



The mission of Concord University is to provide quality, liberal arts-based education, to foster scholarly and creative activities and to serve the regional community

Course Syllabus - Accounting 205
Principles of Accounting I (3 credit hours) CRN# 10243 Sec. 2HW
Monday & Wednesday 1:00 – 2:15 Rahall 318
Fall 2020

<u>Instructor Contact Information:</u> Shelly Stump, MPA Professor of Accounting Office: Rahall 212 Email: sstump@concord.edu Office Phone: 304-384-5122 Office Fax: 304-284-6236 Division/Dept. Website: www.concord.edu/business/	<u>Office Hours:</u> Monday 10:00 – 12:00 Tuesday 9:30 – 10:30 Wednesday 10:00 – 12:00 Other times by appointment Inclement weather schedule: 1:45 – 2:45
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Course Management System: Blackboard

Hardware/Software Needed: Connect by McGraw Hill:
<https://connect.mheducation.com/class/s-stump-acct-205-2hw-fall-2020>

Prerequisites: None

Text requirements: *Fundamental Accounting Principles, 24th edition*, Wild, Shaw, & Chiappetta; ISBN: 978-1-259-91696-0, plus Connect access for homework. You can purchase the textbook and software access at the bookstore or online.

Course Description: The study of fundamental accounting theory and procedures, including the organization of accounts, the accounting cycle, and the preparation of financial statements for sole proprietorships and corporations.

Department of Business Mission Statement: The Mission of the Business Administration degree program at Concord University is to transform our students into competent and responsible business leaders through high quality teaching and personalized advising, while stimulating their academic and service zeal within the context of Concord's strong liberal arts tradition. Business faculty engage in active research and service to ensure that our graduates are ready to take on the challenges of the business world or to pursue rigorous graduate education.

Concord University Educational Goals:

Knowledge/Mastery of Content

Students will demonstrate a depth of knowledge and apply the methods of inquiry in a discipline of their choosing, and they will demonstrate a breadth of knowledge across varied disciplines.

Critical Thinking

Student will demonstrate the ability to access, analyze, and interpret information, respond and adapt to changing situations, make complex decisions, solve problems, and evaluate actions.

www.concord.edu/about-concord or a direct link: <http://catalog.concord.edu/>

National Standards: To introduce material necessary to pass the CMA or CPA examinations.
www.concord.edu/academics/

Learning Outcomes:

- To be able to create the financial statements which flow from the accounting process
- To understand the accounting cycle and the accounting system
- To develop an understanding of how business organizations operate and the events which have a financial impact upon them
- To demonstrate an understanding of basic accounting terminology and procedures

Course Requirements:

- Homework = 30%
- Practice Set = 5%
- Test 1 = 15%
- Test 2 = 15%
- Test 3 = 15%
- Final exam (cumulative) = 20%

Grading Scale:

A = 90-100	B = 80-89	C = 70-79	D = 60-69	F = 59 and below
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All grades will be posted to Blackboard. It is your responsibility to make sure they are recorded correctly. Please contact me immediately if there is an error.

Homework: Homework will consist of completing EITHER an Interactive Presentation OR SmartBook portion of each chapter, as well as homework assignments for each chapter. The Interactive Presentation or SmartBook portion of each chapter will be due BEFORE the material is discussed in class, usually when the previous chapter assignments are due. For instance, hypothetically chapter 2 is due on the 1st – this means that the homework and quiz are due on the 1st for chapter 2, along with the Interactive Presentation or SmartBook portion of chapter 3. There are quizzes assigned for each chapter as well, this is an OPTIONAL assignment, these will help study for the exams, as the question set up is similar. These are all done through the Connect Software that is part of the course material.

Practice Set: There is an out-of-class assignment that will consist of transactions, adjusting entries, and the preparation of financial statements that need to be prepared on a fictitious company that will constitute 5% of your total grade.

Extra Credit: On occasion, extra credit may be given. This may be achieved is by attending various Business Symposiums that are set up throughout the semester on Thursdays at 11:00 a.m. in Rahall Room 318, pop quizzes may be given from time to time, class participation, timely class attendance, etc.

Instructor's Classroom Management Policies:

The Learning Environment – An orderly classroom is essential to teaching and learning, and respect for all students and the instructor is expected. In order to maintain a productive learning environment, it is requested that each student in this course follow and maintain the classroom policies as outlined below.

Attendance and Make-up Work Policy – In order for students to complete assignments and to actively and effectively learn the course content presented, consistent class attendance is essential. Roll will be taken at each class meeting.

- If you are absent, a **valid (University) excuse** must be presented within **one week** of the absence or the absence will be considered unexcused. In addition to the university-excused absences and medically excused absences, I will work with each individual student to determine what is considered an excused or unexcused absence.
- If you are absent from class and the absence is EXCUSED, you will have one week from the absence to submit makeup work – this also includes making up a missed exam. It is the student's responsibility to make arrangements for missed exams.
- Students who miss exams without my prior knowledge and who do not have a valid excuse, will not be considered to makeup the missed exam.
- **It is the student's responsibility to complete work assigned and to obtain notes and instructions missed during an absence.**

Late Assignments - In order to be fair to students who get their assignments in on time and to keep my schedule, late homework is subject to a **20% penalty per day. After 5 days, no credit is given.** Contact me immediately if you encounter problems with the technology or if you have an emergency or BEFORE an assignment is due. There is a form on blackboard to request a one-time waiver for late work, you will have one week from the due date to complete without penalty on the grading.

Tardiness and Leaving Class – **The class will begin promptly at 1:00.** The class atmosphere is disrupted by tardy students and by students who excuse themselves during class. Consistent tardiness or leaving the classroom early may result in an instructor withdrawal from the course. This is considered disruptive behavior and is identified in the **University catalog** as a reason for instructor withdrawal. <http://catalog.concord.edu/content.php?catoid=10&navoid=582>

General policies for maintaining a productive learning environment:

- Please keep all cell phones on silent during class and no electronics need to be utilized in this course.
- Students who disturb the learning environment by talking, whispering, laughing, making motions to fellow students, placing their feet on desks, sleeping, or other types of nuisances, are a distraction not only to the instructor, but also their fellow students, and will be corrected.
- Laptops in class are permitted. However, individuals who are using their laptops for other activities rather than what is directly related to class will be asked to NOT bring their laptops to future class sessions.

E-Mail Policy:

E-Mail is the best way to contact the instructor. E-mails are generally answered within 24 hours during the week. If you do not hear from me within that time, please contact me again. Expect a longer response time for e-mails sent over the weekend, generally 48 hours. Students are required to use their university e-mail for correspondence and are responsible for checking their account daily for correspondence from the professor. Requirements for sending an e-mail:

- Your name
- Course and section you are enrolled
- Proper communication – i.e. complete sentences, punctuation, capitalization; do **NOT** use text lingo in an e-mail – I will not respond

Internet Access:

This course is web enhanced. Students are responsible for securing reliable Internet access to the class resources. If Internet access is unavailable to you, there are several computer services located at various locations on campus: J. Frank Marsh Library, Marsh Hall (Administration Building), Science Building, Nick Jo Rahall Technology Center, Alexander Fine Arts Center, as well as wireless internet access for your own personal devices at both the Athens Campus and the Erma Byrd Higher Education Center.

Student Responsibilities:

- Do **NOT** use a pen for any assignments you turn in, they will not be accepted!
- Purchase required materials
- Access to reliable internet connection and necessary computer/internet resources
- **READ** the assigned material as scheduled
- Complete all homework, quiz, and out-of-class assignments on time
- Prepare diligently for all exams
- Take exams as scheduled
- Bring a standard or scientific calculator and a pencil to all exams. No graphing, programable, or cell phone calculators will be permitted. These will **NOT** be provided by the instructor
- Participate in class discussion and ask questions if you do not comprehend the material
- Following the policies set forth in this syllabus, in class, and as specified by the university

Other Comments:

This course requires **extensive** out of class reading, studying, and time spent solving homework problems. Student must not fall behind in this class, as it will be very difficult to catch up. Accounting is cumulative by nature. Students will be held responsible for all material in the textbook, information presented in the lecture sessions, and homework problems, unless specifically instructed to omit the material. Students are encouraged to study with their peers to assist with mastery of the course content.

You may find it necessary to read the textbook material or complete the homework material more than once to fully absorb it.

Please note that the chapter assignments may only represent the minimum amount of work necessary to gain an understanding of the material covered in this course.

Class participation and attendance is expected and required, as it can impact your final grade.

Failure to purchase the Connect access portion of the course within the first two weeks will result in an instructor withdrawal from the class.

If you have any health issues, life issues, family issues, etc. that may prevent you from being successful in this class, please communicate with me so we can try and work around these issues. My goal is to help you understand the material and be successful in completing this class.

I believe that your education is primarily your responsibility. It is your job to prepare for and keep up with assignments. Deadlines are set, but you decide whether you want to start early or wait until the last day.

The instructor reserves the right to modify or change this syllabus at any time.

2020-2021 Campus Safety/Illness Prevention Precautions

The University requires that facemasks/face coverings **be worn in all indoor classrooms** and public spaces in all academic buildings including hallways, stairways, and elevators or anywhere it is impossible to maintain appropriate physical distancing. CU will provide one cloth facemask/face covering for each student. Students are encouraged to use and launder their reusable cloth facemask/face covering or use a disposable mask. Faculty have the authority to enforce the use of facemasks/face coverings in their classrooms unless a student has a verified health exemption from the facemask/face covering requirement on file with the Office of Disability Services. In the case of an exemption to the required face mask rule, students will be required to use alternative safety measures as specified by the instructor.

If a faculty member determines that wearing a facemask/face covering will interfere with student participation requirements or effective teaching in the classroom, alternative safety measures will be required.

Undergraduate Comprehensive Exam in Business Administration

Graduation as a major in Business Administration requires the successful completion of the Undergraduate Comprehensive Exam to be taken during your final semester in conjunction with MGT 465 Strategic Management.

This 2-hour Major Field Achievement Test (MFT) consists of multiple choice questions, prepared and scored by the ETS, and covers a broad range of topics in business including Accounting, Economics, Management, Quantitative Business Analysis, Finance, Marketing, Legal and Social Environment, and International Issues.

The content within this course is intended to help prepare you for the Undergraduate Comprehensive Exam. For more detailed information about the topics covered on exam visit the Department's website (www.concord.edu/business).

Business Symposium Series for Students

The Department offers a series of symposiums organized around a variety of current business topics. Attendance at symposiums is a means by which the Department can provide students with an enhanced understanding of business through their interactions with presenters.

In order to matriculate with a degree in Business Administration, students must attend at least 2 symposiums in both their junior and senior years; thus, attendance at a total of 4 symposiums is required for graduation. Information about times and dates can be obtained at the Department Office, from the business department email listserv, the Business Department website, or in local news coverage.

If students cannot attend symposiums due to scheduling conflicts, they may access the events from the Department's website (www.concord.edu/business) under the Business Symposium Lecture Series menu. Submit a one-page summary of the presentation to the Department's Academic Program Associate to receive credit for symposium participation.

Accessibility/Accommodations

Concord University is committed to responding to the needs of students with disabilities as defined by the Americans with Disabilities Act. Please inform your instructor at the beginning of the class semester if you have a disability and are requesting accommodations. It is your responsibility to self-disclose that you are requesting accommodations. The University and instructor will provide you with a reasonable accommodation. You should register with CU's Disability Services Office, located in the Athens campus Jerry and Jean Beasley Student Center, Bottom Floor, across from the Campus Post Office. The Disability Services Office phone is 304-384-6086 or you can email the Director, Nancy Ellison, at nellison@concord.edu for assistance.

Academic Dishonesty

Academic dishonesty is morally unacceptable as well as destructive to the learning and teaching atmosphere. Academic dishonesty includes the giving or receiving of improper help on examinations or assignments, falsifying documents, and plagiarism (the act of stealing and using, as one's own, the ideas or the expression of the ideas of another). Such dishonesty can lead to a variety of penalties — including but not limited to failure of assignment, failure of course, loss of institutional privileges, or dismissal from the University. (See University Catalog Academic Policies and Procedures at [http://catalog.concord.edu/content.php?catoid=10&navoid=582#Academic Dishonesty](http://catalog.concord.edu/content.php?catoid=10&navoid=582#Academic_Dishonesty).)

Concord University Honor Code

A Concord University Honor Code was approved by students, staff, faculty, administration, and the CU Board of Governors. The Code states:

"As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles and I will respect myself and others while challenging them to do the same."

The Honor Code is intended to unite the Concord community behind a culture of honesty, integrity, and civility.

Class/Online Attendance Policy

Regular class attendance is part of a student's academic obligation at Concord. Irregular attendance may affect academic performance adversely and is detrimental to the atmosphere of a class. (See University Catalog Academic Policies and Procedures at [http://catalog.concord.edu/content.php?catoid=10&navoid=582#Class Attendance](http://catalog.concord.edu/content.php?catoid=10&navoid=582#Class_Attendance).)

Emergency Alert System

In an effort to increase safety and security on our campus, Concord University encourages everyone to register for instant text message alerts. Alerts will only be used for security and safety notices. All students, faculty, and staff are eligible to receive text message alerts on their cell phones or email alerts. Please go to <https://concord.omnilert.net/subscriber.php> to sign up for the Emergency Alert System or contact the IT Help Desk for further assistance (304-384-5291).

Emergency Information

Emergency/courtesy telephones are located at the main entrance of each residence hall and at various other locations on campus. Emergency telephones can be identified by the flashing blue light and will provide the user with a direct link to Public Safety at the press of a button. To report an on-campus emergency, call 304-384-5357 or 911. The Office of Public Safety is located on the bottom floor of the Rahall Technology Center. For further emergency information go to <https://www.concord.edu/Student-Life/Office-of-Public-Safety/Alert-Systems.aspx>.

Inclement Weather Policy

As a general policy, the University will remain in normal operations during adverse weather conditions. In the event of severe weather conditions, the following may occur:

University Closure

No students or employees are to report.

Classes Cancelled

Students do NOT report BUT employees are expected to report to work at their normal time.

Operating on an Inclement Weather Delay

Under this schedule, all 8 a.m. classes will start at 10 a.m. Students and faculty will follow the Inclement Weather Schedule. (See <https://www.concord.edu/Student-Life/Office-of-Public-Safety/Inclement-Weather-Schedule.aspx> for Athens/Beckley Inclement Weather Schedules.)

**Announcements invoking the late schedule or other options referenced above are aired on area radio and television stations and are sent as text and email messages to those enrolled for this service.*

Student Conduct

In classrooms, online, laboratories, and during any activities that are part of course requirements, students are expected to observe reasonable rules of conduct.

Academic Resources

The Center for Academic and Career Development is ready to assist any student with academic or personal concerns, tutoring, study skills, time management, major and career exploration, and much more. The Center for Academic and Career Development is located in the Jean & Jerry Beasley Student Center Suite 1 (past Wingspan by the Subway Stage). Students can stop by the CACD Monday through Friday, 8:00 am until 4:00 or by appointment. The CACD may be

reached by calling (304) 384-6074, (304) 384-6298, or cacd@concord.edu.

Website: <http://www.concord.edu/Student-Life/CACD.aspx>.

The drop-in tutoring schedule is posted online: <https://apps.concord.edu/tutoring/>. Additional academic resources are available online and on-demand. See <https://www.concord.edu/Student-Life/CACD/Academic-Success-Center/Success-Resources.aspx> for a list of these resources.

Student Health Center

The Student Health Center provides students with basic level medical care for acute minor illness or injury on a walk-in basis. The Student Health Center is located on the first floor of Wooddell Hall. The center is open Monday through Thursday from 8:30 to 2:30 PM and Friday from 8:30 to 12:00 PM. The Student Health Center may be reached at 304-384-6355.

Mental Health Resources

Concord University recognizes that being a student can be stressful at times for a number of reasons some of which may be related to the challenge of balancing your role as a student with other facets in your life. There are a number of resources to help you cope if you find that you are overwhelmed. The first is the CU Counseling Center which is located on the third floor of the Jerry and Jean Beasley Student Center on the Athens Campus. The center is staffed by a licensed mental health professional, graduate students, and student employees. Appointments are available Mon-Fri from 9:00 AM – 4:00 PM. Appointments at the Erma Byrd Higher Education Center in Beckley may be made by arrangement. Students may call the counseling center at 304-384-5290 or make their own appointment through the electronic scheduling system which may be found on Counseling Center section of the Student Services tab on CU's main page. Counseling services are free of charge. Other resources available are Student Support Services and the Academic Success Center on the Athens campus.

Sexual Harassment & Assault

Federal law, Title IX, and Concord University policy prohibits discrimination, harassment, and violence based on sex and gender (Including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation). If you or someone you know has been harassed or assaulted, you can receive confidential counseling support through the Concord University Counseling Center (304-384-5290). Alleged Violations can be reported non-confidentially to the Concord University Title IX Coordinator at 304-384-5289 or <https://www.concord.edu/Student-Life/Title-IX.aspx>. Reports to Campus Security can be made at (304-384-5357). As an employee at Concord University, I am a mandatory reporter which means I must report any sexual misconduct I am made aware of. This includes verbal or written (such as in an assignment) disclosures of sexual harassment or sexual assault.

Technology Services

Contact the CU Help Desk at extension 5291 from campus or 304-384-5291 off campus. You can find additional information at <https://www.concord.edu/About/Important-Offices-Centers/Technology-Services/Help-Desk-Support.aspx>.

Syllabus Disclaimer

“All dates, assignments, and other contents of the syllabus are subject to change at the discretion of the instructor. Every effort will be made to provide these changes in writing. Verbal notification at any regular scheduled class meeting or through any established means of communication (email, phone, internet, Connect, etc.), however, will constitute as sufficient notice.”

I expect you to come see me or email me if you don't understand any topic we've covered in class.

Course Outline

Course Outline subject to modification as needed

Week	Lecture, Reading	Assignments
August 17	Syllabus Chapter 1: Accounting in Business	
August 24	Chapter 1: Accounting in Business	
August 31	Chapter 2: Analyzing and Recording Transactions	Ch. 1 SB/HW & Ch. 2 SB due Aug. 30
September 7	Chapter 3: Adjusting Accounts and Preparing Financial Statements	Ch. 2 HW & Ch. 3 SB due Sept. 6
September 14	Test #1 - Chapters 1, 2, & 3 Chapter 4: Completing the Accounting Cycle	Ch. 3 HW & Ch. 4 SB due Sept. 13
September 21	Chapter 4: Completing the Accounting Cycle Chapter 5: Accounting for Merchandising Operations	Ch. 5 SB due Sept. 20
September 28	Chapter 5: Accounting for Merchandising Operations Chapter 6: Inventories and Cost of Sales	Ch. 4 HW & Ch. 6 SB due Sept. 27
October 5	Test #2 - Chapters 4, 5, & 6 Chapter 8: Cash and Internal Controls	Ch. 5 HW, Ch. 6 HW & Ch. 8 SB due Oct. 4
October 12	Chapter 8: Cash and Internal Controls Chapter 9: Accounting for Receivables	Ch. 9 SB due Oct. 11
October 19	Chapter 9: Accounting for Receivables Chapter 10: Plant Assets, Natural Resources, and Intangibles	Ch. 8 HW & Ch. 10 SB due Oct. 18
October 26	Chapter 10: Plant Assets, Natural Resources, and Intangibles Chapter 11: Current Liabilities and Payroll Accounting	Ch. 9 HW & Ch. 11 SB due Oct. 25
November 2	Test #3 - Chapters 8, 9, & 10 Chapter 11: Current Liabilities and Payroll Accounting	Ch. 10 HW due Nov. 1
November 9	Chapter 13: Accounting for Corporations	Ch. 11 HW & Ch. 13 SB due Nov. 8
November 16	Chapter 14: Long-Term Liabilities	Ch. 13 HW & Ch. 14 SB due Nov. 15 Practice Set due Nov. 16
November 23	Thanksgiving Break	Ch. 14 HW due Nov. 22
November 30	Individual Federal Income Taxes Review	
December 7	Final Exam Friday, December 11, 11:30 - 1:45	