

UWUEC - 11/27/01
Senate 1/29/02

01-35a

OCT 25 2001

Undergraduate Distance Education Review Form

(Required for all courses taught by distance education for more than one-third of teaching contact hours)

Existing and Special Topics Course

Course: ACCT 201 (Sec. 801) "Accounting Principles I"

Instructor of Record: Dr. Germain Kline phone: 357-5752 e-mail: gpkline@grave.iup.edu

Step One: Attach signed Budget Approval Form to this form.

Step Two: Department or its Curriculum Committee

The committee has reviewed the proposal to offer the above course using distance education technology, and responds to the CBA criteria as follows:

- 1. Will a qualified instructor teach the course? Yes No
- 2. Will the technology serve as a suitable substitute for the traditional classroom? Yes No
- 3. Are there suitable opportunities for interaction between the instructor and student? Yes No
- 4. a. Will there be suitable methods used to evaluate student achievement? Yes No
- b. Have reasonable efforts been made to insure the integrity of evaluation methods (academic honesty)? Yes No

5. Recommendation:

Positive (The objectives of the course can be met via distance education.)
 Negative

Thomas Presser 9/28/01
signature of department designee date
Chair, Curriculum Committee

If positive recommendation, immediately forward copies of this form and attached materials to the Provost and the Liberal Studies Office for consideration by the University-Wide Undergraduate Curriculum Committee. Dual-level courses also require review by Graduate Committee for graduate-level offering. Send information copies to 1) the college curriculum committee, 2) dean of the college, and 3) Dean of the School of Continuing Education.

Step Three: UNIVERSITY-WIDE UNDERGRADUATE CURRICULUM COMMITTEE

Positive recommendation

Negative recommendation

Gail S. Sechrist 11/29/01
signature of committee chair date

Forward this form to the Provost within 24 calendar days after receipt by committee.

Step Four: Provost

Approved as distance education course

Rejected as distance education course

Mark Sluets 12/2/01
signature of Provost date

Step Five:

Forward materials to Dean of the School of Continuing Education.

ACCT 201 – Accounting Principles I
Financial Accounting
Indiana University of Pennsylvania
Spring 2002

Germain “Jerry” Kline, PhD., CPA, CGFM
421A Eberly College of Business
E-Mail: GPKLINE@GROVE.IUP.EDU
Phone: Office: (724) 357-5752
Home: (724) 349-5126
Fax: (724) 357-3776

Open Chat Room: TBA
Required Chat Room: Tuesday (7:00 –8:30 pm)

Course Description:

Introduces the student to the accounting cycle in service and merchandising concerns using the single proprietorship form of business organization; covers use of special journals and subsidiary ledgers in the accounting system as well as accounting and internal control procedures for cash, receivables, inventory, and plant and equipment.

Course Objectives:

1. Students will learn the process of identifying, measuring and recording transactions in accordance with generally accepted accounting principles, including the preparation of basic journal entries and financial statements.
2. Students will learn how financial accounting information is used by external decision makers, such as creditors and investors.
3. Students will understand the role of financial accounting information in business organizations as well as in other disciplines.

Required Text and Supplemental Reading:

- Financial Accounting, Harrison & Horngren. Prentice Hall, 4th edition with Web CT access code.
- Additional supplemental readings and support materials will be posted by the instructor during the course.

Resource Requirements:

To study online you will need regular access to a computer equipped with a modem and appropriate software, internet access and an email address.

Minimum Hardware Requirements:

- PC, 486 or better microprocessor
- Macintosh, better than 68030 processor
- Minimum of 8 MB RAM
- Minimum 20 MB free disk space
- Modem, 28,800 bps or faster

Software:

- (PC) 32-bit enabled Windows (Windows 95, NT, or 32-bit 3.1)
- (MAC) System 7.5 or higher
- communications software, web browser, email program
- a word-processing program or at least a text editor

Internet Access:

- You will need a graphical browser which is Java and Javascript enabled to use all the features of the online environment. The preferred browser is Netscape 3.0 or higher or Microsoft Internet Explorer 4.0 or higher.

On-line Instructional Procedures:

- After reading the chapter in the textbook, try the Readiness Assessment Quiz. If you do well on the Readiness Assessment Quiz, move on and view the Videos and Power Point Presentation, and Helpful Hints to reinforce what you have learned. Make sure you fully understand the Helpful Hints before moving on to the Problems and Exercises. Before taking off for the next chapter, test yourself. You may try the Quiz as many times as necessary to prepare for the Test on your understanding of the entire chapter.
- The availability (dates and times) for the end of chapter tests will be posted and strictly adhered to.
- In addition to the on-line tests, exercises, problems and discussions, there will be two exams administered on campus. The date, time, location and format will be posted and discussed during the required chat rooms. You will be required to show proper identification for admittance.

Final Grade:

Your final grade will be based on the following:

- End of Chapter Tests 40%
- Homework Activities 10%
- On-line Discussions 10%
- In-class exams 40%

The final letter grade will be based on the following scale:

- A = 90 - 100%
- B = 80 - 89%
- C = 70 - 79%
- D = 60 - 69%
- E = Less than 60%

COURSE OUTLINE AND SUGGESTED ASSIGNMENTS

Chapter 1 – Financial Statements

- Exercises: 3, 4, 5, 6, 8, 9, 10
- Problems: 2A, 3A, 4A, 6A

Chapter 2 – Processing Accounting Information

- Exercises: 3, 4, 5, 8, 11, 13, 14
- Problems: 2A, 4A, 6A

Chapter 3 – Accrual Accounting and Financial Statements

- Exercises: 1, 2, 6, 7, 9, 12, 14, 15
- Problems: 2A, 4A, 6A

Chapter 4 – Internal Control

- Exercises: 1, 2, 5, 6, 7, 8, 11
- Problems: 2A, 4A

Chapter 5 – Short Term Investments and Receivables

- Exercises: 1, 3, 5, 6, 7, 9, 12, 13, 14
- Problems: 1, 4, 5, 7

MID TERM EXAM ON CHAPTERS 1 - 5

Chapter 6 – Merchandise Inventory, Cost of Goods Sold and Gross Margin

- Exercises: 1, 3, 4, 5, 6, 9, 11, 12
- Problems: 2, 3, 4

Chapter 7 – Plant and Intangible Assets

- Exercises: 1, 4, 6, 7, 8, 9, 11, 13, 16
- Problems: 1, 3, 5

Chapter 8 – Current and Long-Term Liabilities

- Exercises: 1, 2, 3, 10, 11, 12, 14, 15
- Problems: 4, 6, 8

Chapter 9 – Stockholders Equity

- **Exercises:** 2, 4, 5, 6, 7, 8, 12, 14
- **Problems:** 2, 7, 8

Chapter 13 – Financial Statement Analysis for Decision Making

- **Exercises:** 7, 8,
- **Problems:** 5, 6

FINAL EXAM ON CHAPTERS 6 - 10

Section A: Details of the Course

A1. How does this course fit into the programs of the department? For what students is the course designed?

The need for an online course in Accounting Principles is necessary to keep our program current and competitive in an every increasing distance learning environment. It will provide opportunities for traditional and nontraditional students to access a course, which they might not otherwise be able to schedule. It will also permit the department to extend its course offering to individuals outside the existing university enrollment. This course is also one of the core courses required of all business majors and will eventually become a part of an overall program, which can be offered on-line.

A2. Does this course require changes in the content of existing courses or requirements for a program? If catalog descriptions of other courses or department programs must be change as a result of the adoption of this course, please submit as separate proposals all other changes in courses and/or program requirements.

The content and objectives of this on-line course will remain consistent with the other sections being offered. The only difference will be in the method of delivery. This section will not require any changes or revisions to existing catalog descriptions or others departmental programs.

A3. Has this course ever been offered at IUP on a trial basis (e.g. as a special topic)? If so, explain the details of the offering.

This is one section of the introductory accounting principles course required of all business majors.

A4. Is this course to be a dual-level course? If so, what is the approval status at the graduate level?

This course is not dual listed.

A5. If this course may be taken for variable credit, what criteria will be used to relate the credits to the learning experience of each student? Who will make this determination and by what procedures?

This section is not offered for variable credit.

A6. Do other higher education institutions currently offer this course? If so, please list examples.

The accounting principles courses is currently being offered by several other universities and colleges. Locally the Community College of Allegheny County is offering the course.

A7. Is the content, or are the skills, of the proposed course recommended or required by a professional society, accrediting authority, law or other external agency? If so, please provide documentation. Explain why this content or these skills cannot be incorporated into an existing course.

The course is required for graduation by all business students. Several federal government-investigating agencies require accounting courses for as a condition of employment. (By having this section on-line it will make the course available to non-business majors who wish to pursue this type of career.) To become a CPA (Certified Public Accountant) this course is required. (Again, by having this section on-line, it will provide the opportunity for a greater segment of the population who wants to become certified to have access to the necessary courses.)

Section B: Interdisciplinary Implications

B1. Will the course be taught by one instructor or will there be team-teaching? If the latter, explain the teaching plan and its rationale.

This represents one section of an existing course and will be taught by one instructor.

B2. What is the relationship between the content of this course and the content of courses offered by other departments? Summarize your discussions (with other departments) concerning the proposed changes and indicate how any conflicts have been resolved. Please attach relevant memoranda from these departments which clarify their attitudes toward the proposed changes.

The content of this course section does not conflict with the content of courses offered by other departments. Instead it is part of the business core and required for graduation.

B3. Will seats in this course be made available to students in the School of Continuing Education?

Since this is an on-line course it represents virtual seating and will be made available to students in the School of Continuing Education. The fact that the section is offered on-line will make the offering more convenient and appealing to many of these students.

Section C: Implementation

C1. Are faculty resources adequate? If you are not requesting or have not been authorized to hire additional faculty, demonstrate how course will fit into the schedule of current faculty. What will be taught less frequently or in fewer sections to make this possible?

No additional faculty resources will be required. The course will be offered in load and will not affect any other course offerings.

C2. What other resources will be needed to teach this course and how adequate are the current resources? If not adequate, what plans exist for achieving adequacy? Reply in terms of the following:

*Space – The fact that the course is being taught on-line it will not require any additional space, rather it will make existing space more available.

*Equipment – Students will be required to have access to a computer either personal or within the existing computer lab facilities already available to students. The section will utilize the WebCT server under the direction of the IDC (Institutional Design Center). This section will not require the acquisition of any additional equipment.

*Laboratory Supplies and other Consumable Goods – no laboratory supplies nor other consumable goods will be required.

*Library Materials – This section will not require any additional library materials or other resources.

*Travel Funds – No additional travel funds will be required.

C3. Are any of the resources for this course funded by a grant? If so, what provisions have been made to continue support for this course once the grant has expired? (Attach letters of support from Dean, Provost, etc.)

No grant funds will be used to offer this section.

C4. How frequently do you expect this course to be offered? Is this course particularly designed for or restricted to certain seasonal semester?

The objective is to offer one section of this course on-line each semester. There are no seasonal restrictions.

C5. How many sections of this course do you anticipate offering in any single semester?

One.

C6. How many students do you plan to accommodate in a section of this course? Is this planned number limited by the availability of any resources? Explain.

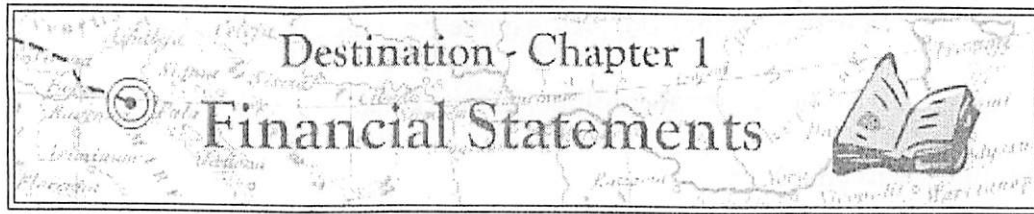
The normal class size for an accounting principles course has been forty. I don't anticipate the need nor the number to change significantly.

C7. Does any professional society recommend enrollment limits or parameters for a course of this nature? If they do, please quote from the appropriate documents.

No professional enrollment limits exist.

Section D: Miscellaneous

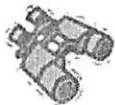
The need to offer additional courses on-line is becoming an academic necessity as the result of the new and expanding technologies and the diversity and mobility of the student population. This section is designed to be a first step in the evolutionary process.



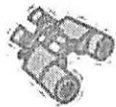
View the Chapter 1 Videos and Presentation

Please Note! The videos require Quicktime, a free plugin that allows videos to play on your computer. If you have trouble viewing the videos, check to see if Quicktime is installed on your computer. It can be downloaded from www.quicktime.com.

The download time for the videos in this course is dependent on the speed of your browser's Internet connection. While you wait for the video to download and play, perhaps you'd like to view the PowerPoints with audio or review the Helpful Hints?



[PowerPoint Presentation](#)



[Tour Guide Video
#1](#)

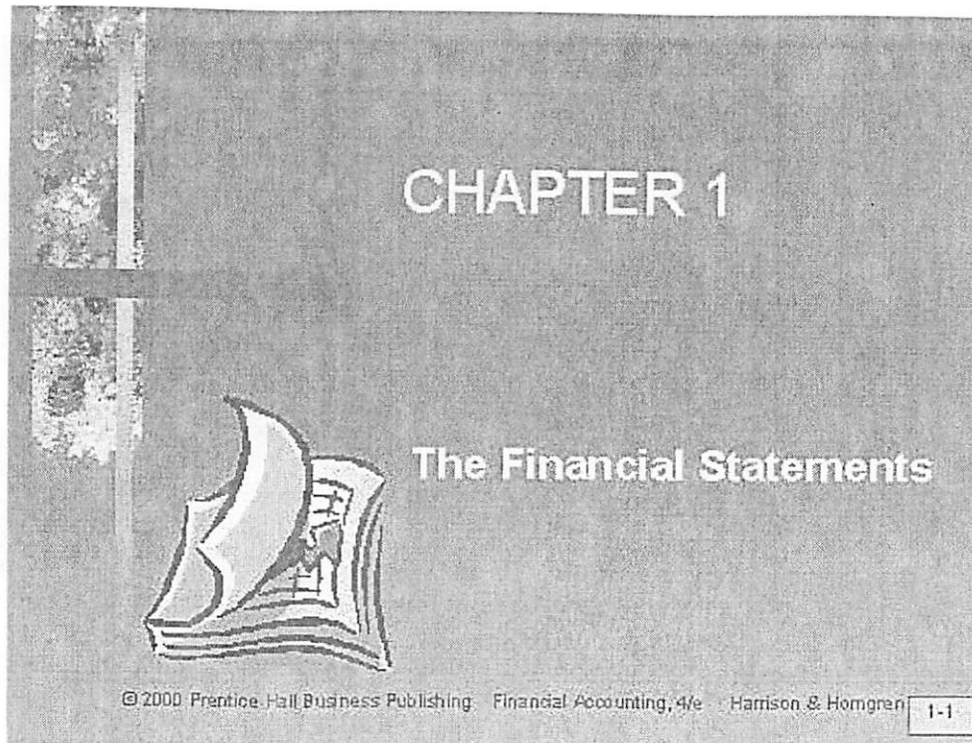


[On-Location Video](#)



[Tour Guide Video
#2](#)

[BACK](#)



CHAPTER 1

The Financial Statements

© 2000 Prentice Hall Business Publishing. Financial Accounting, 4/e. Harrison & Horngren

1-1



Close
Slide 1 of 47

ACCOUNTING - THE BASIS OF DECISION MAKING

- Accounting is the "language of business"
- Accounting is the information system that
 - Measures business activities
 - Processes that information into reports
 - Communicates the results to decision makers

© 2000 Prentice Hall Business Publishing Financial Accounting, 4/e Harrison & Horngren 1-2



Slide 2 of 47

Close

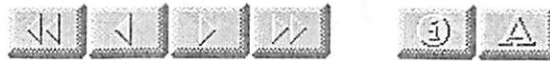
THE ACCOUNTING SYSTEM: THE FLOW OF INFORMATION

1. People make decisions

2. Business transactions occur

3. Businesses prepare reports to show the results of their operations

© 2000 Prentice-Hall Business Publishing. Financial Accounting, 4/e Harrison & Horngren 1-3




Slide 3 of 47

Close

ACCOUNTING VS. BOOKKEEPING

- Bookkeeping is the procedural element of accounting that processes the accounting data



© 2000 Prentice Hall Business Publishing Financial Accounting, 4/e Harrison & Horngren 1-4



Slide 4 of 47

Close

DECISION MAKERS WHO USE ACCOUNTING INFORMATION

- Individuals
- Businesses
- Investors and Creditors
- Government Regulatory Agencies
- Taxing Authorities
- Nonprofit Organizations

© 2000 Prentice Hall Business Publishing Financial Accounting, 4/e Harrison & Horngren 1-5




Slide 5 of 47

Close

FINANCIAL ACCOUNTING AND MANAGEMENT ACCOUNTING

- Financial accounting provides information to managers and people outside the firm
 - Financial accounting information must meet certain standards of relevance and reliability
- Management accounting generates confidential information for internal decision makers, e.g.,
 - Top executives
 - Department heads



© 2000 Prentice Hall Business Publishing. Financial Accounting, 4/e Harrison & Horngren 1-8



Slide 6 of 47

Close

ETHICAL CONSIDERATIONS

- Ethical standards in accounting are designed to produce *accurate information for decision making*
- The result of ethical behavior by accountants is information that people can rely on for decision making

© 2000 Prentice Hall Business Publishing, Financial Accounting, 4/e, Harrison & Hemgren

1-7



Slide 7 of 47

Close

TYPES OF BUSINESS ORGANIZATIONS

- Proprietorships
 - Have a single owner who is generally the manager
 - Are business entities, but not legal entities
 - Have debt for which the proprietor is personally liable

© 2000 Prentice Hall Business Publishing Financial Accounting, 4/e Harrison & Horngren 1-8



Slide 8 of 47

Close

TYPES OF BUSINESS ORGANIZATIONS

- Partnerships
 - Join two or more persons together as co-owners
 - Are business entities, but not legal entities
 - Have debt for which each partner is personally liable

© 2000 Prentice Hall Business Publishing: Financial Accounting, 4/e Harrison & Horngren 1-9



Slide 9 of 47

Close

TYPES OF BUSINESS ORGANIZATIONS

- Corporations
 - Are owned by stockholders or shareholders
 - Are business entities and legal entities
 - Are liable for all debts
 - Stockholders have no personal obligation for corporation debts

© 2000 Prentice Hall Business Publishing: Financial Accounting, 4/e Harrison & Horngren 1-10



Slide 10 of 47

Close

ACCOUNTING PRINCIPLES AND CONCEPTS

- Generally accepted accounting principles (GAAP) are
 - The rules that govern how accountants operate
 - Based upon a conceptual framework written by the Financial Accounting Standards Board (FASB)

© 2000 Prentice Hall Business Publishing Financial Accounting, 4/e Harrison & Horngren 1-11



Slide 11 of 47

Close

ACCOUNTING PRINCIPLES AND CONCEPTS

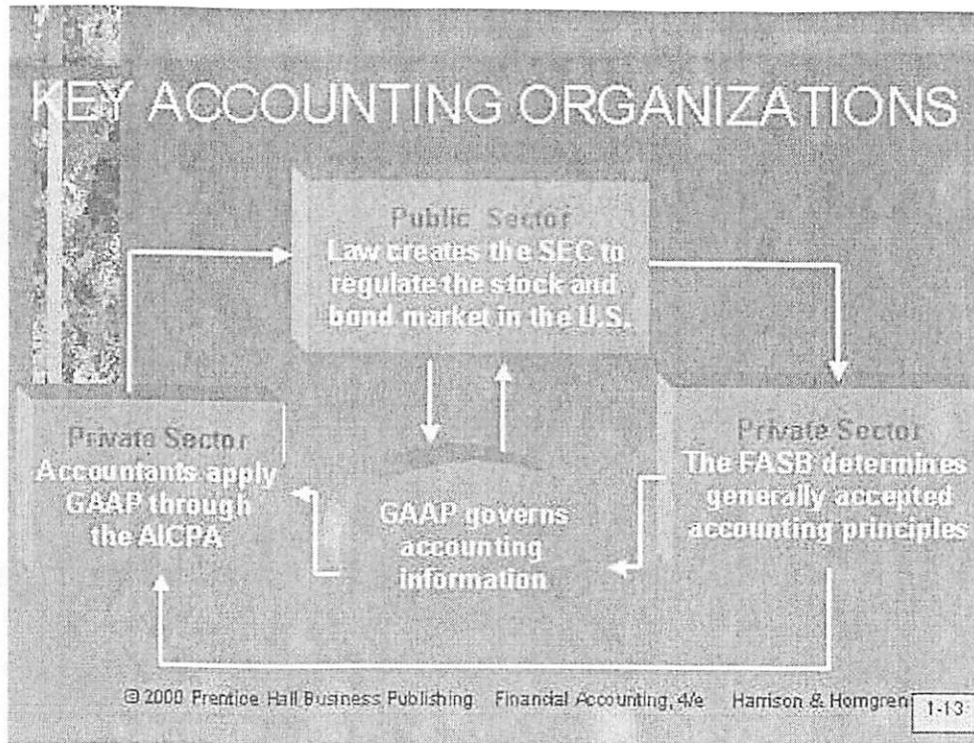
- The FASB works with the SEC (Securities and Exchange Commission) and the AICPA (American Institute of Certified Public Accountants)

© 2000 Prentice Hall Business Publishing. Financial Accounting, 4/e Harrison & Horngren 1-12



Slide 12 of 47

Close



Slide 13 of 47

Close

ACCOUNTING PRINCIPLES AND CONCEPTS

- The entity concept
 - States that an organization is an economic entity that keeps its affairs separate from those of the owner(s)
- The reliability (objective) principle
 - States that accounting records and statements are based on the most reliable data available and documented by objective evidence

© 2000 Prentice Hall Business Publishing Financial Accounting, 4/e Harrison & Horngren 1-14



Slide 14 of 47

Close