

College of Business and Public Administration
Governors State University
ACCT301SA Financial Accounting (Internet Section)
Fall 2002

F/02

ACCT 301SA
GSU ARCHIVES

Instructor:	Dr. Mary T. Washington
Office:	C3396
Phone:	708-534-4964
E-mail:	m-washington@govst.edu
Credit Hours:	3
Class Time:	To be arranged (check the calendar)
Office Hours:	Tuesday/Thursday 12:15 to 2:00 Saturday 12:30 to 1:00
Course Web Page:	http://webct.govst.edu

Textbook:

Harrison and Horngren, *Financial Accounting*, 4th edition, 2001, Prentice Hall. (ISBN 0-13-012846-5), WebCT Edition.

Catalog Description:

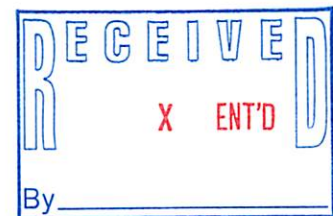
The course emphasizes the beginning accounting cycle. The course integrates accounting principles and their applications to business objectives, financial statement preparation, flow of funds, current assets, noncurrent assets, short-term liabilities, stockholders' equity, inventory methods and evaluation, depreciation methods, and development of accounting principles.

Prerequisites:

None

Instructional Modality:

This course will be offered over the Internet through WebCT. The course content includes online lectures with PowerPoint presentations and videos introducing and concluding each chapter. Each chapter's content is supplemented with lecture notes highlighting key



concepts covered in the text. Each chapter will conclude with a timed quiz taken online. Three examinations will be administered in a classroom setting, either on the GSU campus or with the assistance of a proctor. Communication between students and the instructor will take place utilizing WebCT communication tools, such as the chat room, email and the discussion board.

Course Objectives:

After taking this course, students should be able to:

- 1. Explain the relationships among the financial statements.**
- 2. Analyze and record business transactions.**
- 3. Prepare a trial balance and the financial statements.**
- 4. Prepare a bank reconciliation.**
- 5. Apply appropriate accounting procedures for current assets, long-term assets, current liabilities, long-term liabilities and stockholders' equity.**
- 6. Utilize financial statements in decision making.**

Course Policies:

- 1. Students are expected to read each chapter before accessing the chapter materials on the course web site. Each chapter's course content on the web site includes an introductory video, an audio presentation including PowerPoint slides, a concluding video, a video segment relating the chapter material to a particular company, and a summary of key points titled "Helpful Hints". Students will be expected to participate in regularly scheduled chat room meetings, email discussions, and discussion board postings throughout the trimester.**
- 2. There will be a short quiz on each chapter. The quizzes will be timed and available for a limited period of time. We will cover 10 chapters from the book. Two quizzes will be dropped in determining the final grade (i.e. each student's quiz grade will be based on the eight highest quiz grades).**
- 3. The course schedule contains exercises and problems students should complete. These will not be collected. Mastering the concepts in an accounting class generally requires completing several similar exercises and problems. Therefore the suggested homework represents the minimum a student should complete to expect successful completion of the course. Solutions to the exercises and problems are included in the Library Link icon on the course homepage.**
- 4. Examinations (three) will be proctored. Procedures for scheduling the examinations will be announced. The examinations will be available in the course, however, they will be password protected. The proctor will be supplied with the appropriate password.**

5. The publisher of the book has a web site available for student use that contains additional resources for use with the course. Students are encouraged to register at the web site to access the additional resources. The URL is www.prenhall.com/myphlip . When first accessed, click on the "first time user" link. You will be prompted to enter some personal information. You will also be prompted to select a discipline and then a book. Select "Accounting", then the 4th edition of Financial Accounting by Harrison and Horngren. Use of the web site is optional, but you may find it convenient to download the Power Point presentations and take advantage of the quiz material contained in each chapter. When you take the quizzes on the web site, you will receive immediate feedback. This is a good way to check your understanding of the material prior to taking the quizzes in the course. You will also find some of the exercises and problems "set up" for you as Excel worksheets there.

6. To access the course go to "Webct.govst.edu". Click on the first button, login. You will be asked for a username and a password. Your username is the first letter of your first name, followed by the first four letters of your last name, followed by the last four digits of your social security number. Your password is the four digit PIN you use for registration. The first time you access the course you will be presented with a screen that requires you to enter an access code. This is generally a 16 character series of letters that should have come with your book. (Be very careful that you purchase the WebCT edition of the book; if you didn't you will have to purchase the access code online, which is a bit more expensive. If you purchase the access code online, select the "Premium" version of the book.) Entering this series of letters should bring you to a WebCT screen that has this course, Financial Accounting, highlighted. Click on Financial Accounting and you should arrive at the course homepage. Start with the "Read This First" icon. This is a general overview of the course materials. I would encourage you to click around the course to familiarize yourself with what is included. I have included an icon for an online tutorial on WebCT tools on the course homepage. Go through that if you are not familiar with WebCT. Be sure to follow the directions in "Read This First" about making sure your computer is capable of accessing the materials appropriately. Should you have questions, email me in the course. I will be checking the email every morning, except on weekends.

Grading:

Quizzes25%

Exams70%

Class Participation.....5%

Grading Scale:

90% to 100% = A

80% to 89% = B

70% to 79% = C

60% to 69% = D

Below 60% = F

Tentative Course Schedule

Week	Chapter	Assignment
1	Ch 1 The Financial Statements	E4,5,9,12,13/P4,6,8
2	Ch 2 Processing Accounting Information	E2,3,5,8/P2,3,4
3	Ch 3 Accrual Acctg & the Financial Statements	E6,9,11,12/P4,6,7
4	Ch 4 Internal Control & Managing Cash	E3,5,6,7,8/P2,3,4
5	Study Week	
6	Exam 1 Ch 1-4	
7	Ch 5 Receivables & Short Term Investments	E3,5,6,7,8/P1,3,4,5
8	Ch 6 Inventory, COGS & Gross Profit	E3,4,5,7/P2,3,4
9	Ch 7 Plant Assets, Intangible Assets & Exp.	E3,4,10,11,14/P2,3,5
10	Ch 8 Current & Long Term Liabilities	E1,2,3,10/P1,2,4,5,6
11	Study Week	
12	Exam 2 Ch 5-8	
13	Ch 9 Stockholders' Equity	E2,4,7,8,14/P2,7,10
14	Ch 10 Long Term Investments	E1,3,4,5,11/P1,2,5
15	Exam 3 Ch 9-10	

Note: The assigned problems refer to Problem Set A. The syllabus is subject to change as the course progresses and need arises.

Disability Statement:

Students who have a disability or special needs and require accommodation in order to have equal access to the classroom must register with the designated staff member in the Division of Student Development. Please go to Room B1201 or call 708 534-4090 and ask for the Coordinator of Disability Services. Students will be required to provide documentation of any disability when an accommodation is requested.

August 20, 2002

Dr. Mary T. Washington
College of Business and Public Administration
Governors State University
University Park, IL 60466

Dear Student:

Our records indicate that you have registered for **ACCT301**, Financial Accounting, an **Internet course**, offered during Fall 2002, Block 1. This letter provides detailed instructions to get you started.

You can access the website at "<http://webct.govst.edu>". The log in screen appears. Click on "Login", the first button. You will be asked for a User Name and a Password. The User Name has 9 characters. The first character is the first letter of your first name. The next four characters are the first four letters of your last name. The final four characters are the last four digits of your social security number. Your Password is your GSU registration PIN (personal identification number). If you do not remember your PIN, please contact me (see below for contact information). Here is an example: my Username would be "mwash1234", and my Password might be "1234".

After you have successfully logged in you will see a screen that lists all the WebCT courses at GSU that you have registered for. Under the Financial Accounting course you will probably see a note that says "there is currently no news for this course". Ignore that, since the message appears only if you have not entered the course. Click on the course name (Financial Accounting). A licensing agreement will then appear. Please read this and click on "Agree" in the bottom right corner. This brings up another screen that requires you to enter an access code for the course. You will only have to do this once. Your access code (a long series of letters and/or numbers) is individual and should have been supplied with your text. If you do not have an access code, click on "Purchase an Access Code", then follow the instructions that appear on the screen. When you are asked for the version of the book, Premium versus Standard, choose Premium. As mentioned you only have to enter the access code the first time you enter the course. You can access the course subsequent to that using the Username and Password as described above.

All communication between the instructor and students is intended to take place within the course, however, if you are having undue difficulty getting started, feel free to contact me by email or phone as listed below. Good luck, and I hope that you enjoy this Internet course!

Regards,

Dr. M. T. Washington

Dr. Washington

Email: m-washington@govst.edu; drmtw@aol.com

Phone: 708 534-4964