Course Description

Provides an introduction to business accounting. Topics include accounting concepts and principles, financial statements, internal control design, and accounting for partnerships. Students demonstrate knowledge and comprehension of the foundational theories and methodological tools utilized in accounting. Theoretical constructs are applied to solve real-world accounting applications.

Course Textbook


Course Learning Outcomes

Upon completion of this course, students should be able to:

1. Examine the accounting cycle.
2. Identify business transactions.
3. Generate inventory systems and costing methods.
4. Appraise the classes and transactions of liabilities.
5. Formulate financial statements according to Generally Accepted Accounting Principles (GAAP).
6. Analyze financial statements to inform decision makers.
7. Evaluate internal accounting controls.
8. Compare International Financial Reporting Standards (IFRS) to Generally Accepted Accounting Principles (GAAP).

Credits

Upon completion of this course, the students will earn three (3) hours of college credit.

Course Structure

1. **Study Guide:** Each unit contains a Study Guide that provides students with the learning outcomes, unit lesson, required reading assignments, and supplemental resources.
2. **Learning Outcomes:** Each unit contains Learning Outcomes that specify the measurable skills and knowledge students should gain upon completion of the unit.
3. **Unit Lesson:** Each unit contains a Unit Lesson, which discusses lesson material.
4. **Reading Assignments:** Each unit contains Reading Assignments from one or more chapters from the textbook and publisher videos.
5. **Suggested Reading:** Suggested Readings are listed in Unit I and IV. Students are encouraged to read the resources listed if the opportunity arises, but they will not be tested on their knowledge of the Suggested Readings.
6. **Learning Activities (Non-Graded):** These non-graded Learning Activities are provided to aid students in their course of study.
7. **Unit Quizzes:** This course contains eight Unit Quizzes, one to be completed at the end of each unit. Quizzes are accessed through MyAccountingLab.
8. **Unit Homework Assignments:** Students are required to submit for grading Unit Homework Assignments in Units I-VIII. Homework Assignments are accessed through MyAccountingLab.
9. **Unit Assignment:** Students are required to submit for grading a Unit Assignment in Unit IV. Specific information and instructions regarding this assignment are provided below. A grading rubric is included with the assignment. Specific information about accessing the rubric is provided below.

10. **Final Exam:** Students are to complete a Final Exam in Unit VIII. All Final Exams are proctored—see below for additional information. You are permitted four (4) hours to complete this exam in the presence of your approved proctor. This is an open-book exam. Only course textbooks and a calculator, if necessary, are allowed when taking proctored exams. The Final Exam can be accessed through MyAccountingLab.

11. **Ask the Professor:** This communication forum provides you with an opportunity to ask your professor general or course content related questions.

12. **Student Break Room:** This communication forum allows for casual conversation with your classmates.

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**CSU Online Library**

The CSU Online Library is available to support your courses and programs. The online library includes databases, journals, e-books, and research guides. These resources are always accessible and can be reached through the library webpage. To access the library, log into the myCSU Student Portal, and click on “CSU Online Library.” You can also access the CSU Online Library from the “My Library” button on the course menu for each course in Blackboard.

The CSU Online Library offers several reference services. E-mail (library@columbiasouthern.edu) and telephone (1.877.268.8046) assistance is available Monday – Thursday from 8 am to 5 pm and Friday from 8 am to 3 pm. The library’s chat reference service, Ask a Librarian, is available 24/7; look for the chat box on the online library page.

Librarians can help you develop your research plan or assist you in finding relevant, appropriate, and timely information. Reference requests can include customized keyword search strategies, links to articles, database help, and other services.

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**Unit Assignments**

**Unit IV Essay**

This assignment is designed to teach you how to research a company of your choice. You will be performing an analysis of the financial statements of a publicly traded company.

1. To obtain these financial statements, you will need to access http://www.sec.gov/
2. Once you are on the SEC website, click on “Company Filings” in the top right corner of the page, located under the search box.
3. You may then search by the company name or ticker symbol to locate the company you want to research.
4. Once you have obtained your company’s financial statements, it is time begin your analysis. Within your analysis you must include, but are not limited to, the following information:
   - The company’s current ratio,
   - debt to equity ratio,
   - return on equity, and
   - whether the company is improving over time.
5. You will need to support your analysis with at least one scholarly reference from the CSU Online Library. It is recommended that you use Business Source Complete for your database search, but, again, it is only a recommendation. Use your scholarly reference(s) to support your analysis of the company and its financial statements.

Your essay should be a minimum of two pages in length and follow APA guidelines. The CSU librarians can help you with your research for this assignment.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.
APA Guidelines

The application of the APA writing style shall be practical, functional, and appropriate to each academic level, with the primary purpose being the documentation (citation) of sources. CSU requires that students use APA style for certain papers and projects. Students should always carefully read and follow assignment directions and review the associated grading rubric when available. Students can find CSU’s Citation Guide by clicking here. This document includes examples and sample papers and provides information on how to contact the CSU Success Center.

Grading Rubrics

This course utilizes analytic grading rubrics as tools for your professor in assigning grades for all learning activities. Each rubric serves as a guide that communicates the expectations of the learning activity and describes the criteria for each level of achievement. In addition, a rubric is a reference tool that lists evaluation criteria and can help you organize your efforts to meet the requirements of that learning activity. It is imperative for you to familiarize yourself with these rubrics because these are the primary tools your professor uses for assessing learning activities.

Rubric categories include: (1) Assessment (Written Response) and (2) Assignment. However, it is possible that not all of the listed rubric types will be used in a single course (e.g., some courses may not have Assessments).

The Assessment (Written Response) rubric can be found embedded in a link within the directions for each Unit Assessment. However, these rubrics will only be used when written-response questions appear within the Assessment.

Each Assignment type (e.g., article critique, case study, research paper) will have its own rubric. The Assignment rubrics are built into Blackboard, allowing students to review them prior to beginning the Assignment and again once the Assignment has been scored. This rubric can be accessed via the Assignment link located within the unit where it is to be submitted. Students may also access the rubric through the course menu by selecting “Tools” and then “My Grades.”

*Again, it is vitally important for you to become familiar with these rubrics because their application to your Assessments and Assignments is the method by which your instructor assigns all grades.*

Final Examination Guidelines

Final Exams are to be administered to students by an approved Proctor. CSU approves two flexible proctoring options: a standard Proctor, who is chosen by the student and approved by the university, or Remote Proctor Now (RP Now), an on-demand, third-party testing service that proctors examinations for a small fee.

Students choosing RP Now must have an operational webcam/video with audio, a high-speed Internet connection, and the appropriate system rights required to download and install software.

To review the complete Examination Proctor Policy, including a list of acceptable Proctors, Proctor responsibilities, Proctor approval procedures, and the Proctor Agreement Form, go to the myCSU Student Portal from the link below.

http://mycsu.columbiasouthern.edu

You are permitted four (4) hours to complete this exam in the presence of your approved Proctor. This is an open book exam. Only course textbooks, writing utensils, and a calculator, if necessary, are allowed when taking proctored exams. Other materials are not permitted unless specified in the examination instructions and only the sources identified in the instructions may be used as source material.

Communication Forums

These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.

*Once you have completed Unit VIII, you MUST unsubscribe from the forum; otherwise, you will continue to receive e-mail updates from the forum. You will not be able to unsubscribe after your course end date.*
Click here for instructions on how to subscribe/unsubscribe and post to the Communication Forums.

Ask the Professor

This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students.

Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.

Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.

Student Break Room

This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.

Grading

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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<tr>
<td>Homework (via MyAccountingLab)</td>
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<tr>
<td>Quizzes (via MyAccountingLab)</td>
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<td>Unit IV Essay</td>
<td>4%</td>
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<td>Final Exam (via MyAccountingLab)</td>
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<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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Course Schedule/Checklist (PLEASE PRINT)

The following pages contain a printable Course Schedule to assist you through this course. By following this schedule, you will be assured that you will complete the course within the time allotted.
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<table>
<thead>
<tr>
<th>Unit I</th>
<th>Accounting and the Business Environment</th>
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</table>
| Review: | □ Unit Study Guide  
□ **Learning Activities (Non-Graded):** See Study Guide |
| Read:   | □ Chapter 1: Accounting and the Business Environment  
□ **Additional Reading Assignment(s):** MyAccountingLab Chapter 1 videos: See Study Guide  
□ **Suggested Reading:** See Study Guide |
| Submit: | □ MyAccountingLab Homework  
□ MyAccountingLab Quiz |
| Notes/Goals: | |

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<thead>
<tr>
<th>Unit II</th>
<th>Recording Business Transactions</th>
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</table>
| Review: | □ Unit Study Guide  
□ **Learning Activities (Non-Graded):** See Study Guide |
| Read:   | □ Chapter 2: Recording Business Transactions  
□ **Additional Reading Assignment(s):** MyAccountingLab Chapter 2 videos: See Study Guide |
| Submit: | □ MyAccountingLab Homework  
□ MyAccountingLab Quiz |
| Notes/Goals: | |

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<thead>
<tr>
<th>Unit III</th>
<th>The Adjusting Process</th>
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</table>
| Review: | □ Unit Study Guide  
□ **Learning Activities (Non-Graded):** See Study Guide |
| Read:   | □ Chapter 3: The Adjusting Process  
□ **Additional Reading Assignment(s):** MyAccountingLab Chapter 3 videos: See Study Guide |
| Submit: | □ MyAccountingLab Homework  
□ MyAccountingLab Quiz |
| Notes/Goals: | |
## Course Schedule

### Unit IV
**Examining the Accounting Cycle**

**Review:**
- Unit Study Guide
- **Learning Activities (Non-Graded):** See Study Guide

**Read:**
- Chapter 4: Completing the Accounting Cycle
- Additional Reading Assignment(s): MyAccountingLab Chapter 4 videos: See Study Guide
- Suggested Reading: See Study Guide

**Submit:**
- MyAccountingLab Homework
- MyAccountingLab Quiz
- Essay

### Unit V
**Merchandise Operations**

**Review:**
- Unit Study Guide
- **Learning Activities (Non-Graded):** See Study Guide

**Read:**
- Chapter 5: Merchandising Operations
- Chapter 6: Merchandise Inventory
- Additional Reading Assignment(s): MyAccountingLab Chapter 5 videos: See Study Guide

**Submit:**
- MyAccountingLab Homework
- MyAccountingLab Quiz

### Unit VI
**Internal Controls and Cash**

**Review:**
- Unit Study Guide
- **Learning Activities (Non-Graded):** See Study Guide

**Read:**
- Chapter 8: Internal Control and Cash
- Additional Reading Assignment(s): MyAccountingLab Chapter 8 video: See Study Guide

**Submit:**
- MyAccountingLab Homework
- MyAccountingLab Quiz

Notes/Goals:
<table>
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<th>Unit VII</th>
<th>Plant Assets and Intangibles</th>
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<tr>
<td>Review:</td>
<td>- Unit Study Guide</td>
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<td>- <strong>Learning Activities (Non-Graded):</strong> See Study Guide</td>
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<td>Read:</td>
<td>- Chapter 10: Plant Assets, Natural Resources, and Intangibles</td>
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<td>- MyAccountingLab Quiz</td>
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Notes/Goals:

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<th>Liabilities</th>
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<td>Review:</td>
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<td>- Chapter 14: Long-term Liabilities</td>
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<td>- <strong>Additional Reading Assignment(s):</strong> MyAccountingLab Chapter 11 video: See Study Guide</td>
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