

BUS 208 – PRINCIPLES OF ACCOUNTING II

Course Syllabus

Syllabus Objective

The purpose of this syllabus is to guide the participant in the requirements, demands, logistics and expectations of this course.

Getting Help

To receive technical assistance on issues related to Blackboard contact:

*Academic Instructional Technology Help Desk
Monday-Friday 8:00 a.m. - 5:00 p.m. Mountain Time
719.587.7371
asaitc@adams.edu*

To receive technical assistance on issues related to Blackboard Collaborate, 24 hours a day 7 days a week, call: 1(877)382-2293.

Welcome

Welcome to BUS 208, Principles of Accounting III! I am your instructor for the course. Please feel free to contact me with any questions you have concerning this course.

Introduction

Here is some biographical information about myself. I served as Controller of Adams State University from September 2004 until my retirement in June 2016. I was responsible for the payroll, accounts payable and accounting functions of the University. I also maintained the University's accounting information on the Colorado state accounting system. I prepared all required state and federal reports and monthly and year-end financial statements. I was also a member of the Higher Education Policy Setting Group and a member of the Higher Education Financial Advisory Committee. Prior to joining the University, I was the Controller and Manager of Accounting at the Colorado Student Loan Program. I hold a Bachelor of Science in Business, with an emphasis in Accounting and a Master of Business Administration, with an emphasis in Finance, both from the University of Colorado.

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Instructor Information

Instructor: Bill Schlaufman
Email: billschlaufman@adams.edu
Virtual Office Hours: Mondays from 1-4pm, Mountain Time

Course Delivery

Online, Semester-based

Credit Hours

3 Semester Hours

Course Prerequisites

Principles of Accounting I

Course Time Limits

All Semester-based courses follow a 16 week calendar as detailed in the Course Schedule.

Course Materials

Textbooks can be purchased from the Adams State University Bookstore. To order textbooks or obtain information about book titles, you may go to exstudies.adams.edu and click on the "Bookstore" link. Select the campus "Extended Studies".
(www.bkstr.com/adamsstatestore/home)

Use **Section Number: 1077** to order books from Bookstore site. This should provide the correct textbook information and ordering options.

If you have questions, you can contact the Bookstore by phone at 719-587-7912, email at asubookstore@adams.edu, or by mail to Adams State University Bookstore, 1603 1st Street, Alamosa, CO 81101.

Required Textbook:

James M. Reeve, Carl S. Warren, Jonathan E. Duchac, Accounting Using Excel for Success, 2nd edition, South-Western Cengage Learning. ISBN 978-1-111-53521-6.

Required Additional Fee for Each Proctored Exam:

- Up to 1 hour: **\$ 16.00**
- **Every** additional hour after: **\$7.00** per student per examination.
- In this course, the Final Exam is proctored online.

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Catalog Description

Course begins with the necessary bookkeeping skills for recording simple financial transactions and preparing basic financial statements. The theory behind the accounting rules is emphasized so that the student can apply the knowledge gained to ever changing real-world situations.

Student Learning Outcomes

Upon completion of the course, the student will be able to:

1. Describe basic rules of accounting for Partnership establishment, termination and income distribution.
2. Describe basic rules for corporation formation, termination and income distribution.
3. Understand standard accounting terms as used in financial reporting.

Course Requirements

1. There is a syllabus quiz that must be completed with a score of 16 out of 20 points to start the remainder of the class. The points earned on this quiz will be added to the student's score as extra credit.
2. There are 10 assignments in the course, each covering a different chapter in the course. Each assignment is worth 20 points and will be graded by the instructor and returned with comments for the student.
3. There are 4 mid-term assessments worth 150 points each. Each mid-term assessment will have 30 multiple choice questions worth 4 points each and 3 essay questions worth 10 points each. Each assessment will have a time limit of 2 hours 30 minutes.
4. There is one comprehensive final exam worth 200 points. There will be 40 multiple choice questions worth 4 points each and 4 essay questions worth 10 points each. Each assessment will have a time limit for completion.
5. All submitted course work will be graded by the instructor within a maximum of five working days.

All written work is subject to plagiarism detection software review. Identified instances of cheating or plagiarism will follow the Academic Integrity statement in the Syllabus.

Academic Integrity Quiz

You are required to **read and accept the Adams State Academic Integrity Policy**. While it is not graded, it must be completed by the end of Module 1. It is listed under Module 1 under the heading "Accept Academic Integrity Statement."

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Discussion Forums

There are thirteen discussion forums in the class. They are for students to introduce themselves, for students to submit questions to the instructor or to the class and for discussions of each chapter's materials (chapters 1 through 11).

Online Proctored Exams:

You will take ONE exam remotely, proctored by a service called Examity®. Detailed instructions on how to use Examity® are on the Syllabus and Information Page of this course. Please read the directions carefully and log in to Examity® as soon as possible to set up your profile. You should do this a minimum of one week before you plan to take your first Examity® online proctored exam.

To use Examity®, you will need to make sure you meet the following technical requirements:

- You must take your exam on a computer with a webcam and a microphone (both built-in and external are fine). You can test your webcam at www.testmycam.com.
- You must take your exam from a location with sufficient internet speed: at least 3 MPS upload and download speed. You can test your internet speed at <http://www.speedtest.net>.

IMPORTANT: There is an **additional fee to students** associated with taking an online proctored exam. See the Course Materials section of this syllabus or the Online Proctored Exams tab on the Syllabus and Information page for information on costs and how you can pay for your exam.

If you have any questions or concerns while setting up your account, registering or taking an online proctored exam, you can contact Examity's technical support team 24/7 via email at support@examity.com, phone at (855)-392-6489, or via live chat from the Examity® dashboard.

In this course, the Final Exam is proctored online.

Grade Distribution and Scale

In alignment with ASU academic policies, no D may apply to a major or minor field.

Grade Distribution:

Assignments	200 points	20% of grade
Exams	600 points	60% of grade
Final Exam	200 points	20% of grade

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Grade Scale:

900 - 1000 points	90-100%	A
800 - 899 points	80-89%	B
700 - 799 points	70-79%	C
600 - 699 points	60-69%	D
500 - 599 points	59% and below	F

ADA Statement

Adams State University complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Adams State University is committed to achieving equal educational opportunities, providing students with documented disabilities access to university programs. In order for a course to be equally accessible to all students, different accommodations or adjustments may need to be implemented. The Office of Disability Services (ODS) is located in Richardson Hall, Suite 3-100, by mail at 208 Edgemont Blvd., Suite 3-100, Alamosa, CO 81101, by email at odsd@adams.edu, or by calling 719-587-7746. They are your primary resource on campus to discuss the qualifying disability, help you develop an accessibility plan, and achieve success in your courses. Please communicate with them as early as possible; this can be in person, via email, or by phone. The Disability Services Coordinator shall either provide you letters to give to your professors for accommodations or email these letters out to you and your professors.

Academic Integrity

In accordance with Academic Policy 100-03-01, Adams State University, to preserve academic integrity, does not tolerate academic dishonesty (misconduct). Every student is required to practice and adhere to the principle of ACADEMIC INTEGRITY while undertaking studies at Adams State University. Students and faculty at Adams State University value academic honesty as a virtue essential to the academic process. Cheating, plagiarism, unauthorized possession or disposition of academic materials, or the falsification or fabrication of one's academic work will not be tolerated.

Any offense may result in a zero for the exam, lesson, or exercise in question and may result in failure of the course. Please refer to the ASU Extended Studies Academic Integrity website for more information including the student handbook: [Academic Integrity at Adams State University](#).

You are required to **read and accept the Adams State Academic Integrity Policy**. While it is not graded, it must be completed by the end of Module 1. It is listed under Module 1 under the heading "Accept Academic Integrity Statement."

All written work is subject to plagiarism detection software review.

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Student Identity Verification

Adams State University utilizes a variety of methods to verify the identity of students enrolled in courses, including but not limited to: secure logins and pass codes, proctored exams, security questions, and other technologies and practices that are effective in verifying student identity. Some of these methods may incur an extra cost to students; associated costs will be outlined in the course syllabus, other University documents, and on the University website. Adams State University reserves the right to request additional government-issued documentation of identity from students for the purpose of ensuring that the person enrolled in the course is the person completing assignments, exams, and all other course requirements. Any student engaged in incidents of student identity fraud may face reprimand, disciplinary warning, a lowered or failing grade(s), and/or probation, or suspension from the course, academic program or University, or expulsion from the University.

Technical Skills

To be successful in this course, students are expected to be able to:

- Navigate the World Wide Web and efficiently use a web browser such as Firefox
- Have a basic understanding of their computer operating system
- Use Adobe Reader to view and download .pdf documents
- Communicate via e-mail and attach files
- Play audio/video files
- Use a word processor such as Microsoft Office to create documents
- Use Blackboard tools which may include Collaborate
- Download and open PowerPoint presentations

Technical Requirements

A complete overview of the technical requirements and software for this course can be found [here](#). Blackboard tutorials are available in the Student Support Module, located in the Syllabus and Information section of this course. Information for receiving technical assistance is also included. Keep in mind that in order for Blackboard to function properly, you must allow pop-ups for the site (online.adams.edu) and have Java properly installed on your computer. For more information on these and other technical requirements, see the videos in the Student Support Module in the above mentioned location.

Netiquette

Netiquette is the set of guidelines for communicating online in a professional and civilized manner. Students are expected to be courteous by demonstrating netiquette when communicating with their peers and instructor in this course.

- Be careful with the use of sarcasm and irony, as these can be easy to misinterpret.

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- Do not post excessively or monopolize the conversation.
- Consider using a text editor such as Notepad to organize your thoughts before you post a reply.
- Do not type in all capital letters, as this can be considered shouting.
- Avoid the use of emoticons, abbreviations and informal language.

Accessing Library Resources

Students enrolled in this course can utilize the [Adams State Nielsen Library](#) from on and off campus by selecting the Nielsen Library link in the Syllabus and Information tab of the Course Menu. You will be asked to enter in your username and password. Use the same login information that you use to access Blackboard and all other Adams State information. This will bring you to a page that will provide you with login information for the different databases to which Adams State subscribes. With the login information in hand, go to <http://www.adams.edu/library/resources/database.php>

Adams State Resources

Adams State provides several resources to assist you and make your online learning experience a positive one. A listing of resources is available on the One Stop Student Services page on the Adams State Website (<http://www.adams.edu>). Some of the highlights are:

[Records Office](#) - Campus contacts available to help you through the registration process.

[Computing Services](#) - Technical assistance.

[Disability Services Handbook](#) - Student Services can arrange assistance for students with special needs or disabilities.

[Academic Calendar](#) - Keep track of important dates.

[The Paw Print](#)- Adams State Student Newspaper.

Institutional Policies

All students are responsible for adhering to the expectations, policies, and procedures outlined in the [Student Handbook](#).

For Institutional policies on items such as The Americans with Disabilities Act, Academic Integrity, Student Rights and Responsibilities and The Family Educational Rights and Privacy Act of 1974 (FERPA); please see the [Student Handbook](#).

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Extended Studies Policies and Procedures

To view the Extended Studies Policies and Procedures go to,
https://bannerweb.adams.edu/perl/Online_SG_General_Instructions.pdf

Course Evaluation

At the end of the course you will be asked to complete an evaluation specifically for this course. This evaluation will be reported anonymously. Your comments and recommendations will be seriously considered as the course is updated. Your input throughout the course contributes to my commitment to continually improve the quality and relevance of this course.

Getting Started

Refer to the information contained in this syllabus anytime you have a question regarding the basic course information.

1. Review the Student Support Module contained in the Syllabus and Information section.
2. Proceed to Module 1.