

**School of Business and Economics**

**Department Accounting & Finance**

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| **Course Name:**  | **Introduction to Financial Accounting** |
| **Course Code** **& Section No:** | **ACT 201 Section 2** |
| **Semester:** | **Summer 2019** |

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| Instructor & Department Information  |
| 1. **Instructor Name:**
 | **Trisha Ahmed (TsA)** |
| 1. **Office Room:**
 | NAC 761 |
| 1. **Office Hours:**
 | MW: 9:00AM- 11:20AM, ST: 9:30AM - 11:20AM  |
| 1. **Office Phone:**
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| 1. **Email Address:**
 | trisha.ahmed@northsouth.edu |
| 1. **Department:**
 | Accounting & Finance |
| 1. **Links:**
 | North South University Website: http://www.northsouth.eduSchool of Business Website: http://www.northsouth.edu/academic/sob/Course Website: tsansu.weebly.com |

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| Course & Section Information  |
| **Class Time & Location** | MW 8:00am-09:30pm - NAC 311 |
| **Course Prerequisite(s)** |  |
| **Course Credit Hours** | 3:0 |
| **Course Description** | This course will familiarize students with the basic accounting terms and concepts. It will give the students the basic information to understand financial statements and its components. This course will introduce the students to financial statements, steps in the accounting cycle, recording purchases, classifying inventory, introduction to internal control, bank reconciliation, importance of cash flow, and introduction to financial statement analysis. |
| **Course Objectives** | * Learn the basic accounting concepts, principles and techniques.
* Learn the basic components of financial statement and the source of data used to create them.
* Have complete understanding of the accounting cycle.
* Understand the importance of accounting in the business environment.
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| **Student Learning Outcomes** | Upon the successful completion of this course, a student will be able to:* Be able to develop a record of transactions that have been undertaken by a business assigning values under correct headers.
* Be able to set up financial ledgers to identify a summary balance for a period.
* Be able to set up financial statements for a period.
* to identify adjusting entries and develop journal entries and postings
* Be able to value assets properly and assign proper adjustments for use and deterioration.
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| Learning Resources And Textbook(s)  |

**Text Book(s)**

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| **Author**  | **Title**  | **Edition & Year** | **Publisher** | **ISBN** |
|  Jerry J, Weygandt, Donald E. Kieso & Paul D. Kimmel. | Accounting Principles | 12th Edition, 2014 | John Wiley & Sons |  |

**Others (Reference Books, CD ROMS, DVDs, e-Library, Internet, Articles, …)**

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| ***Resource Type*** | ***Description***  | ***Type*** | ***Comments*** |
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| Teaching Strategy (Online, classroom, blended, self-directed through CD, web-based courses and DVD,…) |

Each lecture will cover one or more topic. Students will be required to complete assignment and will be quizzed on the topics taught. After completion of a number of topics, students will be tested on the material. Course materials will be available on the course website. Lectures will be accompanied by Power Point presentation and videos and case studies when relevant.

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| Assessment Strategy and Grading Scheme |
| **Grading tool** | **Points** |
| Class Attendance | 5% |
| Assignments | 10% |
| Quizzes | 10% |
| Test 1  | 25% |
| Test 2 | 25% |
| Final Exam | 25% |
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Please Refer to NSU Student Handbook, Section: “Grading Policy”

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| Classroom Rules of Conduct |
| 1. Students are expected to come to class on time and prepared. They are expected to bring the required textbook and materials needed for class. Also, students are expected to read the assigned chapter and materials ahead of class so they will have a better grasp on the material.
2. No eating or drinking in class.
3. Cell phones must not be used in any form during class time. Cell phones must be switched off or kept in silent mode (not vibrate) during class.
4. Students are advised to frequently refer to the **Student Handbook of North South University**.
5. **Academic Integrity Policy:**

School of Business does not tolerate academic dishonesty by its students. At minimum, students must not be involved in cheating, copyright infringement, submitting the same work in multiple courses, significant collaboration with other individuals outside of sanctioned group activities, and fabrications.Students are advised that violations of the Student Integrity Code will be treated seriously, with special attention given to repeated offences. Please Refer to NSU Student Handbook, Sections: “Disciplinary Actions” and “Procedures and Guidelines”. |
| **Late Assignment Policy**  |  |
| Promptness is a highly valued attribute in the workplace. Employees are expected to plan ahead to meet deadlines. Managers reprimand or terminate employees who are repeatedly late in submitting assignments. In this course, submitting assignments late will be penalized. For each day late, 10 percent will be deducted from the total value of the assignment. |

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| **Group ProjectS Policy**  |  |
| Discussed in class  |

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| Exams & Make Up Policy |
| In order to complete the course, students must submit all the required assignments and sit for the exams. Make-up exams are not given unless there is a major circumstance preventing the student from sitting in the exam (official material evidence is required). The timing of the make-up is to be fixed with the instructor of the course if granted. Cell phones are **prohibited** in exam sessions. Students must bring valid North South University identification card with them on the day of the exam. |

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| Attendance Policy |
| Students are required and are expected to attend all classes and participate in class discussions. North South University mandates to fail students who are absent 25% or more from their classes, even if such absences are excusable. Also, students missing more than 3 classes will be severely panelized. Being late to class 3 times will count as 1 absent. Please Refer to NSU Student Handbook, Section: “Study Principles and Policies”  |
| Communication Policy |
| All communications should take place using the instructor’s email. Announcements in the course website will override any statement made here or in any other handouts. It is the student’s responsibility to be aware of any announcements made on course website. |

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| Appropriate Use Policy |
| All members of the North South University community must use electronic communications in a responsible manner. The University may restrict the use of its computers and network systems for electronic communications subject to violations of university policies/codes or local laws or national laws. Also, the university reserves the right to limit access to its networks through university-owned or other computers, and to remove or limit access to material posted on university-owned computers.  |

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| Students With Special Needs |
|  North South University will provide educational opportunities that ensure fair, appropriate and reasonable accommodation to students who have disabilities/special needs that may affect their ability to participate in course activities or meet course requirements. Students with disabilities are encouraged to contact their instructors to ensure that their needs are met. The University through its Special Need section will exert all efforts to accommodate special needs. Please Refer to NSU Student Handbook, Section: “Special Needs Services”  |

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| Students Support and Learning Resources |
| 1. SOB-Learning Center:
2. The University Student Learning Support Center (SLSC): These centers provide academic support services to students at NSU. The SLSC is a supportive environment where students can seek assistance with academic coursework, writing assignments, transitioning to college academic life, and other academic issues. SLSC programs include: Peer Tutoring, the Writing Lab, Writing Workshops, and Academic Success Workshops. Students may also seek confidential academic counseling from the professional staff at the Center.

Students Learning & Support Center (SLSC)Tel: Fax: Location: E-mail: Please Refer to NSU Student Handbook, Section: “Student Leaning Support Center”  |
| Students Complaints Policy |
| Students at North South University have the right to pursue complaints related to faculty, staff, and other students.  The nature of the complaints may be either academic or non-academic.  For more information about the policy and processes related to this policy, you may refer to the students’ handbook.  |

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| Course Contents &Schedule |   |

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| **No** | **Topic** | **اChapter** |
|  | Accounting in Action | Chapter 1 |
|  | Accounting in Action | Chapter 1 |
|  | The Recording Process | Chapter 2 |
|  | The Recording Process | Chapter 2 |
|  | Adjusting the Accounts | Chapter 3 |
|  | Adjusting the Accounts | Chapter 3 |
|  | Review for Exam 1 | Chapters 1, 2 & 3 |
|  | Exam 1 | Chapters 1, 2 & 3 |
|  | Completing the Accounting Cycle | Chapter 4 |
|  | Completing the Accounting Cycle | Chapter 4 |
|  | Accounting for Merchandising Operations | Chapter 5 |
|  | Accounting for Merchandising Operations | Chapter 5 |
|  | Inventories | Chapter 6 |
|  | Inventories | Chapter 6 |
|  | Review for Test 2 | Chapters 4, 5 & 6 |
|  | Test 2 | Chapters 4, 5 & 6 |
|  | Fraud, Internal Control, and Cash | Chapter 8 |
|  | Plant Assets, Natural Resources, and Intangible Assets | Chapter 10 |
|  | Plant Assets, Natural Resources, and Intangible Assets | Chapter 10 |
|  | Statement of Cash Flows | Chapter 17 |
|  | Statement of Cash Flows | Chapter 17 |
|  | Financial Statement Analysis | Chapter 18 |
|  | Financial Statement Analysis | Chapter 18 |
|  | Review for Final Exam | Chapters 8, 10, 17 & 18 |
|  | Final Exam | Chapters 8, 10, 17 & 18 |

Note: The instructor reserves the right to make changes to the syllabus if necessary.