

Community College of Philadelphia
Business Administration Department

Financial Accounting – ACCT 101 On-Line

The Summer I Semester begins on May 14, 2012 and ends June 28, 2012

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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.

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

Course Materials:

Weygant, Financial Accounting 7th Edition, Custom for CC of Philadelphia, with WileyPLUS and GLS CD 7E. ISBN: 978118098509. The custom package is available in the CCP Bookstore.

If you prefer to purchase only the access code to Wiley Plus, which provides you, among other learning and study aids, an electronic version of the text that you can print, you may purchase it from <https://www.wileyplus.com/WileyCDA/>. You will need a credit card to deal directly with Wiley.

About WileyPlus: To complete the requirements of this course you must have access to WileyPlus. WileyPlus is a web-based application that assists you in mastering financial accounting. Packaged with your course materials is a registration card – it looks like a large scratch-off lottery ticket that enables you to access the features of WileyPlus. After you register to use WileyPlus, you will find useful aids to help you succeed in the course. During the semester, many of your homework assignments will be completed using WileyPlus. You can access and register to use WileyPlus by going to : www.wileyplus.com. You might want to bookmark this URL.

Microsoft Excel or Open Office: To complete this course, you will also need to have Microsoft Excel or Open Office available for your use. This program will be used to complete some assignments that you will submit to me for grading during the course. As part of completing

the assignments you will download preformatted Excel templates and working papers from the WileyPlus website.

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 contains 4 modules, each module representing a major section of the course. Each module consists of 2 to 5 sessions. 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.
- Three of the sessions will also have a homework problem the student will have to complete and submit for grading using the General Ledger Software. Assignments must be submitted by 5:00PM of the due date to be considered on time and receive a grade.

As each module is completed, the student will be expected to participate in a forum discussion of material related to the module just completed and will be tested on the material in the module. Forum participation must occur by the announced date to be eligible to receive the points for the forum. 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 Webstudy, the course management system for CCP Distance Education Courses. WebStudy 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 WebStudy using: <http://ccp.webstudy.com/>

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

- Your user name will be the 9-character JID number that appears on your roster.
- You should enter the word PASSWORD in the password box.

Once you get to WebStudy, click on the user name box and enter your J number: tab to the password box and enter PASSWORD; then click on "Login". You should make it a habit to login in at least every other day to keep current with work to do.

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 WebStudy 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 right side of the screen.

- Timeline – an over view of the course by sessions with links to all relevant materials, assignments, forums, and exams for each session. It is better to go through the course by using the timeline.
- Materials – a link to supplementary material prepared for each session. You can also access the individual readings with the materials link in each session. Work that must be submitted is due by 5:00PM on the published due date.
- Work2Do – assignments you will complete over the course of the semester. Each session in the timeline has a link to the assignment for that session.
- Forums – short answer questions I will pose relating to a recent topic covered in the course or maybe current events.
- Exams – 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.
- Links – useful links to other websites included for your benefit.
- Live - used for live, virtual discussions with or without instructor involvement. This is a place for study groups to meet.
- Grades – used to view your progress through the course.
- News – used for any general announcements I have to make.

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

Attendance: I am required to evaluate your attendance and report to the school two times 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 sometimes using Excel or others might be through Wiley Plus. 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 WileyPlus after the due date of the assignment. Your grade for work submitted through WileyPlus will be posted to your WebStudy gradebook.

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

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

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 WebStudy. Each exam has a time limit and can only be taken one time. Once you enter WebStudy 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. (300 points Max, 100 points per exam)
- The grades from your comprehensive problems will be 29% of your final grade. (200 points max, 100 points per problem)
- The grades on your 5 best Homework Problems will count for 22% of your grade. (Max 150 points 30 points per problem)
- 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. There is a maximum of 700 points in the course. The letter grade is as follows:

>= 630 points = A

>= 560 points = B

>= 490 points = C

>= 420 points = D

< 320 points = F

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

Topical Outline

Module 1:

- Session #1 Introductio to the Course
- Session #2 Accessing WileyPlus and Excel Templates
- Session #3 Accounting in Action, Text Chapter 1
- Session #4 The Recording Process, text Chapter 2
- Session #5 The Adjusting Process, text Chapter 3
- Session #6 Completing the Accounting Cycle, text Chapter 4

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

Module 2:

- Session #7 Accounting for Merchandising Operations, text Chapter 5
- Session #8 Inventories, text Chapter 6
- Session #9 Fraud, Internal Control and Cash, text Chapter 7

Examination #2, Chapters 5,6,and 7

Module 3:

- Session #10 Accounting for Receivables, text Chapter 8
- Session #11 Plant Assets and Intangible Assets, text Chapter 9
- Session #12 Liabilities, text Chapter 10
- Session #13 Corporations; Organization, Stock Transactions and Dividends, and Retained Earnings, text Chapter 11

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

Examination #4, Comprehensive Final