Community College of Philadelphia

Business Administration Department

Financial Accounting – ACCT 101 On-Line, CRN 17200

Instructor: Martin M. Rudoff, MBA

 Adjunct Professor of Accounting and Economics

 Telephone: 215-801-1756

E-mail address: mrudoff@ccp.edu

Webpage URL: <http://faculty.ccp.edu/faculty/mrudoff/>

**Student Learning Outcomes – Accounting 101**

**Course Description:**

Introduction to the theory of accounts and Generally Accepted Accounting Principles as applied to a corporation. Emphasis is placed on completing the accounting cycle, inventory and asset valuation, and stockholders’ equity.

* Analyze, record, and report the results of business transactions through the accounting cycle for service and merchandising companies.
* Discuss the components of, and prepare, the financial statements for service and merchandising companies.
* Discuss and apply the different valuation techniques used for assets, liabilities, and the components of equity.

Course Prerequisites: ENGL 101 and MATH 118 ready, as determined by placement on the College placement tests.

Counseling services are available for academic, transfer and career guidance. Contact Noelia Rivera-Matos (nriveramatos.ccp.edu).  Be sure to let me know if you have a learning disability, as verified by the college.

**Plagiarism or cheating on an exam is a serious action on the part of any student. Read the material on academic dishonesty, particularly the part about plagiarism in Session 1 of the course.**

Course Materials:

Horngren’s Accounting, Volume I Financial Accounting, Custom Edition for Community College of Philadelphia, with My Accounting Lab . ISBN: 9781269861808. The custom package is available in the CCP Bookstore.

About MY Accounting Lab: To complete the requirements of this course you must have access to MY Accounting Lab. My Accounting Lab is a web-based application that assists you in mastering financial accounting. Packaged with your course materials is a registration card with a code that allows you to register for the class in MyAccountinLab. This is the web address or MyAccountingLab:  <http://www.pearsonmylabandmastering.com/northamerica/myaccountinglab/students/index.html> After you register to use MyAccountingLab, you will find useful aids to help you succeed in the course. During the semester, many of your homework assignments will be completed using MyAccountingLab. You can access and register to use MyAccountingLab by going to : <http://www.pearsonmylabandmastering.com/northamerica/myaccountinglab/students/index.html> You might want to bookmark this URL.  Our class Code is 76335

Microsoft Excel or Open Office: To complete this course, you will also need to have Microsoft Excel or Open Office available for your use.

OpenOffice is a freeware suite of programs similar to and completely compatible with the Microsoft Office Suite, of which Excel is a part. It can be downloaded for free at OpenOffice.org

Overview of the course: Although this is an on-line course, the content and work requirements do not differ from a live class. To successfully complete this course you should plan to dedicate a minimum 8-12 hours to course work per week throughout the semester. The more reading you do, and the more end of chapter materials you complete, the higher your grade should be. Distance education courses require a great deal of discipline on your part to keep up with the work.

The course is broken into 4 major sections, contained in each section are approximately 4 modules.  The modules are listed as sessions representing one week of the course. Each session is similar to a live class which will generally cover one chapter in the text.

* Readings, in the form of text based and on-line overview/supplementary materials will be required for each session.
* Homework problems will be assigned for each session. Answers have been provided within each session’s assignment page for those exercises and problems assigned that do not have to be submitted for grading.

 As each module is completed, the student will be expected to participate in a discussion of material related to the module just completed and will be tested on the material in the module. Discussion participation must occur by the announced date to be eligible to receive the points for the Discussion. Exams must be taken within the allotted times. There will not be any make-up Exams.

Your final grade for this course will be earned through homework, forum participation, and examinations.

 All materials for this course can be found in Canvas, the course management system for Community College of Philadelphia. Canvas and much more information may be accessed through CCP’s Distance Education Web Page,

http://www.ccp.edu/site/de/

You can also access the course in Canvas using: http://ccp.instructure.com/

To log in to Canvas you will need a user name and password.

The online program we are using is called Canvas.  You can access the Student Guide by going to Help at the top of your screen. You may also call the Office of Distance Education  if you have a problem.   Both Vaishali Sharma vsharma@ccp.edu 215-751-8415 or Peter Margolis pmargolis@ccp.edu 215-751-8702 will assistance you although most of what you need to know is covered in the guide.

As you begin a new session – print the reading material for the session, the session’s assignment, and the forum if there is one, for the session. If this is your first on-line course, you should log in to Canvas as soon as possible. In the upper right hand corner of your screen there is a drop down box. Clicking on the drop down will show a list of your courses. By double clicking on the course you want will gain entrance to the course.

 Once entered to the course you will see a series of topical tabs on the left side of the screen.

* Modules – an over view of the course by sessions with links to all relevant materials, assignments, Discussions, and exams for each session. It is better to go through the course by using the Modules.
* Assignments – assignments you will complete over the course of the semester. Each session in the timeline has a link to the assignment for that session.
* Discussions – short answer questions I will pose relating to a recent topic covered in the course or maybe current events.
* Quizzes – a listing of, and access to. The exams scheduled during the semester. The exam must be started before midnight of the date the exam closes.
* Grades – used to view your progress through the course.

You should spend some time immediately to familiarize yourself with Canvas, and the contents for each course you have enrolled in.

 Attendance: I am required to evaluate your attendance and report to the school twice during the semester. In an on-line course attendance is determined by your participation in the class discussions and forums, and the submission of the assignments and taking the exams when due. Attendance deemed unsatisfactory may result in your being withdrawn from the course.

 Homework: Accounting is a subject we learn by doing therefore, homework is an integral part of the course. That is why each session will have assignments that will apply what has been presented in the reading materials and the text. The assignments are exercises and problems from the chapter we have just studied.

Work that is required to be submitted for grading will be completed most of the time MyAccountingLab. I will return the graded assignments as quickly as possible. You will be able to review the solutions and your grade for work submitted through MyAccountingLab after the due date of the assignment. Your grade for work submitted through MyAccountingLab will be posted to your Canvas grade book.

The due dates for all assignments are detailed in the Assignment tab in Canvas. Assignments submitted late may be subject to a penalty and will not be accepted after the exam covering that subject is open to the class.

 Discussions: Are your opportunity to respond to a question posed and interact with myself and your classmates. Late submissions will not be graded.

 Comprehensive Problems: During the semester there will be two comprehensive problems assigned. Each of these problems carries the same point value as an exam – 100 points. Each has a specific due date and will not be accepted after that date.

 Exams: There are four exams scheduled for the semester. The timing of the exams appear on the topical outline for the course and the timeline in Canvas. Each exam has a time limit and can only be taken one time. Once you enter Canvas and “agree to take the exam” you must complete it in the allotted time. You cannot stop the exam and come back to it. There will be at least a two day window to take the exam.

After the exam has been graded you can review it to see where you made your mistakes.

 Grading and evaluation: There will be three components to your course grade: exams, homework, and forum participation.

* The grades on your 3 best (of 4) exams will comprise 43% of your final grade.
* The grades from your comprehensive problems will be 29% of your final grade.
* The grades on your Homework Problems will count for 22% of your grade.
* The remaining portion of your grade consists of the points earned for participation in the forums. ( 50 points Max)
* The college grading scale will apply. The letter grade is as follows:

>= 90 Average = A

>= 80 Average = B

>= 70 Average = C

>= 60 Average = D

< 60 Average =   F

You should always track your own grades and not depend on what Canvas shows because Canvas does not drop the lowest grade.

Topical Outline

 Section 1:

 Session #1 Introduction to the Course, Accessing My Accounting Lab and Excel Templates, Text Chapter 1

Session #2 Accounting in Action,The Recording Process, text Chapter 2

Session #3  The Adjusting Process, text Chapter 3

Session #4 Completing the Accounting Cycle, text Chapter 4

Session #5 Completing the Accounting Cycle, text Chapter 4

  Examination # 1, Chapters 1,2,3,and 4

 Section 2:

Session #6  Accounting for Merchandising Operations, text Chapter 5

Session #7 Inventories, text Chapter 6

Session #8  Fraud, Internal Control and Cash, text Chapter 7

Examination #2, Chapters 5,6,and 7

Section 3:

Session # 9 Accounting for Receivables, text Chapter 8

Session #10 Plant Assets and Intangible Assets, text Chapter 9

Session #11 Investments, text Chapter 10

Examination #3, Chapters 8,9,10

Session #12 Current Liabilities and payroll, text Chapter 11

Session #13 Long Term Liabilities, text Chapter 12

Session #14 Corporations; Organization, Stock Transactions and Dividends, and Retained Earnings, text Chapter 13

 Examination #3, Chapters 8,9,10, and 11,12, and 13

Session #15 Careers in Accounting

 Examination #4, Chapters, 11,12, and 13