Outcome | Expectation
---|---
1. Students have basic knowledge of the concepts, technical rules of generally accepted accounting principles (GAAP), and the application of these rules to the business environment. | Students have basic knowledge of the concepts and technical rules of generally accepted accounting principles (GAAP). In addition, students can apply GAAP in specific business situations and analyze how GAAP affects financial reporting.
2. Students read, interpret, and analyze the annual report, including the primary financial statements (income statement, balance sheet, and the statement of cash flows) as well as the related notes and other disclosures accompanying the financial statements. | Students read, interpret, and analyze the primary financial statements and the annual report.
3. Students read and analyze the balance sheet. | Students read and analyze the balance sheet and make judgments about the financial condition of the firm.
4. Students can read and analyze the income statement and make judgments about the profitability of the firm. | Students read and analyze the income statement.
5. Students determine cash flows from operating, investing, and financing activities. In addition, students reconcile accrual accounting income with cash flows. | Students read and analyze the statement of cash flows.
6. Students use the financial statements to make informed judgments and decisions relative to the information presented in the financial statements, including trend analysis, profitability analysis (ROI and ROE), and liquidity analysis. | Students use accounting information to make judgments about firm performance.

Required Textbook

Accounting: What the Numbers Mean

Author: Marshall, McManus & Viele
Publisher: McGraw-Hill
Edition: Please Use Most Recent Edition
NOTE - REQUIRED TEXTBOOK is 11th edition - The ISBN for our textbook is 978-1-259-53531-4

General activities

- This course requires problem solving, analysis, and discussion of financial accounting topics. The field of accounting requires students to have both practical 'how-to' numerical analysis and a solid theoretical foundation. Students should also develop an awareness and appreciation for current issues in accounting. Each week the types of activities shown below may be required.

Readings

- Readings are from our textbook, Accounting: What the Numbers Mean, and/or pertinent articles which I will either provide to you or require you to look up. During our first session, I will show you how to access Webster's Library for articles to use in your discussion posts and term paper, and how to obtain free access to the New York Times.
- PowerPoint presentations are provided to you in canvas "files" and are based on the course textbook

Written assignments

- Students will be required to complete question and problem assignments. Answer all questions in your own words; do not cite the language verbatim from the text or any other source. If you occasionally quote or paraphrase someone else's work, be sure to give that source appropriate credit. Complete all quantitative assignments in excel and show how you derive each answer. If you use a formula, I must be able to place my cursor over your answer and see how you derived it. Alternatively, you may use a financial calculator, but you must show each keystroke on your workpaper. If you complete a calculation manually, enter each input, result, and answer in a separate cell. Complete narrative type assignments either in excel (using text boxes or merge cells) or Word. You may discuss chapter assignments in the discussion forum; however, you have to do your own work and you may not share files in any way - that is cheating.
- It is not acceptable to submit quantitative work in Word, nor is it acceptable to copy from another source and paste directly into word or excel.
- A financial statement project will be required from each member of the class. You will pick a Fortune 500 company on which to base your project; this must be submitted to me for approval by close of business April 2 (as your first company discussion post).
- Each session you must base one discussion post on financial news or analysis related to your chosen company. You must always quote your sources in the body of your discussion posts.

Discussions

- You must initiate or respond to 3 total discussion posts per session. Your posts must contribute in a meaningful way to the discussion. It isn't enough to simply say 'I agree/good post' / or cite a URL, etc. When you refer to an article, be sure to summarize important points in addition to providing the URL.
- As part of the discussion, each student will select a company (see financial statement project above) and lead a discussion (at least one post) on that company for each session of the class.
- I will post a second discussion topic each week for everyone in the class also to address, associated with a relevant accounting topic. You need 3 total posts of substance from these two discussion topics.

Required quizzes

- You will be required to take a quiz at the conclusion of our study of certain chapters; quizzes will be in canvas and will be graded automatically. Students must complete the quizzes on their own with absolutely no help from anyone else. That is cheating.
- Late submissions of discussions, assignments, and/or quizzes and tests will be penalized materially (see above) unless you obtain prior approval from me.

Exams

- There will be a midterm and a final exam. The exams will be accessed through the Quizzes link. Students must complete exams entirely on their own with no help of any kind from anyone else. Again, that constitutes cheating.

Weights:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Discussions</td>
<td>10%</td>
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<tr>
<td>Assignments</td>
<td>20%</td>
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<tr>
<td>Quizzes</td>
<td>10%</td>
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<tr>
<td>Midterm Exam</td>
<td>20%</td>
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<tr>
<td>Final Exam</td>
<td>20%</td>
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<tr>
<td>Financial statement project</td>
<td>20%</td>
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</tbody>
</table>
## Evaluation

### Grading Scale

- **92-100** A
- **87-91** A-
- **82-86** B+
- **77-81** B
- **72-76** B-
- **67-71** C
- Below 67 F

## Schedule

<table>
<thead>
<tr>
<th>Session</th>
<th>Topic</th>
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</thead>
</table>
| Session 1 | Chapter 1 - Accounting introduction  
           | Chapter 2 - Financial Statements and Accounting Concepts/principles  
           | Chapter 3 - Fundamental Interpretations from Financial Statement Data  
           | Quiz on Chapter 1 |
|          | Chapter 4 - Transaction Analysis  
           | Quiz on Chapter 4 |
|          | Chapter 5 - Current Assets  
           | Midterm Exam on Chapters 2,3,4,5 |
| Session 3 | Chapter 6 - Property Plant and Equipment  
           | Chapter 7 - Liabilities |
| Session 4 | Chapter 8 - Stockholders Equity  
           | Chapter 9 - Income Statement; Statement of Cash Flows |
| Session 5 | Chapter 10 - Corporate Governance, Footnotes, and Other Disclosures  
           | Quiz on Chapter 10 |
|          | Chapter 11 - Financial Statement Analysis  
           | Final Exam on Chapters 6,7,8,9,10,11 |
|          | Financial Statement Project due |
**Course Policies**

You are expected to be present and on time for all class meetings. Any morning, afternoon, or complete class absence will result in a course letter grade deduction. More than 15 minutes late appearances constitute a half-absence (half-letter grade).

Homework submitted past the displayed due date is accepted, but receives a 1% course grade per day penalty in points assigned. I will not accept anything later than the end of the next class. It is very important to stay up with the work in this accounting class. Do not let yourself fall behind, because it is very difficult if not impossible to catch up in an accounting course. Manage your time accordingly.

Please review the University's Academic Honesty Policies concerning plagiarism and cheating. I intend to enforce them vigorously.

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**Institutional Policies**

**Academic Policies**

Academic policies provide students with important rights and responsibilities. Students are expected to familiarize themselves with all academic policies that apply to them. Academic policies for undergraduate students can be found in the Undergraduate Studies Catalog; graduate students should review the Graduate Studies Catalog.

- **Undergraduate Studies Catalog**
  - The Undergraduate Studies Catalog contains academic policies that apply to all undergraduate students. The *academic policies and information* section of the catalog contains important information related to attendance, conduct, academic honesty, grades, and more. If you are an undergraduate student, please review the catalog each academic year. The current Undergraduate Studies Catalog is at:

- **Graduate Studies Catalog**
  - The Graduate Studies Catalog contains academic policies that apply to all graduate students. The *academic policies* section of the catalog contains important information related to conduct, academic honesty, grades, and more. If you are a graduate student, please review the catalog each academic year. The current Graduate Studies Catalog is at:
    - [http://www.webster.edu/catalog/current/graduate-catalog/](http://www.webster.edu/catalog/current/graduate-catalog/)

**Grading**

The Grades section of the academic catalog outlines the various grading systems courses may use, including the information about the final grade reported for this class.

- **Undergraduate**
  - [http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading](http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading)

- **Graduate**
  - [http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades](http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades)

**Incomplete**

There are important policies that govern grades of Incomplete (I), including the circumstances under which Incomplete grades are granted, deadlines for completion, and consequences should the remaining course work not be completed. It is the responsibility of a student who requests an Incomplete to ensure that he/she understands and follows the policies.

**Grade Appeals**

Instructors are responsible for assigning grades, and student should discuss grade issues with the instructor. Policies and procedures for appealing grades are available in the appropriate catalog.

**Academic Honesty Policy**

Webster University is committed to academic excellence. As part of our Statement of Ethics, we strive to preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty, including cheating, plagiarism and all other forms of academic dishonesty. Academic dishonesty is unacceptable and is subject to a disciplinary response. Students are encouraged to talk to instructors...
about any questions they may have regarding how to properly credit others' work, including paraphrasing, quoting, and citation formatting. The university reserves the right to utilize electronic databases, such as Turnitin.com, to assist faculty and students with their academic work.

The University's Academic Honesty Policy is published in academic catalogs:

- Undergraduate: [http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html](http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html)
- Graduate: [http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html](http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html)

As a part of the University commitment to academic excellence, the Academic Resource Center provides student resources to become better acquainted with academic honesty and the tools to prevent plagiarism in its many forms:

[http://www.webster.edu/arc/plagiarism_prevention/](http://www.webster.edu/arc/plagiarism_prevention/)

Statement of Ethics

Webster University strives to be a center of academic excellence. The University makes every effort to ensure the following:

- The opportunity for students to learn and inquire freely
- The protection of intellectual freedom and the rights of professors to teach
- The advancement of knowledge through scholarly pursuits and relevant dialogue

To review Webster University's statement of ethics, see the Undergraduate Studies Catalog and the Graduate and Studies Catalog:

- Undergraduate: [http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics](http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics)
- Graduate: [http://www.webster.edu/catalog/current/graduate-catalog/ethics.html](http://www.webster.edu/catalog/current/graduate-catalog/ethics.html)

Contact Hours for this Course

It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, the content must be covered at another time.

Important Academic Resources

Academic Accommodations

Webster University makes every effort to accommodate individuals with academic/learning, health, physical and psychological disabilities. To obtain accommodations, students must identify themselves and provide documentation from a qualified professional or agency to the appropriate campus designee or the Academic ADA Coordinator at the main campus. The Academic ADA Coordinator may be reached at 314-246-7700 or disability@webster.edu.

If you have already identified as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor of the accommodations you will require for this class at the beginning of the course.

Academic Resource Center

Additional support and resources may be accessed through the Academic Resource Center (ARC). Support and resources include academic counseling, accommodations, assistive technology, peer tutoring, plagiarism prevention, testing center services, and writing coaching. Visit [www.webster.edu/arc](http://www.webster.edu/arc) or Loretto Hall 40 on the main campus for more information.

Student Success Portal

Webster University's Student Success Portal, powered by Starfish, is a communications tool to connect students with faculty members and campus support services. It allows faculty and staff members to communicate with you regarding academic achievements as well as areas where support may be helpful. You may use the portal to contact faculty and staff members for assistance and to arrange meetings. Activity in the portal will be communicated to your Webster University email account. The Student Success Portal is available via your course homepage in WorldClassRoom or via Connections. Learn more about the Student Success Portal at [http://www.webster.edu/success/students.html](http://www.webster.edu/success/students.html).

University Library
Webster University Library is dedicated to supporting the research needs and intellectual pursuits of students throughout the University's worldwide network. Resources include print and electronic books, journal articles, online databases, DVDs and streaming video, CDs and streaming music, datasets, and other specialized information. Services include providing materials at no cost and research help for basic questions to in-depth exploration of resources. The gateway to all of these resources and services is http://library.webster.edu. For support navigating the library's resources, see http://libanswers.webster.edu/ for the many ways to contact library staff.

Drops and Withdrawals

Drop and withdrawal policies dictate processes for students who wish to unenroll from a course. Students must take proactive steps to unenroll; informing the instructor is not sufficient, nor is failing to attend. In the early days of the term or semester, students may DROP a course with no notation on their student record. After the DROP deadline, students may WITHDRAW from a course; in the case of a WITHDRAW, a grade of W appears on the student record. After the WITHDRAW deadline, students may not unenroll from a course. Policies and a calendar of deadlines for DROP and WITHDRAW are at:

- Undergraduate
  http://www.webster.edu/catalog/current/undergraduate-catalog/enrollment.html

- Graduate
  http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html

Academic Calendar - http://www.webster.edu/academics/academic-calendar/

Current tuition rates, policies, and procedures, including details of pro-rated tuition refunds, are available in the “Tuition, Fees, and Refunds” section of Webster's Academic Catalogs:

- Undergraduate
  http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html

- Graduate
  http://www.webster.edu/catalog/current/graduate-catalog/tuition.html

Student Handbook and Other Important Policies

Student handbook and other non-academic policies may apply to you and may impact your experience in this class. Such policies include the student code of conduct, privacy, technology and communications, and more. Please review the handbook each year and be aware of policies that apply to you. The handbook is available at:

http://www.webster.edu/student-handbook/

Sexual Assault, Harassment, and Other Sexual Offenses

Webster University makes every effort to educate the community to prevent sexual assault, harassment, and other sexual offenses from occurring, and is committed to providing support to those affected when this behavior does occur. To access information and resources or to review the Policy on Sexual Assault, Harassment, and Other Sexual Offenses, visit:

http://www.webster.edu/sexual-misconduct/

Research on Human Subjects

The Webster University Institutional Review Committee (IRB) is responsible for the review of all research on human subjects. The IRB process applies to all Webster University faculty, staff, and students and must be completed prior to any contact with human subjects. For more information on the IRB, visit:

http://www.webster.edu/irb/index.html

Course Evaluations

At the end of this course, you will have the opportunity to provide feedback about your experience. Your input is extremely valuable to the university, your instructor, and the department that offers this course. Please provide your honest and thoughtful evaluation, as it helps the university to provide the best experience possible for all of its students.

Important Technology Information
Connections Accounts

Webster University provides all students, faculty, and staff with a University email account through Connections. Students are expected to activate their Connections account and regularly check incoming University email. Students may choose to have their University email forwarded to an alternate email address. Connections account holders can call the Help Desk (314-246-5995 or toll free at 1-866-435-7270) for assistance with this setup. Instructions are also provided on the Information Technology website at:

http://www.webster.edu/technology/service-desk/

WorldClassRoom

WorldClassRoom is Webster's Learning Content Management System (LMS). Your instructor may use WorldClassRoom to deliver important information, to hold class activities, to communicate grades and feedback, and more. WorldClassRoom is available using your Connections ID at:

https://worldclassroom.webster.edu/

Webster Alerts

Webster Alerts is the University's preferred emergency mass notification service, available free to current students, faculty and staff at all US campuses. By registering a valid cell phone number and email address, you will receive urgent campus text, voice mail and email communications. Valuable information concerning a range of incidents affecting you - from weather-related campus closures, class delays and cancellations, to more serious or life-threatening events - are immediately and simultaneously delivered through multiple communication channels. To register for Webster Alerts, visit:

http://www.webster.edu/technology/services/webster-alerts/