



## Master Course Syllabus

For additional course information, including prerequisites, corequisites, and course fees, please refer to the Catalog: <https://catalog.uvu.edu/>

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**Semester:** Spring

**Course Prefix:** ACC

**Course Title:** Principles of Accounting 1

**Year:** 2025

**Course and Section #:** 2110-601

**Credits:** 3

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### *Course Description*

Teaches basic accounting methods and tools for business decision making. Incorporates financial and managerial accounting to provide basic understanding of generally accepted accounting principles (GAAP). Applies analytical tools to assess profitability, relevant costs, and investment decisions.

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### *Course Attributes*

This course has the following attributes:

- General Education Requirements
- Global/Intercultural Graduation Requirements
- Writing Enriched Graduation Requirements
- Discipline Core Requirements in Program
- Elective Core Requirements in Program
- Open Elective

Other: *Click here to enter text.*

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### *Instructor Information*

**Instructor Name:** RJ Mattei

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### *Student Learning Outcomes*

- Interpret basic corporate transactions and their effect on the accounting equation
  - Identify the characteristics of financial statements
  - Define asset, liability, and equity accounts
  - Evaluate cost behavior and apply to profitability analysis
  - Categorize relevant costs for decision making
  - Analyze performance measures and evaluate investment options
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### *Course Materials and Texts*

- **Textbook:** A printed textbook is not available for this course. The book and assignments are available in Connect, the online resource provided by McGraw-Hill, the textbook publisher.
  - Connect will cost you \$115, which will **automatically** be charged to your account.
  - If at anytime during the registration process you are asked for a credit card, **STOP!** Do **NOT** provide any payment. Please contact Connect customer service for assistance in getting access to Connect - (800) 331-5094.

- The following document provides instructions on registering for Connect: [Register for Connect Download Register for Connect](#)
  - **Proctorio:** This course uses Proctorio, a remote testing software, for all quizzes and exams.
    - Remote test-takers may choose their remote testing location. Please note, however, that Proctorio will conduct a brief scan of remote test-takers' immediate surroundings, will require use of a webcam while taking an exam, will require the microphone be on while taking an exam, and will require other practices to confirm academic honesty. Test-takers therefore shall have no expectation of privacy in their test-taking location during, or immediately preceding, remote testing. If a student strongly objects to using test-taking software, the student should contact the professor at the beginning of the semester to determine whether alternative testing arrangements are feasible. Alternatives are not guaranteed.
    - To run Proctorio, you must have a desktop, laptop, Chromebook, or Surface with a webcam. Note that Proctorio will **NOT** work on a mobile device, including an iPad.
  - **Computer:** You will need access to a computer because all class materials and assignments are online.
    - Because we are using Proctorio, the computer must have a **webcam** that provides both video and audio.
  - **Calculator:** You will **NOT** be able to use your phone during exams or quizzes so you will need access to a **basic calculator**.
  - **Microsoft Excel:** You may use Microsoft Excel. This said, do **NOT** purchase it. UVU students are given access for free. To download excel go to the following site, <https://uvu.edu/software/Links to an external site.>, and click on "Student Software Downloads."
  - **Optional Study Tools and Resources:** You do **NOT** need to purchase any optional study tools and/or resources nor are they even recommended by UVU.
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## ***Course Requirements***

### **Course Assignments, Assessments, and Grading Policy**

#### **Course Load:**

- According to University standards, for this three (3) credit-hour course students should expect to spend up to 9+ hours a week completing course activities.

#### **Course Overview:**

- This course is broken into a course orientation module and 15 instructional modules. The information in these modules will be tested over four exams: Exam #1 covers modules 1-4, Exam #2 covers modules 6-8, Exam #3 covers modules 10-12, and the final is a comprehensive exam.
- Within each module you will do the following: (1) Watch lecture videos and respond to the quiz questions embedded in the videos, (2) Submit the module homework, and (3) Complete a module quiz.

- There are additional assignments outside of those noted in the above bullet point. The most significant are the financial statement analysis assignment and the comprehensive project.
- The details and due dates related to all assignments are in Canvas.

**Course Details:**

- Canvas is where course content, grades, and communications will reside for this course.
- Any change to the course (schedule, assignment details, due dates, etc.) will be communicated through your Canvas inbox. **Please check your Canvas Inbox regularly.**

**Class Policies:**

- You have one week from the time your score is posted in Canvas to appeal your score.
- Schedule conflicts will be considered, but only if you contact me 24 hours prior to the due date of the assignment in question. This does **NOT** apply to exams. **Exam windows are set, and you cannot take exams early or late.**

**Professionalism:**

- It is important that you are professional when interacting with your professors, bosses, managers, and those you report to. *Please don't be too casual in these relationships.* To help practice this, follow these rules when interacting with your professor:
  - When **speaking** to your professor, address them by their title - "**Professor . . .**"
  - When **emailing** your professor, please do not treat the email as a text. Address the professor using their title, explain the situation, outline your request, and close in a professional manner.
  - If you have a specific question about a homework or quiz problem, **provide a copy of the problem** so the professor knows what you are referencing.
- Please be professional and kind when interacting with your fellow students. The class will be a better learning environment because of it.

**Grading Scale - The following grading standards will be used in this class:**

A	93-100%	B-	80-82%	D+	66-69%
A-	90-92%	C+	76-79%	D	63-65%
B+	86-89%	C	73-75%	D-	60-62%
B	83-85%	C-	70-72%	E	0-59%

## Assignment Categories:

Activity	Points	Percentage
Video Quizzes (see Note 1 below)	70	7%
Homework (see Note 1 below)	180	18%
Assignments (see Note 1 below)	60	6%
Quizzes (see Note 1 and 3 below)	90	9%
Exams (see Note 2 and 3 below)	600	60%
<b>Total</b>	<b>1,000</b>	<b>100%</b>

### **Video Quizzes (lowest 4 videos will be dropped):**

- There will be a total of 41 videos worth 2 points each. Each video is roughly 10 minutes long. To get the points for each video, you must watch the videos and respond correctly to the questions embedded in the video. You can take the embedded video quizzes as many times as you want prior to the due date. *As noted above, you will lose 20% of available points for every day you are late.*
  - **If you have taken the course before**, Canvas will show these videos as completed. This is a mistake. To get credit in the current semester, you must jump to the end of the quiz and select that you will take the quiz again. After you have taken the quiz again, your video score will be recorded in Canvas gradebook.

### **Module Homework (lowest homework score will be dropped):**

- There will be a total of 10 homework assignments worth 20 points each. To get the points for each homework you must complete the assignment and then submit the assignment in Connect. Please remember to **hit the submit button after completing the homework and prior to the due date**. *As noted above, you will lose 20% of available points for every day you are late.*
- Please note that **the exams are based on module homework and quizzes**. If you know the principles of the homework and quizzes, you will not be surprised by anything on the exam. Take the time to learn the material while you are working through the modules. This way you are just reviewing at exam time.

### **Module Quizzes (lowest quiz score will be dropped):**

- There will be a total of 10 module quizzes worth 10 points each. To get the points for each quiz you must complete the quiz and then submit the quiz in Connect. **You only have one attempt for each quiz.** *As noted above, you will lose 20% of available points for every day you are late.*
- You get *40 minutes* to take these quizzes. Please note that the amount of time you are getting per question is much more than you will get at exam time. The purpose of the quiz is to assess your learning related to the module. If you **didn't do well on the quiz**, set aside some time to do more studying on the module.

### **Assignments (no Canvas assignments will be dropped):**

- Please see Canvas for details related to these assignments. *As noted above, you will lose 20% of available points for every day you are late.*

### **Exams (lowest exam score will be dropped):**

- There will be four exams worth 200 points each. Exams #1, #2, and #3 will cover content from the modules. Exam #4, or the final exam, will be comprehensive. *As noted above, exams must be completed on time. There is no late work.*
- You get **125 minutes**, 2 hours 5 minutes, to take each exam. Exams 1, 2, and 4 (the final) have 40 questions and exam #3 has 30 questions.
- **Please note that you will NOT have enough time to look up the answers for the exam.** Please study as though the exams are closed book/note, even though they are open book/note. Prepare so your book/notes help you confirm the answers not provide the answer.
- As noted above, your lowest exam score will be dropped, this includes the final exam, Exam #4. If you have the grade you want after completing all assignments and exams #1, #2, and #3, you do not have to take the final. This said, if you do not do well on one of the first three exams you can take the final, and it will replace your lowest score.
- **Remember that exams are the only assignments that cannot be opened early or submitted late. Please review the Exam Due Dates below for the exam window and plan accordingly.**

### **Quiz and Exam Administration Procedures:**

- All quizzes and exams will be (1) online, (2) open book/note, (3) timed (see above), (4) given within Connect, (5) have the same feel as the homework, and (6) utilize Proctorio.
  - **Quiz and Exam review process:**
    - Quizzes and exams are reviewed for evidence that the rules outlined above were not followed. If evidence is found that even one of these rules was not followed, or any cheating/plagiarism/fabrication as defined by [UVU PolicyLinks to an external site.](#) was broken, then the resolutions and sanctions outlined in [UVU PolicyLinks to an external site.](#) will be followed.
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## Required or Recommended Reading Assignments and General Description of the Subject Matter of Each Lecture or Discussion

### **Module 1 (Introduction to Managerial and Financial Accounting)**

- Understand the business activities that financial accounting measures.
- Determine how financial accounting information is communicated through financial statements.
- Describe the role that financial accounting plays in the decision making process.

### **Module 2 (Accounting Equation and Financial Statements)**

- Identify the basic steps in measuring external transactions.
- Analyze the impact of external transactions on the accounting equation.
- Analyze the impact of external transactions on financial statements.

### **Module 3 (Accounting Profession and Cost Concepts)**

- Explore potential careers in the accounting profession
- Evaluate and classify costs used in managerial accounting
- Construct an income statement using the traditional and contribution format

### **Module 4 (Cost-Volume-Profit Relationships)**

- Evaluate how changes to sales and costs affect contribution margin and net operating income
- Calculate the break-even point and target profit levels
- Calculate margin of safety and degree of operating leverage

### **Module 6 (Accrual versus Cash Accounting)**

- Distinguish between accrual-basis and cash-basis accounting.
- Reconcile a bank statement
- Recognize accounts receivable at the time of credit sales.
- Calculate net revenues using return and discounts

### **Module 7 (Inventory and Fixed Assets)**

- Understand how cost of goods sold is reported in a multiple-step income statement.
- Determine the cost of goods sold and ending inventory using different inventory cost methods.
- Calculate depreciation of property, plant, and equipment.
- Identify impairment situations and describe how to account for it.

### **Module 8 (Financing a Company through Debt versus Equity)**

- Distinguish between current and long-term liabilities.
- Account for various financing alternatives.
- Understand unique features between common and preferred stock.
- Analyze the stockholders' equity section of the balance sheet and the statement of stockholders' equity.

### **Module 9 (Financial Statement Analysis)**

- Perform vertical analysis.
- Perform horizontal analysis.
- Use ratios to analyze a company's financial statements.

**Module 10 (Differential Analysis)**

- Evaluate whether to add or a drop a product line
- Evaluate whether to make or buy a product
- Prepare an analysis showing whether a special order should be accepted
- Determine the most profitable use of a constrained resource
- Prepare an analysis showing whether joint products should be sold at the split-off point or processed further

**Module 11 (Capital Budgeting Decisions)**

- Calculate the payback method and accounting rate of return
- Evaluate the acceptability of an investment project using the net present value method
- Evaluate the acceptability of an investment project using the internal rate of return method

**Module 12 (Master Budgeting)**

- Construct a sales budget and cash collections budget
- Construct a production budget, direct materials budget, direct labor budget and manufacturing overhead budget
- Construct a cash budget, budgeting income statement and budgeted balance sheet

**Module 13 (Financial Statement Analysis and Exam 3)**

- Compute and interpret ratios that management uses to assess financial results
- Complete assessment on managerial accounting chapters 13
- Complete assessment on managerial accounting chapter 14
- Complete assessment on managerial accounting chapter 8
- Complete assessment on managerial accounting chapter 16

**Module 14 (Accounting Cycle)**

- Identify the basic steps in the accounting cycle.
- Identify differences between debit, credit, and T accounts.
- Demonstrate the purposes of adjusting entries.
- Demonstrate the creation of financial statements using the adjusted trial balance.
- Demonstrate the purposes of closing entries.

**Module 15 (Comprehensive Project)**

- Assess financial statements of a publicly traded company using financial accounting concepts
- Assess financial statements of a publicly traded company using managerial accounting concepts

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## ***Required Course Syllabus Statements***

### **Generative AI**

Generative AI is a subset of artificial intelligence models capable of generating new content, be it text, images, music, or other forms of data. By learning patterns from existing large amounts of data, these models can produce novel outputs that were not part of their training set, mimicking the style and structure of the learned data.

### **General Guidelines for AI Use:**

**Data Protection** – You should not enter confidential data into publicly-accessible generative AI platforms. Information relayed to generative AI platforms under standard configurations lacks confidentiality and may reveal crucial or protected information to unintended recipients.

**AI Limitation** – Content produced by AI can be imprecise, deceptive, or wholly fabricated (often termed "illusions") or might encompass copyrighted elements. You hold accountability for any content you disseminate that incorporates material generated by AI.

**Transparency & Disclosure** – If you use AI-generated content in your work, proper citation is required. Review your syllabus carefully, if not clear, communicate with your instructor on how much AI-generated work is allowed to use in each assignment.

### **Specific Guidelines for ACC 2110:**

**Defined Scenarios:** Please use AI tools to help you learn accounting by asking for a summary of a principle or practice questions.

**Boundaries:** Direct generation of content for the comprehensive project, homework, quizzes, and exams is prohibited.

**Consequences:** Overstepping the provided boundaries will have academic repercussions.

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### **Using Remote Testing Software**

This course does not use remote testing software.

This course uses remote testing software. Remote test-takers may choose their remote testing locations. Please note, however, that the testing software used for this may conduct a brief scan of remote test-takers' immediate surroundings, may require use of a webcam while taking an exam, may require the microphone be on while taking an exam, or may require other practices to confirm academic honesty. Test-takers therefore shall have no expectation of privacy in their test-taking location during, or immediately preceding, remote testing. If a student strongly objects to using test-taking software, the student should contact the instructor at the beginning of the semester to determine whether alternative testing arrangements are feasible. Alternatives are not guaranteed.

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## ***Required University Syllabus Statements***

### **Accommodations/Students with Disabilities**

Students needing accommodations due to a permanent or temporary disability, pregnancy or pregnancy-related conditions may contact UVU [Accessibility Services](#) at [accessibilityservices@uvu.edu](mailto:accessibilityservices@uvu.edu) or 801-863-8747.

Accessibility Services is located on the Orem Campus in BA 110.

Deaf/Hard of Hearing students requesting ASL interpreters or transcribers can contact Accessibility Services to set up accommodations. Deaf/Hard of Hearing services can be contacted at [DHHservices@uvu.edu](mailto:DHHservices@uvu.edu)

DHH is located on the Orem Campus in BA 112.

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### **Academic Integrity**

At Utah Valley University, faculty and students operate in an atmosphere of mutual trust. Maintaining an atmosphere of academic integrity allows for free exchange of ideas and enables all members of the



community to achieve their highest potential. Our goal is to foster an intellectual atmosphere that produces scholars of integrity and imaginative thought. In all academic work, the ideas and contributions of others must be appropriately acknowledged and UVU students are expected to produce their own original academic work.

Faculty and students share the responsibility of ensuring the honesty and fairness of the intellectual environment at UVU. Students have a responsibility to promote academic integrity at the university by not participating in or facilitating others' participation in any act of academic dishonesty. As members of the academic community, students must become familiar with their [rights and responsibilities](#). In each course, they are responsible for knowing the requirements and restrictions regarding research and writing, assessments, collaborative work, the use of study aids, the appropriateness of assistance, and other issues. Likewise, instructors are responsible to clearly state expectations and model best practices.

Further information on what constitutes academic dishonesty is detailed in [UVU Policy 541: Student Code of Conduct](#).

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### **Equity and Title IX**

Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information, or other basis protected by applicable law, including Title IX and 34 C.F.R. Part 106, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services. Inquiries about nondiscrimination at UVU may be directed to the U.S. Department of Education's Office for Civil Rights or UVU's Title IX Coordinator at 801-863-7999 – [TitleIX@uvu.edu](mailto:TitleIX@uvu.edu) – 800 W University Pkwy, Orem, 84058, Suite BA 203.

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### **Religious Accommodation**

UVU values and acknowledges the array of worldviews, faiths, and religions represented in our student body, and as such provides supportive accommodations for students. Religious belief or conscience broadly includes religious, non-religious, theistic, or non-theistic moral or ethical beliefs as well as participation in religious holidays, observances, or activities. Accommodations may include scheduling or due-date modifications or make-up assignments for missed class work.

To seek a religious accommodation, a student must provide written notice to the instructor and the Director of Accessibility Services at [accessibilityservices@uvu.edu](mailto:accessibilityservices@uvu.edu). If the accommodation relates to a scheduling conflict, the notice should include the date, time, and brief description of the difficulty posed by the conflict. Such requests should be made as soon as the student is aware of the prospective scheduling conflict.

While religious expression is welcome throughout campus, UVU also has a [specially dedicated space](#) for meditation, prayer, reflection, or other forms of religious expression.