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 primary financial statements and the annual report. 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.

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 read and analyze the income statement. Students can read and analyze the income statement and make judgments about the profitability of the firm.

5. Students read and analyze the statement of cash flows. Students determine cash flows from operating, investing, and financing activities. In addition, students reconcile accrual accounting income with cash flows.

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.

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**Required Textbook**

**Accounting: What The Numbers Mean**

- **Author:** Marshall
- **Publisher:** MCG
- **Edition:** 12th
- **ISBN:** 978-1260565492

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**Deliverables**

This course requires various problem solving and case analysis each week in addition to compelling class discussion on many interesting topics. These assignments are for your benefit. The material will be learned much more effectively by integrating these activities than from reading alone. In addition, an important objective is to develop an awareness and appreciation of current issues beyond the concepts that are described in the textbook. Each week throughout the course the following types of assignment activities will be required:

1. **Chapter Problems/Exercises-** Each chapter has a variety of problems that reinforce some dimension of the material from that chapter. The requirements should be obvious from the information given. Assignments will be graded based on each student's perceived effort in attempting to solve the problem. Therefore, a student is eligible to receive full credit for an assignment even though there is an error in their answer to the problem. The goal, of course, is to learn through those mistakes.

2. **Case Study-** Each case study assignment is designed to allow each student the opportunity to apply the material learned to real world scenarios. As with chapter problems and exercises, the goal is to reinforce the material taught through instruction and class activities.

3. **Quiz-** Quizzes will be given periodically to ensure students are mastering the material learned prior to the exam. All quizzes will be given during class.

Assignments are due each week by the beginning of class and will not be accepted otherwise without having made previous arrangements with the instructor. Each student is expected to prepare each assigned problem and electronically submit their assignment through World Class Room in order to facilitate the review process.

Assignment activities will compromise 20% of the final grade. Submitting someone else's work as your own will not be tolerated and will be treated with the consequences of academic dishonesty.

Full participation in this course is expected. Please advise the instructor ahead of time if you experience difficulties in keeping up with the course assignments and other activities. Significant class discussion will take place each week around the assignment items and it is your responsibility to proactively participate in that class discussion. Participation in class discussion activities will comprise 10% of the final grade.

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**Evaluation**

**Criteria**

All homework assignments are to be completed prior to class and are due at the beginning of class. Homework assignments will be graded based on each students conscientious effort in attempting to complete or solve problems. As a result, students may receive partial or full credit on an assignment even though the answer to the problem is not correct.
All quizzes will be given during class as scheduled. All tests will be administered through Canvas and should be completed outside of class.

Grading will be determined as follows

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Grade Percentage</th>
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</thead>
<tbody>
<tr>
<td>Homework</td>
<td>20%</td>
</tr>
<tr>
<td>Exam #1 Chapters 1,2,4 &amp; 9</td>
<td>20%</td>
</tr>
<tr>
<td>Exam #2 Chapters 5-6</td>
<td>20%</td>
</tr>
<tr>
<td>Exam #3 Chapters 7-8</td>
<td>20%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Class Participation &amp; Attendance</td>
<td>10%</td>
</tr>
</tbody>
</table>

Grading Scale

The following grading scale will be used:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>95-100</td>
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<tr>
<td>A-</td>
<td>90-94</td>
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<tr>
<td>B+</td>
<td>87-89</td>
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<tr>
<td>B</td>
<td>84-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
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<tr>
<td>F</td>
<td>below 70</td>
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</tbody>
</table>

Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Assignment</th>
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</thead>
<tbody>
<tr>
<td>One</td>
<td>Chapter One- Accounting Present and Past</td>
<td>Prior to class: Read Chapter One, Two and Four</td>
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<tr>
<td></td>
<td>Chapter Two- Financial Statements and Accounting Concepts</td>
<td>Lecture: Chapter One, Two and Four</td>
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<td></td>
<td>Chapter Four- The Bookkeeping Process and Transaction Analysis</td>
<td>Homework Assignment: Chapter Two: Exercise 2.9; Problem 2.16, 2.17 and 2.19 Chapter 4: Exercise 4.5, 4.7, 4.19, 4.16, 4.17 and 4.20 Problem 4.21, 4.22 and 4.28 Chapter 4 Case</td>
</tr>
<tr>
<td>When</td>
<td>Topic</td>
<td>Notes</td>
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<td>Five</td>
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<tr>
<td>Six</td>
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</table>
### Course Policies

#### Attendance Policy

The University reserves the right to drop students who do not attend class the second week of the term/semester. Students are expected to attend all class sessions of every course. In the case of unavoidable absence, the student must contact the instructor.

The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused absences.

A student who misses more than one four-hour course period (per course) without a documented military or medical excuse and advance permission from the instructor should withdraw from the class within the time period allowed for withdrawals. ([http://www.webster.edu/catalog/2013-2014/graduate-catalog/enrollment.html](http://www.webster.edu/catalog/2013-2014/graduate-catalog/enrollment.html))

#### Excused Absences

The instructor should encourage students to notify him or her prior to class if an absence is anticipated. If a student is absent, the instructor shall assign makeup work to cover the materials presented that week.
If a student has two absences, the instructor has the option to lower the student’s grade one letter grade and to inform the student of the action.

If a student has three absences, the instructor has the option to assign a grade of F and to inform the student of the action.

It is the student’s responsibility to withdraw from the course. In an extreme case, when the instructor chooses to award a grade of I (Incomplete) for three or four absences, the student must provide acceptable documentation to verify that the absences were unavoidable (e.g. - illness, work conflict, military temporary duty). Faculty should contact the director or department chair to determine the procedures required for this option.

If a student is absent for a fifth class, with or without acceptable documentation, the instructor is to inform the student that his or her grade for the course is F. It is the student’s responsibility to withdraw from the course.

Unexcused Absences

If a student is absent, the instructor is to assign makeup work, which may exceed the material presented that week. If a student has two absences, the instructor has the option to lower the student’s grade one letter grade and to inform the student of the action.

If a student has three absences, the instructor has the option to assign a grade of F and to inform the student of the action. It is the student’s responsibility to withdraw from the course. (http://www.webster.edu/faculty/faculty_resource_guide/course-administration/attendance.html)

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:

http://www.webster.edu/catalog/current/undergraduate-catalog/

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/
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:
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 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 home page in WorldClassRoom or via Connections. Learn more about the Student Success Portal at 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:
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:
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/