

# Syllabus for ACC2010, Principles of Accounting I

**Semester:** Fall 2014  
**Sections:** Online  
**Location:** Online  
**Professor:** Bruce S. Fried, CPA

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## Welcome to ACC-2010

Hello and welcome! This is the first part of the syllabus, and is a general overview of ACC2010, Principles of Accounting I. Why study accounting (other than it is a required course for your degree)? All types of businesses - big, small, local, international, for-profit, nonprofit, and government agencies - are impacted by accounting. All businesses must keep adequate records to file their taxes or to just show the progress the business has achieved. This course is designed to introduce you the basics of accounting and to introduce you to generally accepted accounting principles

Remember during the course of the semester do not hesitate to ask your professor if you have questions!

## Contact Instructions

Professor	Bruce S. Fried, CPA Business and Technology Division
Answering Emails/Phone Messages	My official policy is that I will check emails seven days a week. Any weekend I am out of town I will still do my best to do so. I make every effort to answer all contacts within a 24 hour period. Phone messages checked for Monday-Thursdays.
Email	<a href="mailto:brucef@csmd.edu">brucef@csmd.edu</a>
Phone	301-934-7515. This is my campus number.
Emails/Phone Messages	Please type or state your name, course number, and section number (like ACC2010-333455) in each phone message or email (so I know who you are).
Office Location	La Plata Campus, ST Building, Room ST171

Office Hours	Mondays and Wednesdays	11:45 A.M. – 12:45 P.M.
Office Hours	Mondays and Wednesdays	2:30 P.M. – 3:00P.M.
	Tuesdays and Thursdays	12:00 P.M. – 12:30 P.M. 4:00 P.M. – 5:00 P.M.

## Purchasing the Textbook for ACC2010 (and ACC2020)

### TEXTBOOK

- Accounting Principles with Wiley Code, Weygandt, Kimmel, Kieso, 11th edition.
- You may purchase from the bookstore in two manners. Loose Leaf or All Access Pack. The All Access Pack is an e-book which you can download to two different devices. You also receive a hardcopy of all the problems in the text. The All Access Pack is cheaper than the loose leaf but then you cannot sell it when you are done with it. This text is used for both principles one and two.
- You must also purchase two column accounting paper. This is required and can be purchased at the bookstore for \$4.95 or you can go to staples, etc. for the purchase.

### CHEAPER OPTIONS

- **WARNING!** If you receive a grant, you need to purchase your textbooks through the CSM bookstore so that you do not have to pay out of your pocket. If you have questions, call the CSM College Store at 301-934-7570 or 800-933-9177, extension 7570. The website is <http://www.csmcollegestore.com/csmd/main/splash.htm>.
- **New Text Online:** If you want a new text, try searching on <http://www.amazon.com>. Some students who purchased online did not check (1) the correct edition, (2) the shipping cost and/or (3) when it was guaranteed to arrive. Please check these options. Try to find free shipping. Also, make sure the textbook will arrive before the semester begins.
- Make sure the text comes with the Wiley Code if you want to use the wiley resources. The Wiley code is not required to take this course.

### OTHER ITEMS FOR COURSE

- You should purchase a small calculator to be used in class and on exams.

## Course Description

### CATALOG DESCRIPTION AND CREDIT HOURS

The 2012-2013 College Catalog states for ACC2010 (Principles of Accounting I) - Basic accounting principles are applied to the sole proprietorship with emphasis on the logic of the accounting cycle. Topics include journals, ledgers, receivables, payables, inventory valuation, deferrals, accruals, internal control, plant assets, and the preparation of financial statements. Credit for this course may be earned through CLEP or DSST. Credit hours earned. (3)

### PREREQUISITES

A prerequisite means you need to take a placement test or another course before you can take this course. Prerequisite Requirement: Math -0900 or math placement plus RDG-0800 or reading placement.

## Course Objectives

Upon completion of the course students are expected to be able to:

- Communicate with others concerning financial information by using appropriate accounting terminology
- Identify and apply basic generally accepted accounting principles
- Interpret and apply accounting labels found on a chart of accounts
- Record common business transactions
- Post information
- Prepare unadjusted, adjusted, and post-closing trial balances
- Reconcile subsidiary ledgers to their control accounts in the general ledger
- Identify and correct errors involving unusual balances, duplicate entries, omissions, transpositions and slides
- Prepare and extend a worksheet
- Prepare basic financial statements for service and other firms and check them for accuracy and completeness
- Prepare a bank reconciliation
- Maintain petty cash accounts
- Account for accounts receivable and their bad debt transactions
- Calculate and estimate inventory values
- Calculate depreciation under various methods

## Assignments & Grading

### ASSIGNMENTS IN GENERAL

- Read the Textbook - We will cover about half of the textbook chapters in ACC-2010 (and the other half if you take ACC2020).
- Homework Assignments – There is no grade given for homework. However, you should do all homework. Homework reinforces the course content. If you understand the homework you should be able to do what will be on the examination. If you do not understand how an answer is arrived at you need to contact me for an explanation. You are supplied an answer key chapter by chapter for all problems in the text. You do not hand homework in.
- Tests - There are four tests during the semester. The tests are worth 76% of your course grade. Quizzes are worth 20%, while student discussion contributes to 4% of your final grade.
- Extra Credit Project – This project is given for you to learn more in the course. You can earn up to 12 points on this project. For every point you earn I will add these points to your 3rd or 4<sup>th</sup> exam score. Exam three and four are worth more points towards your final grade.

### COURSE WORKLOAD

ACC2010 uses a Course Schedule that lists what you should be doing each week. Your professor will provide you with this at the start of the semester.

Note that in college you will spend 1 to 3 hours of study/work per credit hour for face-to-face courses. Most college courses are 3 credit hours, so you will spend up to **3 to 9 hours each week outside class** for one course (3 credits x 1 hour = 3 hours or 3 credits x 3 hours = 9 hours).

POINTS AND PERCENTAGES

	Percentage	Total Points
<b>Exam One</b>	19.00%	190.0
<b>Exam Two</b>	14.00%	140.0
<b>Exam Three</b>	21.50%	215.0
<b>Exam Four</b>	21.50%	215.0
<b>Student Discussion</b>	4.00%	40.0
<b>Multiple Choice Quizzes</b>	20.00%	200.0
<b>Total Points</b>		1000

To calculate points take your score on each individual exam and then multiple by the percentage exam is worth.

GRADE CALCULATION

Your course average is calculated as shown above. This course uses the following grade percentages. An "A" is 100% to 90.00%; a "B" is 89.99% to 80.00%; a "C" is 79.99% to 69.00%; a "D" is 68.99% to 59.00%; and, a "F" is 58.99% or less. Rounding a grade "up" is not done. I adhere to a strict cut-off of grades.

**Professor's Instructions**DUE DATES FOR ASSIGNMENTS

The due dates and times are listed in the Course Schedule. I adhere to cut-offs.

BLACKBOARD

- This section uses Blackboard. You can access this online platform going to <http://www.csmd.edu> and clicking the my CSMD link (where you register for courses). Once you login, click the Blackboard link.
- You will find optional materials (like handouts, audio of classes, PowerPoint presentations, etc.)
- Your grades earned will be added to the "My Grades" link.

TESTS

- Exams will cover the following chapters:

Exam One	Chapter 1 and 2
Exam Two	Chapter 3,4 and 5
Exam Three	Chapter 6,7 and 8
Exam Four	Chapter 9 & 10

## **EXAM LOCATION**

- You will be required to come to one of the college's three testing centers to take each of the examinations. You will be asked to show identification. I will need to know with in the first week of this class which location you plan to take your exam. If I do not hear from you, your examination will be placed in the La Plata testing center. Exam two will be made available on the website as a take home exam. All other exams will be placed at the same location as your first exam unless you notify me of a location change. ***If you are taking this course out of the area you must contact the La Plata testing center IMMEDIATELY and make arrangements with them about proctored exams in your area. Also email me about your intentions. Do not wait until exam week to do this. You must do this NOW.***

## **PROFESSOR'S FEEDBACK AND GRADING**

- How quickly do you get feedback on your exams?
  - Each test week ends on a Saturday. I pick up exams on the following Monday and do my best to get them graded and posted by Tuesday evening. I then will send them back to you via email along with a complete answer key by Thursday or Friday of the current week.
- Official grade-to-dates
  - I will provide your official midterm grade that is submitted to CSM.
  - You can review all the grades you earn in Blackboard

## **Course Schedule (separate file)**

The Course Schedule will be provided by your professor on the first day of class.

## **IMPORTANT SEMESTER DATES**

<b>Fall 2014</b>	<b>Fall Semester</b>
First day of the semester	9/02/14
Last day to withdraw or audit	11/7/14
Last day of the semester	See course schedule

## Student Assistance

The College provides many forms of student assistance.

- For a list of services, go to <http://www.csmd.edu/StudentServices/>. This page provides one-stop access for college services (like payment plans, advising, security) and learning resources (like online tutoring, writing assistance, library services). For example, the Library Resources link includes information on citations, research assistance, search engines, evaluating web sites, and information literacy resources.
- CSM Technical Support can be emailed at [Help@csmd.edu](mailto:Help@csmd.edu) or by calling 800-933-9177, extension 4357.
- If you cannot find what you are looking for - remember to ask your professor!

## CSM Policies

The following are College policies that are required in syllabi.

### DISABLED STUDENTS

Students with disabilities who believe they may need accommodations in this course are encouraged to contact the Student Success Center by calling 301-934-7657, or going to the Student Success Center at <http://www.csmd.edu/Studentsuccess/ADA/index.html>. The ADA office will determine what, if any, accommodations should be made. This webpage also includes CSM's policy on disabilities.

### ACADEMIC INTEGRITY

Standards of academic conduct are set forth in the College's Student Code of Conduct section of the Student Handbook (see the link below to view the online edition). By registering for this course, you acknowledge that you are aware of this Code, and you are obligated to become familiar with your rights and responsibilities as defined by the Code. Engaging in an academic integrity violation will result in a "0" for that assignment and reporting the infraction to the College. An academic integrity violation includes plagiarism, acquiring or presenting assignments that are not your own work, providing assignments to other students, cheating, etc. Note that working together on an assignment is "cheating" unless you have specific instructions from your professor.

### STUDENT HANDBOOK

As a registered student at CSM, you should have read the Student Handbook. For the online version, go to <http://www.csmd.edu/current/StudentLife/handbook.html>.

### COLLEGE CATALOG

The College Catalog is published every two years, and is your "academic contract" with CSM. It lists the requirements for your program of study. For the online version, go to

<http://catalog.csmd.edu/content.php?catoid=3&navoid=1051>

## UNAUTHORIZED PERSONS

“Unauthorized persons” are those persons not enrolled in this class (i.e., children, family members, friends, etc.). The College’s policy is that unauthorized persons are not allowed in the classroom. In a web course, only you should log in. More information can be found in your Student Handbook (see the link above).

## FX GRADE

A grade of FX is given at midterm and at the end of the semester if a student has not attended for an extended length of time, and/or not turned in graded assignments at the mid-semester point. In the case of distance learning students, an FX grade may be assigned to students who have never participated or ceased to participate in the course by the mid-semester point. The grade will appear on the transcript and equate to an “F” for the grade point average.

## AUDIT

The last day to change from credit to audit or audit to credit is listed in the Course Schedule item above (see Important Dates). In order to change from credit to audit status, you must have completed all assignments through that date. Changing from credit to audit is not the same as withdrawing; you will be expected to attend class and read the assignment material.

## WITHDRAWAL & INCOMPLETE GRADES

The last day to withdraw (without a grade) is listed in the Course Schedule item above (see Important Dates). If you have an emergency or illness after that date that prevents you from completing the semester, the Professor has the discretion of assigning an incomplete grade. A grade of “incomplete” will only be given to students who have completed all of the course work due by the drop date. Any grade of incomplete must be completed in accordance with CSM policy.

## TESTING CENTER

If you are required to use the Testing Center, call the Testing Center to schedule an appointment. Also, you will be required at all campuses to show proper identification. The current hours of operation are at <http://www.csmd.edu/StudentSuccess/TestingCenter/>.

## COPYRIGHT

Materials used in connection with this course may be subject to copyright protection. Federal law provides that persons are prohibited from violating the rights of copyright holders. Violations may be subject to civil and/or criminal penalties including substantial fines and incarceration. More information about copyright law, from the United States Copyright Office of the Library of Congress, can be found at <http://catalog.csmd.edu/content.php?catoid=3&navoid=105>