be used during the exams. All exams given in MyAccountingLab will have a fixed time to complete the exam once you have started it. The feedback for your chapter exams (with the exception of the final cumulative exam) will be available within one week of the final day the exam was available through the MyAccountingLab website and grades will be posted through the “grades” function of the D2L website. Final exam grades will be posted within one week after finals week. The final exams will not be returned but you may contact the instructor if you wish to receive the documented feedback on your final cumulative exam. Additional information regarding the exams and exam process is posted on D2L.

  - In addition, the Pearson Lock Down Browser requires students to quit/exit specific programs/applications before it’s allowed to run. The Pearson Lock Down Browser will prompt the student with a list of programs/applications to quit. Please ensure that students quit “all” running applications (except for their course material) prior to accessing the assignment that requires the Pearson Lock Down Browser (i.e., mail applications, screen & video capturing applications, etc.)
Students must ensure that their Java is updated in the installation of the Pearson Lockdown Browser. In loading the exam, students must first log out of all applications and then access the exam on the MyAccountingLab website. The Pearson Lockdown Browser will load automatically once installed properly, students do not need to run the browser separately. The Pearson Lockdown Browser also requires the Java software to be up-to-date. To check your Java software, you may access the program from the link below.

In the completion of the online exams it is imperative to save question responses regularly. If you experience technical difficulties while you are completing the exam you must contact me via email ASAP.

After submitting your exam, the exam feedback will be available after the assignments have been graded and will only be available for review for one week following that date.

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. Exam exceptions will only be given under extreme circumstances that are beyond the students control and do not include computer or technology problems, work commitments, car problems, illness, etc.

- Participation: A portion of your grade will be based on class participation in the “live” Collaborate sessions, practice homework, and the discussion boards. You do not need to participate all of the time on the above noted mediums, but if you choose to never or infrequently participate in these sessions and/or mediums, you will not receive “full” participation points. The discussion boards and Collaborate session are used to answer students’ questions but also to bring out additional learning points from the chapter concepts. Examples of additional learning points are included below. Please note that you may post other methods of connecting with the course material as this list is not comprehensive.
  - In reading the Wall Street journal I found an article that demonstrated______ concept from the chapter. I found this interesting because__________.
  - In browsing the internet, I came across a discussion of______. It relates to the chapter material by_______.
  - At my job, I have performed______ task and it relates to the chapter content through_______.
  - At my friends/parents/relatives job, they perform______ job. This relates to the chapter material by_______.
  - In this chapter, we learned about______. I can apply this information in my future job/career/hobby through_______.

I expect participation in the various other sectors that technology offers in this online course format exactly as I expect participation from each and every student in a face-to-face class, even if the material is understood. Included below is the grading rubric for the assignment of participation points in the course. I will be providing mid-point feedback of each student’s participation via the D2L grade book in the Participation Feedback area of the grades menu. In the feedback, I will be noting for each student if I were to assign the final participation grades at that point what grade would be received based on the grading rubric below. Final participation points will be assigned at the end of the course for final grade purposes. The feedback participation does not impact your final grade but gives students a chance to determine whether their participation level is where they want it to be for the remainder of the course.
<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Grading Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>~Frequent participation and posting to the D2L discussion posts ~Frequent participation and contributions to questions in Collaborate office hours ~Substantial completion of practice problems and exercises (additional study materials) on MyAccounting Lab homework website</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>~Above average amount of participation and posting to the D2L discussion posts ~Above average participation and contributions to questions in Collaborate office hours ~Substantial completion of practice problems and exercises (additional study materials) on MyAccounting Lab homework website</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>~Occasional participation and posting to the D2L discussion posts ~Occasional participation and contributions to questions in Collaborate office hours ~Partial completion of practice problems and exercises (additional study materials) on MyAccounting Lab homework website</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>~Little to no participation and posting to the D2L discussion posts ~Little to no participation and contributions to questions in Collaborate office hours ~Minimal completion of practice problems and exercises (additional study materials) on MyAccounting Lab homework website</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
<td>~No participation and posting to the D2L discussion posts ~Little to no participation and contributions to questions in Collaborate office hours ~Minimal completion of practice problems and exercises (additional study materials) on MyAccounting Lab homework website</td>
</tr>
</tbody>
</table>

Steps to complete your profile for the course. 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 Monday, January 14 at 11:59 p.m.

Also, you must 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:

Course Feedback: If you are struggling or having problems in this course, please send me an email to the address noted at the top of the syllabus on page 1. There are also various resources (practice quizzes and exams) on your homepage of the MyAccounting Lab website that I would encourage you to utilize in facilitating your learning experience in this course.

Attendance Policy: All students must log into the course by midnight CST of day four which is January 10, 2019. Attendance will be taken each week and is determined by your participation and completion of graded homework, practice homework, Collaborate sessions and participation in the discussion boards as described above. 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/non-completion of assignments (chapter homework and quizzes) in excess of two weeks thereby not making sufficient progress in the completion of the requirements of the course. Anyone who is not satisfying the course’s expectations may be withdrawn from the course at the instructor’s discretion. Should this be the case, the student will receive a grade of “W” on his/her official transcript and will not receive a refund.

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. However, I may not be able to respond to e-mail within 48 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.

Netiquette Policy: Please refer to the Netiquette expectations for USD courses which can be found in the Online Orientation Guide which is available at www.usd.edu/cde. Click on Student Resources toward the bottom of the left hand menu box. The Online Orientation guide is also found on the course home page of the D2L website under “USD Getting Started.”

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 January 16, 2019 at midnight (CST) and/or does not regularly participate in the discussions and/or completion of required assignments in the course.

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 and the date the exam is available. Make-up exams must be completed as soon as possible. Exceptions are given under extremely rare circumstances and must have documentation/substantiation of reason why exam was not able to be taken per schedule. The exams are known at the beginning of the course and it is the student’s responsibility to ensure they are completed per the schedule given. Internet problems; pre-scheduled work commitments; car trouble, etc are not acceptable reasons for not completing the exams per the schedule.

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.

Students enrolled at the Beacom School of Business are expected to maintain the highest standards of integrity and ethical principles and to adhere to the Student Code of Ethics developed and approved by Beacom School of Business students. This Code provides a frame of reference for the behavior of Beacom School of Business students in their personal, academic, and professional activities.

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.”

Academic Dishonesty: No credit can be given for a dishonest assignment. At the discretion of the instructor, a student caught engaging in any form of academic dishonesty may be:

a) Given a zero for that assignment.
b) Allowed to rewrite and resubmit the assignment for credit.
c) Assigned a reduced grade for the course.
d) Dropped from the course.
e) Failed in the course.

USD Academic Misconduct Link

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; disabilityservices@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 Wednesday, January 16, 2019. The last day to drop this course with a “W” is Monday, April 1. Please check with the USD Registrar’s office at 605-677-5339 or registrar@usd.edu for exact information.
Withdrawal Policy: The last day to drop a class with a full refund and without having the class recorded on your academic record is **January 16, 2019.** The last day to drop a class with a grade of “W” is **April 1.**

The instructor of a course may drop a student for non-attendance or non-participation provided the student is in violation of the official attendance policy or participation policy of the course. Instructor initiated drops are at the instructor’s option, but they must be submitted to the Registrar’s Office by **April 1** and be approved by the dean of the college or school in which the course is offered. The student is notified by the Registrar’s Office that he/she has been dropped from the course. The grade assigned is in accord with the drop policy for student initiated drops.

Excused Absence Policy: When necessary, make-up of course requirements missed because of student participation in University sanctioned events and activities shall be worked out between the instructor and the student upon the student’s timely initiative. For a University related event, a student must contact his/her instructor at least two days prior to the absence and provide documentation from the sponsoring unit indicating the dates that the student will be absent from class. To the extent possible, students should notify the instructor during the first week of the semester of possible missed dates. Instructors are required to allow for such make-up in a timely manner when a student is absent because of participation in events approved by the Vice President for Academic Affairs. An instructor may have special attendance/requirement policies for particular classes, whenever those policies are not in conflict with the student’s right to make up missed requirements as described above.

Exit Exam Information: The material presented in this course is part of the common body of knowledge for this discipline. Mastering the information presented in this course lays the foundation for your future success as a knowledgeable, well-rounded business professional. The course is designed to encourage you to commit this valuable information to your long-term memory. In addition to demonstrating mastery of this information throughout the course, you will also be required to demonstrate your retention of this critical common body of knowledge by achieving a satisfactory score on the Beacom School of Business’s exit exam which is part of BADM 482 Business Policy and Strategy. Achieving a satisfactory score on the exit exam is a graduation requirement.

<table>
<thead>
<tr>
<th>Course Objectives and Assignment Connections</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Define and use the accounting equation.</td>
</tr>
<tr>
<td>Chapter 1: Homework; Chapter 1 Quiz;</td>
</tr>
<tr>
<td>Chapter 2: Homework; Chapter 2 Quiz</td>
</tr>
<tr>
<td>Chapter 3: Homework; Chapter 3 Quiz</td>
</tr>
<tr>
<td>Chapter 4: Homework; Chapter 4 Quiz</td>
</tr>
<tr>
<td>2. Understand the accounting cycle.</td>
</tr>
<tr>
<td>Chapter 2: Homework; Chapter 2 Quiz</td>
</tr>
<tr>
<td>Chapter 3: Homework; Chapter 3 Quiz</td>
</tr>
<tr>
<td>Chapter 4: Homework; Chapter 4 Quiz</td>
</tr>
<tr>
<td>Chapter 5: Homework; Chapter 5 Quiz</td>
</tr>
<tr>
<td>a. Identify and journalize transactions</td>
</tr>
<tr>
<td>i. that take place in a service environment</td>
</tr>
<tr>
<td>ii. that affect the purchase and sales of merchandise in a perpetual inventory system</td>
</tr>
<tr>
<td>b. Post journal entries</td>
</tr>
<tr>
<td>c. Prepare a trial balance</td>
</tr>
<tr>
<td>d. Identify and journalize adjusting entries</td>
</tr>
<tr>
<td>e. Prepare financial statements – income statement, balance sheet, statement of retained earnings</td>
</tr>
<tr>
<td>f. Identify and journalize closing entries</td>
</tr>
<tr>
<td>g. Prepare a post-closing trial balance.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td><strong>3.</strong> Acquire a basic understanding of internal controls</td>
</tr>
<tr>
<td><strong>4.</strong> Acquire a basic understanding of the income statement and its accounts</td>
</tr>
<tr>
<td>a. sales, sales discounts, and sales returns and allowances</td>
</tr>
<tr>
<td>b. purchases, purchases discounts, and purchase returns and allowances</td>
</tr>
<tr>
<td>c. cost of goods sold</td>
</tr>
<tr>
<td>d. gross profit, operating income, and net income</td>
</tr>
<tr>
<td><strong>5.</strong> Acquire a basic understanding of the balance sheet and its accounts</td>
</tr>
<tr>
<td>a. the accounting equation</td>
</tr>
<tr>
<td>b. inventory – valuation and reporting</td>
</tr>
<tr>
<td>c. receivables - valuation and reporting</td>
</tr>
<tr>
<td>d. short-term investments in debt and equity securities – journalizing and reporting</td>
</tr>
<tr>
<td>e. plant assets, depreciation, depletion and amortization – calculations, journalizing, and reporting</td>
</tr>
<tr>
<td>f. short- and long-term liabilities – calculations, journalizing, and reporting</td>
</tr>
<tr>
<td>g. Equity securities, issuance of stock, dividends, treasury stock – calculations, journalizing, and reporting</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>