



TECH 3112 – Applied Accounting
Course Syllabus – Fall 2016

Disclaimer: This syllabus is intended to give the student guidance in what may be covered during the semester and will be followed as closely as possible. However, the professor reserves the right to modify, supplement and make changes as the course needs arise.

| [Instructor information](#) | [Course description](#) | [Course outcomes](#) | [Textbook](#) | [Assessments](#) |
[Make-up policy](#) | [Evaluation](#) | [Grading](#) | [Mid-term progress report](#) | [Course schedule](#) | [Course policies](#) | [Important dates](#) |

Individuals with disabilities who need to request accommodations should contact the Disability Services Coordinator, Edgewater Hall 255, (678) 466-5445, disabilityservices@mail.clayton.edu.

Instructor Information:

Dr. Xueyu Cheng

Office: Faculty Hall, Room 131C

Phone: (678) 466-4893

E-mail: xueyucheng@clayton.edu

Personal Website: <http://faculty.clayton.edu/xcheng>

Office Hours:

Mondays and Wednesdays 8:30 AM – 11:30 AM

Course Website (GeorgiaView/D2L):

<https://clayton.view.usg.edu/d2l/home/1176010>

Course Description:

This course provides an appreciation of accounting as the language of business and a basic understanding of the accounting process and financial reporting. Emphasis is placed on the interpretation and use of financial information for management decision making.

The following topics will be addressed in this course:

1. The Role of Accounting Plays in Business and Overview of the Types of Business Organizations
2. Types of Business Activities (Financing, Investing, and Operating)
3. Introduction to Basic Financial Statements: Income, Balance Sheet, Cash Flows and Changes in Equity and Key Terminology
4. Accounting Concepts—The Accounting Equation and Overview of Cash versus Accrual Accounting
5. Financial Statement Analysis and Ratios
6. Introduction to Managerial Accounting—Types and Behaviors of Costs
7. Cost-Volume-Profit Analysis—Contribution Margin and Ratios
8. Objectives of Budgeting and the Master Budget
9. Creating a Flexible Budget for Analysis
10. Budgetary Performance Measurement and Evaluation

Number and Title:

TECH 3112 Applied Accounting

Credit Hours:

3.0 semester credit hours (3-0-3)

Catalog Description:

This course is a survey of basic financial and managerial accounting for skilled workers and technicians moving into managerial roles. It covers theory, concepts, terminology, and generally accepted accounting principles. Emphasis is on preparing and interpreting accounting information for business decisions. This course is not open to BBA students and will not count toward a BBA. A grade of C or higher is required for this course to count toward graduation in the BAS program.

Course Prerequisites and Co-requisites:

Prerequisite: Junior Status.

Co-requisite: None

NOTE: It is the student's responsibility to drop this course during the drop/add period if he or she has not properly satisfied the prerequisite/co-requisite requirements. If

the student has not satisfied the prerequisite/co-requisite requirements and does not drop the course during the drop/add period, the instructor will advise the registrar's office to drop the student from the course. The student will receive a grade of "W" and no refund will be given. The student alone will be responsible for any loss of funds or financial aid that may result.

Course Learning Outcomes:

Upon completion of this course, each student will be able to:

1. Identify various types of business organizations and distinguish how accounting practices differ among them.
2. Describe the basic accounting terms used in business and summarized in financial statements.
3. Analyze financial statements to demonstrate how users make decisions based on the information provided.
4. Explain how the behavior of costs can be used by management to control costs for various business types.
5. Apply cost-volume-profit analysis to various management problems.
6. Explain the objectives and steps used in budgeting and how budgets are used by management.
7. Debate the role ethical behavior plays in business decisions related to accounting topics.

Textbook Information:

Option 1: CengageNOW Printed Access Card for Warren's Survey of Accounting, Carl S. Warren, 7th Edition, 2014, Cengage Learning, ISBN: 1-2851-8357-6.

The printed access card provides access to eBook, CengageNOW (online homework tool), and online learning tools.

Option 2: Bundle of Survey of Accounting and CengageNOW™ 1 term Printed Access Card, ISBN: 1-3051-3430-3.

The bundle includes the seventh edition of Carl S. Warren's Survey of Accounting and 1 term printed access card to CengageNOW.

Text Coverage: Chapters 1 – 15.

CengageNOW is an online learning resource that supplements the textbook. It includes the eBook, the electronic version of the end-of-chapter exercises and problems and online learning tools. End-of chapter exercises and problems will be assigned and graded in CengageNOW.

CengageCare Technical Support URL:

<http://support.cengage.com/magellan/ClassLandingPage.aspx?OptyId=1-1WPJ0HM>

Course Format:

- 1) This class is 100% on line, so there are no class meetings. However, please confirm class participation by completing the on-line participation assignments as directed in the Content area in Desire2Learn. Students are required to participate in on-line class activities in a timely and contributory manner. Desire2Learn activities include Content Areas, assignments, discussion postings, mail messages, and assessments. See the course schedule for specific due dates for assignments, quizzes, and tests. Additional assignments, such as discussions, may be posted throughout the semester. Please complete the virtual orientation located under Content to get started with the course.
- 2) Students are expected to respond to any open Discussions posted by the instructor in the DISCUSSIONS portion of D2L. All discussions are learning opportunities to share among your fellow classmates. As such, responses should be detailed and thought provoking. A response such as "I agree" would not be contributory. Students should be prepared to support their positions with information and sources as appropriate.

E-Mail Accessibility and On-line Feedback:

Please use the Desire2Learn Mail feature for all class-related e-mail messages. If you are unable to access Desire2Learn, please use the CSU e-mail address listed above. All e-mails will be answered within one business day unless notified otherwise by the instructor.

All on-line work (assignments, quizzes, discussions, and assessments) will be graded within one week of the due date unless otherwise indicated by the instructor.

Participation Requirement:

This class is 100% on line, so there are no class meetings. Course modules will be assigned on a weekly basis according to the Course Schedule and include objectives, a lesson guide and expectations for completing homework assignments. You are expected to actively participate in all aspects of the course. This includes completion of assigned readings, homework assignments, and tests or quizzes and participation in online discussions. Course weeks run Monday through Sunday, with Sunday at 11:59:59 p.m. Eastern Time as the deadline for making posts and submitting the week's assignments. All work assigned during the weekly course module(s) must be turned in by this deadline; late work will not be accepted. It is suggested that you read through all course content in the week's assigned module(s) to get a feel what is expected during the course week and to help you plan your time wisely.

Course Requirements:

Students must satisfactorily complete all of the following items in order to earn a passing grade in the course, regardless of grades earned on tests and quizzes:

1. Each student will complete and submit the no-show assignments by the assigned due date.
2. Each student will complete all course assignments satisfactorily using the method prescribed by the instructor.

3. Each student will complete the required number of tests and quizzes with an average grade of at least 60 percent.
4. Each student will actively participate in on-line class activities.

Desire2Learn records all mail, discussions postings, and assessments for the course. This gives the instructor a permanent record of the frequency and content of each student's on-line participation.

Additional Course Expectations:

Students should monitor their CSU student e-mail accounts and D2L for this course at least every other day to ensure timeliness in receiving information and responding as directed. Students are responsible for any messages sent to the class or to the student individually using the CSU student e-mail system or D2L for this course.

Students should closely monitor grades and academic records. Argument for grades must be made within 48 hours after the grades are posted.

Using LockDown Browser for Online Exams

This course requires the use of LockDown Browser for online exams. Watch this [short video](#) to get a basic understanding of LockDown Browser and the optional webcam feature (which may be required for some exams).

Then download and install LockDown Browser from this link:

<http://www.respondus.com/lockdown/download.php?id=121412292>

To take an online test, start LockDown Browser and navigate to the exam. (You won't be able to access the exam with a standard web browser.) For additional details on using LockDown Browser, review this [Student Quick Start Guide \(PDF\)](#).

Finally, when taking an online exam, follow these guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all mobile devices, phones, etc.
- Clear your desk of all external materials — books, papers, other computers, or devices
- Remain at your desk or workstation for the duration of the test
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

Demo Test Requiring the Use of Lockdown Browser

To ensure your first exam using LockDown Browser runs smoothly, please take the ungraded practice quiz in the Quizzes area in D2L. It is available throughout the semester, with unlimited attempts.

Assessments:

Students will be evaluated via tests, quizzes, and end-of-chapter exercises and problems in CengageNOW.

No-Show Assignments: please confirm class participation by completing the on-line participation assignments as directed in “Getting Started” in the Content area in Desire2Learn.

Tests: Five tests will be given. Each test has two parts. Part one in D2L accounts for 80% of the total possible points, and part two in CengageNOW accounts for 20% of the total possible points. Students will have a specific length of time to complete part one of each test. Your grade will be reduced by 1 point for each minute it exceeds the time limit. No time limit will be imposed on part two of each test.

Quizzes: There will be 15 quizzes. These quizzes are designed to assist the student in preparing for the five semester exams and will therefore focus on the primary concepts within the chapters. The quizzes will be offered with multiple attempts with the highest grade recorded. Please be sure to check the number of available attempts for each quiz and take them as many times as offered. As a general rule, no make-up quizzes will be allowed. Students may complete the quizzes at any time during the open days.

End-of-chapter exercises and problems: end-of-chapter exercises and problems must be completed electronically in CengageNOW (hereafter referred to as CNOW) by the assigned date and time as shown on the course schedule. The software will grade the assignments. Students may work on the assignments an unlimited number of times before the due date. When students have completed the assignments, they must **SUBMIT** them for grading to receive credit.

PLEASE NOTE: Simply completing an assignment in CengageNOW does not mean you will get credit for it. Students must **SUBMIT** the assignment for grading to get credit for completing the assignment. CengageNOW assignments that are not submitted for grading will receive a grade of zero.

Alternatives to End-of-Chapter Exercises and Problems: The end-of-chapter exercises and problems in CNOW are challenging. If you are unable or unwilling to do the end-of-chapter exercises and problems, please take the substitution tests in CNOW to replace them. The substitution tests in CNOW are timed, consist of True or False and Multiple Choice questions only, and allow just one attempt. You are not allowed to make any extra credits by taking the alternative tests. You can only use them to replace the end-of-chapter exercises and problems.

Extra Credits

Chapter 14 and Chapter 15 CNOW assignments are optional. They offer 40 extra credits (each bonus assignment is worth 20 points).

Self-Paced Assignments

This course offers a high degree of flexibility. You can do homework assignments at your own pace. You must be self-disciplined to pace yourself through the coursework. Quizzes and CNOW assignments are accessible throughout the semester until the midnight of Monday December 5, 2015. Their due days are suggested, but not required. Quizzes and CNOW assignments are designed to assist the student in preparing for the five semester exams. You are strongly encouraged to complete relevant quizzes and CNOW assignments before taking a test. Also, your midterm grade includes quizzes 1-6 and CNOW assignments 1-6. Missing quizzes and CNOW assignments suggested to be completed by the midpoint of the semester will adversely affect your midterm grade.

Make-Up Policy and Lateness Penalty

The assessments will be given at scheduled on-line periods in Desire2Learn. Homework assignments and tests will be due no later than 11:59 pm on the due date. Since it is not in students' best interests to get behind in the course schedule, exceptions to the following policies will be granted only in extreme cases with a verifiable physician's note, court document or other written excuse from a competent authority. Such decisions are at the sole discretion of the instructor.

- 1) No makeup opportunities will be granted for no-show assignments
- 2) Quizzes and CNOW assignments are accessible throughout the semester until the midnight of Monday December 5, 2016. This is intentional so students can return to them and use them to review for the tests.
- 3) Five tests will be given on line. Unless appropriate documentation is provided, no makeup tests will be given. If you fail to make up a test within one week of the test due day, you will be required to take a comprehensive exam in the last week of the semester to make up any missing tests. No makeup opportunities will be granted for the fifth test. The fifth test serves as the final examination, and is not comprehensive. The tests will be available on line for a designated three-day period. Students may complete the tests at any time during the three-day period. Students will have a specific number of minutes to complete each test.
- 4) Missing assignments will receive a grade of zero.

Evaluation:

Chapter Tests: 5 exams @ 100 pts.	500
On-line Quizzes: 15 quizzes @ 20 pts.	300
End-of-chapter exercises and problems: 13 @ 20 pts	260
No-Show Assignments	40
TOTAL	1,100

The evaluation method is subject to change at the discretion of the instructor. Additional assignments may be given.

Grading Scales:

Letter Grade	Percentage Range	Point Range	
A	90%-100%	990	1,100
B	80%-89%	880	989
C	70%-79%	770	879
D	60%-69%	660	769
F	Below 60%	0	659

Determination of your letter grade will strictly follow the above grading scales. Your percentage grade will be rounded to the nearest hundredth. If you do not meet the minimum percentage or point requirement, your letter grade will NOT be moved up to the next grade level.

Mid-term Progress Report:

The mid-term grade in this course reflects approximately 35% of the entire course grade. Missing self-paced assignments suggested to be completed before the mid-point of the semester will adversely affect your mid-term grade. Based on this grade, students may choose to withdraw from the course and receive a grade of "W." Students pursuing this option must fill out an official withdrawal form, available in the Office of the Registrar, or withdraw on-line using the Swan by mid-term, which occurs by October 7, 2016.

The last day to withdraw without academic accountability is Friday, October 7, 2016.

Computer/Technology/Materials Requirements:

You are required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for your academic program. For further information on CSU's Official Notebook Computer Policy, please go to <http://itpchoice.clayton.edu/policy.htm>.

Required Technology Skills:

Students enrolled in this course should possess the following technology skills:

- The ability to access information via the Internet

- The ability to use GeorgiaView/D2L and associated tools, including discussion boards, chat rooms, online testing and assignment submission features
- The ability to use word processing software and to save in alternate formats
- The ability to send, receive and include attachments using email
- The ability to demonstrate netiquette (appropriate online conduct)

E-mail and Internet competency are assumed as stated in the Academic Catalog in the section about on-line instruction. Students should not register for on-line courses unless they are already thoroughly competent at sending and receiving e-mail, navigating the Internet, and using Windows-based programs. No class time will be spent on basic computer instruction. Students should be aware that taking on-line classes requires excellent time management skills and good self-discipline.

Software

1. To properly access the course content, students need to download the following free software:

The latest version of Java at www.java.com

The latest version of Adobe Reader at <http://get.adobe.com/reader/>

The latest version of Flash Player at <http://get.adobe.com/flashplayer/>

2. Students are required to have Microsoft Office installed on their notebook computers. This is available as part of the technology fee assessed to each student. To schedule installation, see <http://www.clayton.edu/hub>.

In-class Use of Student Notebook Computers:

Since this section is 100% on line, no in-class use of computers will be required. However, all students must have access to the Internet as discussed above under computer requirements.

Technical Support:

All on-line activity will take place in Desire2Learn, the virtual classroom for this course. If needed, students may get individual help with Desire2Learn in Student Software Support Services located in the lower level of the library building.

To gain access to Desire2Learn, sign on to the SWAN portal and select “GaVIEW” (yes, that is correct) on the top right side of the screen. If you experience any difficulties in Desire2Learn, please visit <http://www.clayton.edu/hub>. You can email or call the HUB at Hub@mail.clayton.edu or (678) 466-HELP. You will need to provide the date and time of the problem, your SWAN username, the name of the course that you are attempting to access, and your instructor’s name.

Before you can log into Desire2Learn, you must activate your Clayton State University e-mail account. In addition, in order to use Desire2Learn effectively, each student must have his or her computer configured correctly. You may want to use the “Check Browser” feature in Desire2Learn. Please be aware that if your computer is not configured properly, you may not be able to see everything that the instructor has included in Desire2Learn for this course. You also may not be able to submit assignments or take evaluations. Students frequently have difficulty using Desire2Learn if they have a pop-up blocker running on their computers. This feature must be disabled to allow Desire2Learn to function properly. Another common problem is that

students do not have the latest version of Java installed on their computers. It is each student's responsibility to verify that his or her computer is configured correctly for Desire2Learn.

Desire2Learn will be unavailable during scheduled maintenance times. Please note the list of scheduled Desire2Learn maintenance times and plan your Desire2Learn activities accordingly.

Please note that there is a paging feature included in Desire2Learn, but we will NOT be using that feature in this course. If you send me a page, I will not receive it. Please contact me using the Mail feature in Desire2Learn for all communications about this course.

General Policy

Students must abide by policies in the Clayton State University Student Handbook, and the [Basic Undergraduate Student Responsibilities](#). The Student Handbook is part of the [Academic Catalog and Student Handbook](#), which begins on page 6.

University Attendance Policy

Students are expected to log in and participate as part of their learning in the course. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students' ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

University NO SHOW Policy

It is very important that all students get off to a strong start each semester by attending class during the first week (no later than the second week) of class. A student who does not attend by the posted deadline on the academic calendar must be reported to the Registrar as a NO SHOW.

Student registration in the class will be cancelled for all NO SHOW students. There may be serious financial aid consequences for students because their number of enrolled credit hours will be reduced.

Please see the course document titled "NO SHOW Policy" located on the course home page in Desire2Learn for more details and directions on what to do if you are mistakenly reported as a NO SHOW or if you want to appeal a NO SHOW report.

For this 100% on-line course, attendance for purposes of the NO SHOW policy is determined as described below under "Course Attendance Policy."

Course Attendance Policy

Students are expected to access the online course materials and participate in the required discussions, activities and assignments. Course tracking can be used to assess the amount of "attendance" in an online course. Any student who fails to attend the orientation session or complete a scheduled assignment during the first week of class will be reported to as a "No Show".

- 1) This class is 100% on line, so there are no class meetings. However, students must confirm class participation by completing the on-line participation assignments as shown in the course schedule located at the end of this syllabus. These no show assignments replace first physical

attendance in a face-to-face class. Students who do not complete these assignments will be reported as NO SHOWS.

- 2) Since this is a 100% online course, “attendance” will not be taken in the traditional sense. However, students should check the course in Desire2Learn at least every other day for any new information posted by the instructor. Course attendance includes reading communications from the instructor (Discussion Postings, Announcements, and Mail messages), replying to those postings if requested, completing quizzes and tests on time, and submitting assignments on time. Failure to attend to these activities by the due dates will result in reduced grades (including grades of zero) as described under “Missed Work” below.
- 3) Students who do not participate in on line activities for three weeks will be considered to have excessive absences and will be subject to withdrawal from the course. Exceptions may be granted with a verifiable physician’s note, court document, or other written excuse from a competent authority, at the sole discretion of the instructor.

Academic Dishonesty

Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. All instances of academic dishonesty will result in a grade of zero for the work involved. All instances of academic dishonesty will be reported to the [Office of Community Standards](#). Judicial procedures are described beginning on page 19 in the section of the [Academic Catalog and Student Handbook](#) titled, Procedures for Adjudicating Alleged Academic Conduct Infractions.

Plagiarism Detection Software

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. You should submit your papers in such a way that no identifying information about you is included.

Disruption of the Learning Environment

Behavior which disrupts the teaching–learning process during class activities will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class. A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of WF. More detailed descriptions of examples of disruptive behavior are provided in the Clayton State University [Academic Catalog and Student Handbook](#) starting on page 14.

Operation Study

At Clayton State University, we expect and support high motivation and academic achievement. Look for Operation Study activities and programs this semester that are designed to enhance your academic success such as study sessions, study breaks, workshops, and opportunities to earn

Study Bucks (for use in the University Bookstore) and other items. See the following site for details:

<http://www.clayton.edu/operation-study>

Center for Academic Success:

Students are encouraged to visit Clayton State's Center for Academic Success (CAS). CAS offers a variety of personalized academic services to all Clayton State University students, including staff, and peer tutoring in a variety of subjects and multimedia instruction. CAS tutors not only can help students understand the content of their classes, but also can help them develop the skills and strategies necessary to continue learning throughout their lifetimes. CAS Hours and phone number are listed on their website at <http://www.clayton.edu/cas>.

Writing Assistance

The goal of the Writers' Studio is to give rise to better writers, not just to better writing. People who love to write, people who struggle mightily with it, and people who fall anywhere else on the spectrum can find a place at The Writers' Studio—a place for students to come for writing guidance and feedback.

Each student may receive up to 90 minutes of assistance per day and 3 hours per week. Furthermore, both appointments and walk-ins are welcome. Here's The Writers' Studio's contact information:

Location:	Arts & Sciences Building, Room G-224
Phone:	678.466.4728
Email:	ws224@clayton.edu
Website:	http://clayton.edu/writersstudio

Visit The Writers' Studio at <http://clayton.edu/writersstudio> or schedule your appointment online at <http://clayton.mywconline.com> (Note: first-time users need to complete a one-time registration prior to using the online appointment website).

In Case Of Campus Emergency:

If there is an emergency on campus, please contact the Clayton State University Department of Public Safety. They are fully trained for emergency responses and they will contact 911 if necessary. The CSU Department of Public Safety can be reached by dialing 770-961-3540. Please program this number into your cell phone. You can also use one of the Emergency Blue Light Network phones located around campus. To activate one of the Blue Light phones pick up the phone and press the black button. You will automatically be connected to the University Police Communications Center.

University Policy on Course and Instructor Surveys:

After midterm Clayton State University will remind you to complete two surveys for this course: the course survey and the instructor survey. Both of these will be available through the DUCK. Failure to complete the surveys during the given time frame will mean that you will not be able to see your final grade for this course on the DUCK until approximately two weeks after the semester ends.

Online Etiquette (Netiquette)

Discussion, chat, and e-mail spaces within this course are for class purposes only, unless otherwise stated. Please remember to conduct yourself collegially and professionally. Unlike in the classroom setting, what you say in the online environment is documented and not easily erased or forgotten.

The following guidelines apply:

- Avoid using ALL CAPS, sarcasm, and language that could come across as strong or offensive.
- Use proper punctuation, grammar and be sure to edit your contribution before posting.
- Read all postings before posting your responses to discussion topics so as to not unnecessarily repeat information.
- Keep chat comments brief and to the point.
- Focus on one topic at a time when chatting or posting to discussions.
- Remember that unlike in face-to-face learning environments what you say in discussions and chats is documented and available to be revisited. Choose your words and discussion topics carefully.
- E-mail should only be used for messages pertaining to the course. Please refrain from sending forwards, jokes, etc. within e-mail.

Course Schedule:

TECH 3112 Applied Accounting

Fall 2016

100% Online

The schedule is subject to change at the discretion of the instructor. Additional assignments may be given. You may omit all chapter appendices in the text. All submissions except no-show assignments are due by the midnight of the due day. No-show assignments are due by noon of the due day.

Week #	Monday Date	Topics Covered	Assignments	Due Day
Week 1	August 15	Course Introduction Chapter 1: The Role of Accounting in Business	<ol style="list-style-type: none"> 1. Read the syllabus and submit the Student Agreement located in the Dropbox in Desire2Learn according to the instructions in the document (No-Show Assignment #1) – 10 points 2. Please go to Discussion Board / Getting Acquainted, and introduce yourself to the whole class. Please note that all students can view your posts in the discussion board. You may not want to post private/sensitive information in discussion board (No-Show Assignment #2) - 10 points 3. Complete the Orientation Quiz in Desire2Learn (No-Show Assignment #3) – 10 points 4. Enroll in this class in CengageNOW using the access code you purchased and the instructions provided in the Content Area titled Using CengageNOW located in the Content Area in Desire2Learn (NO-Show Assignment #4) – 10 points 5. Read Chapter 1 and finish Quiz 1 in Desire2Learn- 20 points 6. CengageNOW Exercise 1 E6, E9, E13, E20, P2, P3 – 20 points. 	<ol style="list-style-type: none"> 1. Quiz 1: Sunday August 21 2. No-Show Assignments: Noon Thursday August 25. Students should complete the no-show assignments by the required due days. Under no circumstances will students be allowed to make up no-show assignments.
Week 2	August 22	Chapter 2: Basic Accounting concepts	<ol style="list-style-type: none"> 1. Read Chapter 2 and finish Quiz 2 in Desire2Learn- 20 points 2. CengageNOW Exercise 2 E3, E11, E13, E17, P2, P5 – 20 points 3. Students not “attending” class by Thursday August 25 will be withdrawn from the class according to University policy. Completion 	Sunday August 28

			of No-Show assignments 1-4 satisfies the attendance requirement for this 100% on-line class.	
Week 3	August 29	Chapter 3: Accrual Accounting Concepts	<ol style="list-style-type: none"> 1. Read Chapter 3 and finish Quiz 3 in Desire2Learn- 20 points 2. CengageNOW Exercise 3 E6, E9, E14, E18, E19, E30, P6 – 20 points 3. TEST ONE on Ch. 1-3 in Desire2Learn (Friday September 2 to Sunday September 4). Students may take the test once during this time period. Time limit is 75 minutes 	Sunday September 4
Weeks 4	September 5	Chapter 4: Accounting for Merchandising Businesses	<ol style="list-style-type: none"> 1. Read Chapter 4 and finish Quiz 4 in Desire2Learn- 20 points 2. CengageNOW Exercise 4 E4, E9, E11, E18, E23, P5 – 20 points 	Sunday September 11
Week 5	September 12	Chapter 5: Sarbanes-Oxley, Internal Control, and Cash	<ol style="list-style-type: none"> 1. Read Chapter 5 and finish Quiz 5 in Desire2Learn- 20 points 2. CengageNOW Exercise 5 E12, E13, E16, E17, E18, E19, E20, E23 and P3 – 20 points 	Sunday September 18
Week 6	September 19	Chapter 6: Receivables and Inventories	<ol style="list-style-type: none"> 1. Read Chapter 6 and finish Quiz 6 in Desire2Learn- 20 points 2. CengageNOW Exercise 6 2, E4, E5, E9, E15 – 20 points 3. TEST TWO on Ch. 4-6 in Desire2Learn (Friday September 23 to Sunday September 25). Students may take the test once during this time period. Time limit is 75 minutes 4. SEP 20– OCT 4 MIDPOINT grade reporting period 	Sunday September 25

Week 7	September 26	Chapter 7: Fixed Assets and Intangible Assets	<ol style="list-style-type: none"> 1. Read Chapter 7 and finish Quiz 7 in Desire2Learn- 20 points 2. CengageNOW Exercise 7 E3, E5, E10, E11, E12, E14, P5 – 20 points 3. SEP 20– OCT 4 MIDPOINT grade reporting period 	Sunday October 2
Week 8	October 3	Chapter 8: Liabilities and Stockholders' Equity	<ol style="list-style-type: none"> 1. Read Chapter 8 and finish Quiz 8 in Desire2Learn- 20 points 2. CengageNOW Exercise 8 E16, E17, E21, E23, E24, P2, P3 – 20 points 3. SEP 20– OCT 4 MIDPOINT grade reporting period 4. Friday October 7 is the last day to withdraw without academic accountability. 	Sunday October 9
Week 9	October 10	Chapter 9: Financial Statement Analysis	<ol style="list-style-type: none"> 1. Read Chapter 9 and finish Quiz 9 in Desire2Learn- 20 points 2. CengageNOW Exercise 9 P4 – 20 points 3. TEST THREE on Ch. 7-9 in Desire2Learn (Friday October 14 to Sunday October 16). Students may take the test once during this time period. Time limit is 75 minutes. 	Sunday October 16
Week 10	October 17	Chapter 10: Accounting Systems for Manufacturing Businesses	<ol style="list-style-type: none"> 1. Read Chapter 10 and finish Quiz 10 in Desire2Learn- 20 points 2. CengageNOW Exercise 10 E14, E17, E19, E29, P1, P4 – 20 points 	Sunday October 23
Week 11	October 24	Chapter 11: Cost Behavior and Cost-Volume-Profit Analysis	<ol style="list-style-type: none"> 1. Read Chapter 11 and finish Quiz 11 in Desire2Learn- 20 points 2. CengageNOW Exercise 11 E7, E10, P1, P2, P5, P6 – 20 points 	Sunday October 30

Week 12	October 31	Chapter 12: Differential Analysis and Product Pricing	<ol style="list-style-type: none"> 1. Read Chapter 12 and finish Quiz 12 in Desire2Learn- 20 points 2. CengageNOW Exercise 12 E3, E6, E11, E13, E21, P2, P5 – 20 points 3. TEST FOUR on Ch. 10-12 in Desire2Learn (Friday November 4 to November 6). Students may take the test once during this time period. Time limit is 75 minutes. 	Sunday November 6
Week 13	November 7	Chapter 13: Budgeting and Standard Cost Systems	<ol style="list-style-type: none"> 1. Read Chapter 13 and finish Quiz 13 in Desire2Learn- 20 points 2. CengageNOW Exercise 13 E4, E7, P2 – 20 points 	Sunday November 13
Week 14	November 14	Chapter 14: Performance Evaluation for Decentralized Operations	<ol style="list-style-type: none"> 1. Read Chapter 14 and finish Quiz 14 in Desire2Learn- 20 points 2. CengageNOW Exercise 14 (Optional) E7, E10, E11, E20, E21, P5, P6 – 20 points 	Sunday November 20
Week 15	November 21	Chapter 15: Capital Investment Analysis	<ol style="list-style-type: none"> 1. Read Chapter 15 and finish Quiz 15 in Desire2Learn- 20 points 2. CengageNOW Exercise 15 (Optional) E2, E6, E13, E17, P4, P6 – 20 points 3. Course and Instructor Evaluations NOV 21 - DEC 5 	Sunday November 27
Week 16	November 28	Finalize CNOW assignments and tests	<ol style="list-style-type: none"> 1. Please finalize CNOW assignments or complete the optional tests as a substitute in CengageNOW 2. Course and Instructor Evaluations NOV 21 - DEC 5 	Monday December 5
Week 17	December 5	Final Exam Week	TEST Five on Ch. 13-15 in Desire2Learn (Saturday December 3 to Monday December 5). Students may take the test once during this time period. Time limit is 75 minutes. There are no makeups for Test Five.	Monday December 5

Important Dates

Date	Item
NOON Thursday August 25	NO-SHOW ASSIGNMENTS due
Sunday September 4	TEST ONE on Ch. 1-3 due
Sunday September 25	TEST TWO on Ch. 4-6 due
Friday October 7	The last day to withdraw without academic accountability
Sunday October 16	TEST THREE on Ch. 7-9 due
Sunday November 6	TEST FOUR on Ch. 10-12 due
Monday December 5	<ul style="list-style-type: none">• TEST FIVE on Ch. 13-15 due• All assignments and tests will be permanently closed.