



Course Syllabus
SEMESTER
School of Business, Hospitality Management and Public Safety

Course Name: Introductory Financial Accounting

Course & Section Number: ACC 101-XXX

Meeting Day(s) and Time(s):

Credits: 3

Instructor's Name:

Student Hours: By Appointment Only, Location TBD

Campus Phone: None

Campus E-mail:

Additional Contact Information:

Please use only Owens email for course communication. **Be sure to include your course and section number, ACC101-XXX.** I prefer that you refrain from using a personal email account. Owens provides you with a secure email account for your privacy and protection, so please use your Ozone email address for communications in this class.

Catalog Description: Introduces financial accounting and financial reporting for business entities. Covers terms, concepts and systems, and includes the accounting cycle, merchandise accounting and financial statement analysis.

Prerequisites: None

Co-Requisites: None

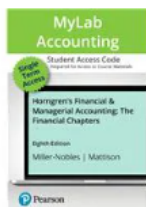
Course Materials:

Inclusive Access

This course features an Inclusive Access product where course materials are delivered digitally on the first day of class and are included in your course fee.

Have questions about Inclusive Access? Contact our [IA Support](#) team.

REQUIRED



HORNGREN'S FINANCIAL & MANAGERIAL ACCOUNTING, THE FINANCIAL CHAPTERS -- MYLAB ACCOUNTING WITH PEARSON ETEXT ACCESS CODE

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ISBN13: 9780138079888

EDITION: 8TH

FORMAT: ACCESS CODE

PUBLISHER: Pearson Education (US)

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This course uses Inclusive Access, you will receive a digital e-book as part of your course fee. See IA info below.

Inclusive Access (I.A.) Materials Inclusive Access (I.A.) Materials are included in the cost of this course to provide students with day one access to required course materials and to save students money through lower negotiated rates with publishers. You should receive an email to your Owens Community College email from the Owens e-Campus Bookstore on the first day of class, if not before, with the subject line, “Your inclusive Access Materials.” Be sure to check your spam (junk email) if you do not find it in your inbox. To access the I.A. Materials, you must use a link provided in the Blackboard course. This link in Blackboard could be labeled “Course Materials by e-Campus” or it could be an online activity/assignment that the instructor has linked to Blackboard. Contact your instructor immediately if you are unable to access the I.A. Materials.

What You Will Learn in the Course

Course Objectives:

Course will:

1. Introduce the logic behind the accounting equation.
2. Explain the broad role that accounting information plays in the economy.
3. Demonstrate the nature, purpose and use of financial statements for making business decisions.
4. Explain general business concepts and processes.

Student Learning Outcomes:

Students will:

Outcome	Where Assessed
1. Perform the steps of the accounting cycle.	Accounting Cycle Exam 2
2. Demonstrate the ability to use the language of accounting and apply the important concepts on which financial reporting is based.	Accounting Cycle Exam 2
3. Analyze the impact of basic business transactions on the financial statements of a business corporation.	Accounting Cycle Exam 2
4. Construct basic financial statements for a simple corporate business entity.	Accounting Cycle Exam 2
5. Demonstrate the ability to evaluate the financial performance of a simple corporation on the basis of its financial statements.	Homework in chapters 2, 4, 5, 6, 8, 9, 11, 12, and 13.

Program Outcomes:

The following program outcome is assessed in this course:

Outcome	Where Assessed
1. Demonstrate working knowledge of theory and methods of double-entry accounting system.	Accounting Cycle Exam 2

Institutional General Education Competencies:

As a student at Owens Community College, you will take General Education courses as part of your degree program. While specific to the General Education courses, they will be reinforced in many of your degree program major courses and may be measured in your capstone course(s) and others as identified.

Competency	Where Assessed
Communicate effectively.	Accounting Cycle Exam 2

Technology, Lab, and File Requirements:

You will need access to a computer, reliable Internet connection, and the capability to create Microsoft Word documents.

Academic Support

Disability Services Resource Center: If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

Tutoring Services: Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

Counseling Services: Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>.

Campus and Community Connections: The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library: The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

***Students can find more information on campus resources, student support, student life, and security at this [link](#).

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's [Student Code of Conduct](#), which includes academic honesty, encompassing plagiarism. See the [Board Policy](#) for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty, and staff are expected to follow Owens Community College's [Anti-Discrimination and Harassment Policy](#) and the College's [Title IX Policy](#)/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with

the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing Your Faith Act may contact the College's Office of Academic Affairs:

provost@owens.edu

The policy may be found on the Owens website: [3358:11-2-63 Accommodation](#) for a Student Absence for the Observance of Religious Beliefs and Practices Policy

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

Use of AI Tools: This course requires you to complete various assignments that assess your understanding and application of the course content. You are expected to do your own work and cite any sources you use properly. You are not allowed to use any artificial intelligence (AI) tools, such as chatbots, text generators, paraphraser, summarizers, or solvers, to complete any part of your assignments. Any attempt to use these tools will be considered academic misconduct and will be dealt with according to the Owens Community College academic integrity policy. Students are expected to complete all work independently and without the assistance of AI-generated content. If you have any questions about what constitutes acceptable use of AI tools, please consult with the instructor *before* submitting your work.

Student Responsibilities & Instructor Expectations

Student Responsibilities:

- Assignment submissions: Students are to be familiar with the assignment calendar and submit homework on time. If you are unable to complete an assignment on time, please contact me prior to or within 48 hours of the due date to discuss options to submit late work. I understand that occasionally something comes up that makes it difficult to submit on time. Frequent late work will result in reduced credit for that assignment.
- Contacting the instructor: Please use your Owens student email and include your course number and section (**ACC101-004**) in the subject line of the email so I know you are a student and which class you are taking. I expect questions and that's okay. Don't hesitate! Reach out when you need to.

Exams: There will be a total of 5 exams throughout the semester. The exam dates are included in the Assignment Calendar to allow for adequate preparation. **The final exam is non-cumulative.** Exams will be done through the publisher's website that is accessed through Blackboard or directly through Pearson's website.

Homework: *Homework assignment due dates are listed in the Assignment Calendar.* Each homework assignment is worth 25 points. Students are encouraged to work collaboratively on homework assignments, although each student must submit their own work to receive credit for the assignment. **Homework will be done through the publisher's website, MyAccountingLab.**

Make-up Policy: Make-up exams will be given only at the discretion of the instructor, and *only* upon submission of a verifiable reason for missing the exam. A "reason" means extraordinary circumstances beyond the control of the student.

Please Note: DATE is the last day students can drop the course without receiving an official letter grade. Please consult with your academic advisor prior to end of semester to review options.

Course Participation and Communication:

- Dedicated and persistent participation is necessary to achieve the expected goals from this course. Face-to-face classes carry the expectation that the student will attend as many classes as possible throughout the semester, therefore taking attendance will be part of each class. This is also a helpful way for me to connect each individual with their registered name. In addition, the student must read, comprehend the chapter material, use critical thinking and time management skills to accomplish the course goals satisfactorily. Student participation is crucial to success, so check e-mail, announcements, messages, assignments, and all other Blackboard areas regularly.
- For communication, you can e-mail me at joseph_zielinski2@owens.edu. Be sure to sign your email with your full name. Also, **include the course number and section in the subject line**. I will do my best to have a 24-hour response time on emails during the week, with a 48-hour response time on weekends. In an 'emergency', you can also call TELEPHONE NUMBER.
- Problems with Blackboard Ultra issues or software should be directed to the Owens Computer HELP desk at 567-661-7120, and email/text me immediately to discuss and resolve the situation. Problems with Pearson's MyAccountingLab should be directed to Pearson's technical support services, and message me as well to discuss and resolve the situation.

Contact the Owens Help Desk (567) 661-7120 if you are experiencing technical issues with your user-name and/or password or having navigational issues in Blackboard.

Instructor Responsibilities:

- Grading assignments: Assignments, including exams, are graded in MyAccountingLab. Exam grades will be posted in the grade center on Blackboard the week after they are completed. Homework assignments will be posted in the grade center on Blackboard as a total at the end of the semester. Attendance/Participation scores are adjusted at mid-semester and after the last class of the semester.
- Answering emails: I will do my best to respond to your emails within 24 hours on weekdays and within 48 hours on weekends. I check my email several times a day. I will post on the Announcements on Blackboard, if I am not going to be able to check my email for extended periods of time during a day or days.)
- If you want to meet with me outside of class time, please contact me in person before or after class or send me an email to arrange a mutually convenient time and location.

Classroom Environment Respectful communication: Our classroom is a safe space. Faculty and students show respect for each other in class, discussion boards and all communication.

How Grades are Determined and Major Assignments:

Assignments	Points	Student Learning Outcome
Exam 1	100	1, 2
Exam 2	100	1, 2, 3, 4
Exam 3	100	1, 2, 3
Exam 4	100	1, 2, 3
Exam 5	100	1, 2, 3, 4
Homework (12 @ 25 pts ea.)	300	1-5
Attendance/Participation	100	
Total	900	

Percentage of Possible Points	Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Important Dates to Remember (for 16-week classes): Fall 2025

DATE	SEMESTER Begins
DATE	Last day to ADD 16-week classes (w/o faculty signature)
DATE	Last day to DROP (100% refund)
DATE	Last day to DROP (60% refund)
DATE	Last day to DROP (50% refund)
DATE	Last Day of Classes
DATE	Exam Week
DATE	Last Day to Drop
DATE	Commencement

Assignment Calendar

Week	Topic
1 DATE	You may complete the Assignments on How to Use Pearson MyLab and Math Review. They are optional. Read Chapter 1: Accounting and the Business Environment <i>The Role of Accounting in Society: Financial information and resource allocation, accounting and the corporation, auditing and credibility in reporting, structure of the accounting profession; ethics, reputation and legal liability in accounting; and types of business organizations. Accounting Standards and Regulation Structures: Financial Statements and Generally Accepted Accounting Principles; the FASB and financial accounting standards; introduction of IFRS, and government oversight of accounting and auditing. The Basic Corporate Financial Statements: Income Statement; Statement of Stockholders' Equity; Balance Sheet, Statement of Cash Flows; and other elements of the Corporate Annual Report. The Basic Accounting Equation ("Balance Sheet Equation")</i> Begin Chapter 1 Homework
2 DATE	Labor Day Holiday, Monday, September 1 – No Classes Review Chapter 1 Homework Read Chapter 2: Recording Business Transactions <i>Analysis of Business of Business Activity: The Basic Accounting Equation; income measurement and accrual accounting; impact of simple equations on the accounting equation; debits and credits; and accounting records (journals, ledgers, and computer systems).</i> Chapter 1 Homework Due DATE, TIME Begin Chapter-2 Homework
3 DATE	Review Chapter 2 Homework Review Chapters 1 and 2 for Exam 1 Chapter 2 Homework Due DATE, TIME Exam 1 Review Exam 1 – Chapters 1 & 2 Due DATE, TIME

Week	Topic
4 DATE	Read Chapter 3: The Adjusting Process <i>The accounting cycle (trial balances, adjustments, closing). Review for exam</i> Begin Chapter 3 Homework
5 DATE	Review Chapter 3 Homework Chapter 4: Completing the Accounting Cycle <i>Preparation of Corporate Financial Statements: The accounting cycle (trial balances, adjustments, closing); Income Statement; Statement of Stockholders' Equity; Balance Sheet; and Statement of Cash Flows. Classification of current assets and liabilities; Measures of working capital. Financial Ratios.</i> Chapter 3 Homework Due, DATE, TIME Begin Chapter 4 Homework
6 DATE	Review Chapter 4 Homework Review Chapters 3 and 4 for Exam 2 Chapter 4 Homework Due DATE, TIME Exam 2 Review Exam 2 – Chapters 3 & 4 Due DATE, TIME

Week	Topic
7 DATE	Read Chapter 5: Merchandising Operations <i>Accounting for Service and Merchandising Revenues. Merchandising and Inventory: Accounting for the Cost of Purchases and Sales of Merchandise; Inventory Records (Perpetual, Periodic).</i> Read Chapter 6: Merchandise Inventory <i>Merchandising and Inventory; Inventory Accounting Methods (FIFO, LIFO etc.); Lower of Cost or Market Valuation. Financial Ratios.</i> Begin Chapter 5 Homework Begin Chapter 6 Homework
8 DATE	Review Chapter 5 Homework Review Chapter 6 Homework Chapter 5 Homework Due DATE, TIME Chapter 6 Homework Due DATE, TIME
9 DATE	Read Chapter 7: Internal Control and Cash <i>General Internal Control Procedures; Bank Reconciliations</i> Begin Chapter 7 Homework Review Chapter 7 Homework Review Chapters 5, 6 & 7 for Exam 3 Chapter 7 Homework Due DATE, TIME Exam 3 Review Exam 3 – Chapters 5, 6 & 7 Due DATE, TIME
10 DATE	Read Chapter 8: Receivables <i>Revenues and Receivables: Reporting Customer Receivables-Allowances and Write-offs. Financial Ratios.</i>

Week	Topic
	Read Chapter 9: Plant Assets, Natural Resources, and Intangibles <i>Long Lived Assets: Acquisition cost; depreciation accounting and depreciation methods; accounting for disposition of assets; accounting for natural resources; and intangible assets.</i> Begin Chapter 8 Homework Begin Chapter 9 Homework
11 DATE	Review Chapter 8 Homework Review Chapters 9 Homework Chapter 8 Homework Due DATE, TIME Chapter 9 Homework Due DATE, TIME Exam 4 Review Exam 4 – Chapters 8 & 9 Due DATE, TIME
12 DATE	Read Chapter 11: Current Liabilities and Payroll <i>Accounting for current liabilities.</i> Read Chapter 12: Long-Term Liabilities <i>Long-term debt financing; The nature of liabilities and accounting for long-term debt. Financial Ratios.</i> Begin Chapter 11 Homework Begin Chapter 12 Homework
13 DATE	Review Chapter 11 Homework Review Chapter 12 Homework Chapter 11 Homework Due DATE, TIME Chapter 12 Homework Due DATE, TIME
14 DATE	Read Chapter 13: Stockholders' Equity <i>Equity Financing: Debt vs. equity; Types of equity (preferred, common, treasury stock); and accounting for stock (issuance, dividends).</i>

Week	Topic
	Begin Chapter 13 Homework
15 DATE	Review Chapter 13 Homework Review Chapters 11, 12 & 13 for Exam 5 Chapter 13 Homework Due DATE, TIME Exam 5 Review
Finals Week DATE	Exam 5- Chapters 11, 12 & 13 Due DATE, TIME
DATE	Commencement

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.