

Course Material Submission Form OAN Match Definition Form

Today's Date:	2/28/07
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Use this table to specify institutional data	
College/University:	Northwest State Community College
Name and title of individual submitting on behalf of the college/university	
Name:	Linda Carr
Title:	Chief Learning Officer
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<p>Indicate the reason for this submission:</p> <p> <input type="checkbox"/> New Course Match <input type="checkbox"/> Revised Materials - Faculty review panel requested clarification <input checked="" type="checkbox"/> Revised Materials - Institution submitting additional information <input type="checkbox"/> Revised Materials - Course content revised by institution, including situations of both content and credit hour change <input type="checkbox"/> Revised Materials - Other </p> <p>Describe specific revisions being made for "Revised Materials" submissions: Course learning outcomes and required topics have been revised. </p> <p>Institutional Notes to Faculty Panel (the institution is encouraged to add any additional clarifications for this submission):</p>

<p>Table 1 – Use this table to describe the course match for which materials are being submitted for the first time or revised.</p> <p>Proposed effective year and term of match (Final effective date will depend on actual approval of match by faculty panel. Effective Year and Term is the first term in which students taking the course will receive matching credit.)</p> <p>Semester institutions complete this row: 2007 Academic Year <input type="checkbox"/> Summer <input checked="" type="checkbox"/> Autumn <input type="checkbox"/> Spring </p> <p>Quarter institutions complete this row: 20 Academic Year <input type="checkbox"/> Summer <input type="checkbox"/> Autumn <input type="checkbox"/> Winter <input type="checkbox"/> Spring </p>
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Ohio Articulation Number (OAN) (Use a separate form for each OAN.):	OBUE001	
Number of courses in the match:	1 (up to 10)	
Current status of match:	<input type="checkbox"/> First time submission <input type="checkbox"/> Approved <input type="checkbox"/> Submitted <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> Error <input type="checkbox"/> Resubmitted <input type="checkbox"/> Pending <input type="checkbox"/> Error with enrollment <input type="checkbox"/> Not submitted	
Course or Courses being matched to or currently matched to the OAN listed above. (Course Numbers must be exactly what will appear on a student's transcript.):	Course Number	
	1.	ACC111 Financial Accounting
	2.	
	3.	
	4.	
	5.	
	6.	
	7.	
	8.	
	9.	
10.		

Table 2 - Use this table to submit course materials for the first time or to revise previously submitted course materials. You must submit each course in a separate form, repeating the match definition information in Table 1 above for each form submitted.

Course Number. (Course Numbers must be exactly what will appear on a student's transcript.):	ACC111	Course Title:	Financial Accounting		
Hours (be sure that the hours for this course matches the hours in the OAN.)					
<input checked="" type="checkbox"/> Semester Hours			<input type="checkbox"/> Quarter Hours		
Total Credit Hours	4	Lecture Hours	4	Laboratory Hours (if applicable)	0
Course Placement in Major:			<input checked="" type="checkbox"/> Major Requirement <input type="checkbox"/> Major Elective <input type="checkbox"/> Other		
Pre-Requisite Course work (if applicable) (Be sure this is consistent with the OAN definition):					
Catalog/Course Description: The course includes a study of the accounting cycle beginning with the business transaction and ending with the preparation of financial statements along with other period end procedures for both sole proprietors as well as corporations. Other topics include: receivables, inventory, depreciation, liabilities, investments, and stocks.					
Texts/Outside Readings/Ancillary Materials (Be sure that the text meets performance expectations):					

Financial & Managerial Accounting, 9th Ed., Warren & Reeve. Working Papers, 9th Ed., Warren & Reeve
 Supplies: Calculator

Course Objectives and/or Plan of Work:

(Provide a clear indication of how the course objectives align with the matched OAN's learning outcomes. This will facilitate the faculty panel course review process.)

Summary of Body of Knowledge Requirements:

	Content	Covered in Chapter (Page Numbers included)
1.01	Explain the role of accounting in business.	1 (7,8)
1.02	Provide information to users.	1 (3,4)
1.03	Examine types of business organizations: proprietorships, corporations, and partnerships.	1 (3)
1.04	Identify business stakeholders.	1 (4)
1.05	Discuss structure of accounting profession.	1 (8,9)
1.06	Importance of ethics and reputation, and liability.	1 (4)
1.07	Role of auditing.	1 (9)
2.01	Development of accounting principles: GAAP and FASB.	1 (10)
2.02	Preparation of income statement, statement of owner's equity, statement of cash flows, and balance sheet for a sole proprietorship.	1 (18)
2.03	Preparation of income statement, retained earnings statement, and balance sheet for a corporation.	1, 12, 14 (19,20-24,532,624)
2.04	Role of auditing.	1 (9)
3.01	Explain the purpose of each of the corporate financial statements.	1,14 (20-24,532,624)
3.02	Preparation of income statement, statement of retained earnings, cash flow statement, and balance sheet in good form.	1,12,14 (20-24,532,624)
3.03	Describe contents of the corporation annual report.	Appendix E
4.01	Analyze business transactions.	2 (51-66)
4.02	Apply basic accounting model (balance sheet equation)	2 (51-66)
4.03	Apply the matching concept.	3 (106)
4.04	Complete adjusting entries.	3 (106-118)
4.05	Complete transactions based on following accrual basis of accounting.	3 (106-118)
4.06	Learn and apply the rules of debit and credit.	2 (51-66)
4.07	Analyze transactions based on the "balance sheet equation".	2 (51-66)
4.08	Use a general journal, ledger, and study the use of utilizing a computer.	2 (51-66)
5.01	Prepare corporate financial statements.	1,12,14

		(20-24,532,624)
5.02	List and complete the steps of the accounting cycle from analysis of transactions through a post-closing trial balance.	4 (161)
5.03	Prepare an income statement and balance sheet in good form with lines well labeled.	1,4 (19,150)
5.04	Prepare a statement of owner's equity and a retained earnings statement in good form.	1,4,11,12 (20,150,500)
5.05	Prepare a statement of cash flows.	1, 14 (22-24,610-623)
6.01	Examine revenue sources and types of receivables.	3,5,8 (113,114,354-357)
6.02	Account for revenues by a service company and also a merchandising company.	2,6 (65,220-223)
6.03	Report customer receivables by completing a schedule.	5 (223-224)
6.04	Use the allowance method and the direct write-off method for uncollectibles.	8 (357-365)
6.05	Apply sound principles of internal control over receivables.	8 (354-356)
7.01	Apply internal control over inventories.	6 (268-269)
7.02	Determine the effect of an inventory error on financial statements.	6 (282-283)
7.03	Record journal entries for merchandising companies. Record the purchase of these goods as well as the sale of these goods.	5 (221-232)
7.04	Examine inventory records – perpetual and periodic.	6 (272-278)
7.05	Use inventory cost flow assumptions of FIFO, LIFO, average cost, and specific identification methods.	6 (279-280)
7.06	Apply the concept of lower of cost or market.	6 (280)
8.01	Define working capital.	15 (667)
8.02	Classify current assets and current liabilities.	4 (152)
8.03	Assess and manage working capital.	15 (667)
8.04	Apply the current ratio to working capital.	15 (667)
8.05	Maintain good internal control over cash with sound operating procedures.	7 (310-319)
9.01	Define fixed or long-term assets.	9 (395-399)
9.02	Determine the acquisition amount of a fixed asset.	9 (396-399)
9.03	Compute depreciation by straight line, units of production, and double declining balance methods. Make the appropriate journal entry.	9 (400-404)
9.04	Define an intangible asset. Place on the balance sheet in the proper section.	9 (413 – 417)
10.01	Define the concept of long-term debt financing and what it involves.	13 (566-572)

10.02	Examine types of long-term liabilities (contingent liabilities, deferred tax, long-term debt, pensions, etc.)	10, 12, 13 (456,529,573)
10.03	Use present value tables to determine the amount of cash received when bonds are sold.	13 (573-575)
10.04	Compute interest on bonds using both the straight-line method as well as the effective interest method.	13 (575-576, 584-585)
11.01	Compare debt versus equity.	13 (566-567)
11.02	Examine preferred stock, common stock, and treasury stock.	11 (491-499)
11.03	Record entries when stock is sold.	11 (491-494)
11.04	Calculate cash and stock dividends and record the necessary entries.	11 (495-497)
11.05	Compare book value versus market value	11 (491-501)
12.01	List basic financial statement analytical procedures.	15 (660-665)
12.02	Discuss objectives of statement analysis.	15 (660-665)
12.03	Apply financial ratios.	15 (660-681)
12.04	Compute earnings per share.	12 (535)
13.01	Describe and analyze the contents of a corporate annual report.	Appendix E
13.02	Describe elements of the management elements of a corporate annual report.	Appendix E
14.01	Record long-term investments in stocks and bonds.	12,13 (541-542, 579-581)
14.02	Record purchased goodwill.	9 (414-415)

Description of Assessment and/or Evaluation of Student Learning (The assessment plan needs to be appropriate for the expected rigor of the course) :

Evaluation:

3 Tests @ 100 points each	300
4 Quizzes @ 25 points each	100
5 Homework @ 20 points each	<u>100</u>
Total	500

Grading Scale:

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
0% - 59%	F

The college attendance policy will be followed. Students are responsible for all material missed when they are absent. Get the class notes and solutions for the problems from another classmate if you miss.

Tests must be taken on the date scheduled. Makeup tests will be given only if the student has a valid excuse (as determined by the instructor). Students must call the college to be eligible to take a makeup test (the call must be made on the same day as the test is scheduled). Makeup tests may be subject to a penalty.

It is strongly recommended that homework be completed before coming to class. In this way you will be prepared to ask questions on points that you do not understand.

In the event of academic dishonesty, the current college catalog will be followed. The student is responsible for staying current with all homework readings, assignments, tests, etc. Excessive absenteeism will be reported to the Registrar's Office.

Please contact the instructor for additional assistance.

Tutors are provided at no cost to the student. However, tutors will not be assigned if the student does not make a reasonable effort to complete assignments and/or when students have excessive unexcused absences from class. Tutor sessions are not a substitute for class time.

Master Syllabi and Working Syllabi (if both are used):

Chapters Covered: 1-11, 13, 14, 15, and 17.

<u>Date</u>	<u>Topic</u>	<u>Homework</u>
Week #1	Introduction to Accounting & Business. Analyzing Transactions.	Read Chapters 1 & 2. Chapter 1: EX8, 11, 14, 15, 16, 17, 18. Problems: 1 & 2. Eye Openers: All Chapter 2: EX 4, 7, 8, and 17. Problems: 3, 4. Eye Openers: All Read Chapter 3.
Week #2	Review homework. Matching Concept & Adjusting Entries. Completion of Acctg. Cycle .	Chapter 3: EX1, 9, 12, 15, 21. Problems: 3 & 5. Eye Openers: All Read Chapter 4. Chapter 4 EX: 1, 2, 8, 10, 12, 16, 17. Problem: 3 Eye Openers: All. Study for test over Chapters 1,2,3,&4.
Week #3	Accounting Systems & Internal Controls.	Read Chapter 5.

	Review for test.	Chapter 5 EX: 4, 7, 12, 14, 17, 18, 24. Problems: 1 and 5 Eye Openers: All Read Chapter 6.
Week #4	<u>TEST – Chapters 1, 2, 3, 4, & 5.</u> Accounting for Merchandising Businesses.	Chapter 6 EX: 1, 2, 3, 4, 8, 11, 15, 17, 18. Problems: 3 and 5. Eye Openers: All. Read Chapter 7.
Week #5	Inventories Cash	Chapter 7: EX 2, 3, 7, 15, 16, 17. Problems 1 and 4. Chapter 7 Eye Openers: All Study for test over 5, 6, & 7. Read Chapter 8
Week #6	Receivables Current Liab. & Payroll	Chapter 8 EX: 3, 4, 5, 6, 13, 14. Problems: 1 and 6. Chapter 8 Eye Openers: All Read Chapter 9.
Week #7	Fixed Assets & Intangible Assets.	Chapter 9 EX: 1, 3, 4, 12, 13, 15, 21, 22. Problems: 2 and 6. Eye Openers: All Read Chapter 10.
Week #8	Review. <u>TEST – Chapters 6, 7, 8, 9, 10, and 11.</u>	Chapter 10 EX: 2, 10, 11, 14, 18, 19, 20. Problems: 1 and 2. Eye Openers: All
Week #9	Corporations: Organization, Capital Stock Transactions, and Dividends.	Study for test over Chapters 8, 9, and 10. Read Chapter 11.
Week #10	Corporations – Cont'd.	Chapter 11 EX: 1, 5, 9, 10, 11, 12, 15,

	Income Taxes, Unusual Items, & Investments in Stocks.	17, 20, 21. Problems: 1, 4, and 5. Chapter 11 Eye Openers: All. Read Chapter 12.
Week #11	Chapter 14 – Cont'd. Bonds Payable & Investments in Bonds.	Chapter 12 EX: 2, 5, 6, 13, 15, 20, 22. Problems: 1 and 3. Eye Openers: All Read Chapter 13.
Week #12	Chapter 15 – Cont'd.	Chapter 13 EX: 1, 8, 9, 18, 19, 21, 22. Problems: 2, 3, and 4. Eye Openers: All.
Week #13	Finish Chapter 15.	Study for test over Chapters 11, 12, and 13. Read Chapter 14.
Week #14	Financial Statement Analysis.	Chapter 14 EX: 2, 3, 4, 5, 6, 11, 12, Problems: 1, 2, and 3. Read Chapter 15 and review Appendix E.
Week #15	Chapter 17 - Cont'd. Review.	Chapter 15 EX: 1, 4, 6, 9, 11, 16, 20, 21. Problems: 1, 2, and 3. Appendix E – complete handout. Study for test over Chapters 14, 15 and Appendix E.
Week #16	<u>TEST – Chapters 13, 14, 15, and 17.</u>	

The instructor reserves the right to amend or adjust this syllabus if necessary. If changes are required, they will be announced in class. It is the responsibility of the student to be in class to record these changes.

Please follow the syllabus for all homework assignments.

Additional Documentation:

OBR Use

Approved-Effective Date	
Pending (i.e. Additional Information Requested)	
Disapproved	
Today's Date	

Course Material Submission Form

Instructions and notes

1. Submit completed forms to atpanels@regents.state.oh.us.
2. Use this form to define course matches and to submit new or revised course materials for faculty panel review. Please do not submit a form for multiple OANs or Courses.
3. For course renumbering and credit hour revision, remember to withdraw the old match.
4. For course renumbering and credit hour revision, you may want to include information about how the new numbers relate to the old in the Institutional Notes to the Faculty Panel.
5. Click check boxes to check the item. Text fields will expand as you enter information. Press tab to move forward through form. Press Shift-tab to move backward. Note that these tables are implemented as MS Word tables. Keep that in mind as you are copying and pasting between your syllabi and this form. It is possible to paste tables as nested tables. Use the Edit Menu "Paste as Nested Tables" selection.
6. Once you are done entering your information, save the data file. Under the File menu, choose "Save as" and then enter the name (no spaces!) of the file using the following naming conventions:
 - a. For course material submissions: **Institution-OAN-Course Number-Sequence-Version**. **Institution** is the 4 character HEI institution designation. **OAN** is the Ohio Articulation Number whose match is being defined or revised. **Course Number** is the **transcript** course number. **Sequence** is an indication of which course of a multi-course match is addressed in this form. The sequence is of the form (n of m) for an m-course match. For example, 1 of 1 for a single course match or 1 of 2 and 2 of 2 for a 2 course match. **Version** is a number indicating the revision number of this submission. Start with "Ver1" for the first time submission and include the "Ver".

Example:

If you are submitting course materials for Rhodes Community College MATH110 for OMT005 the name of the file would be LMTC-OMT005-MATH110-(1 of 1)-Ver1.

If you are submitting course materials for Rhodes Community College MATH111 and MATH112 for OMT006 the name of the files would be LMTC-OMT006-MATH111-(1 of 2)-Ver1 and LMTC-OMT006-MATH112-(2 of 2)-Ver1.

7. Course materials must be submitted according to timelines below:

Considering the submissions of **new** courses for TAG matches, our goal is to work toward a timeline as follows:

Submit Course Material:	Start of Term 1
Faculty Panels Review Submitted Courses:	During Term 1
Approved course is effective:	Start of Term 2
Approved course is matched for transcript processing:	Term 3

A new match will have to be approved according to the timeframes below:

Course Approval Sample Timelines

Quarter Institutions

	Summer	Autumn	Winter	Spring
Course Material Submitted for Review	By 6/1	By 8/15	By 1/1	By 3/1
Faculty Panel Reviews Completed	By 8/1	By 12/31	By 2/28	By 5/31

Semester Institutions

	Summer	Autumn	Spring
Course Material Submitted for Review	By 6/1	By 8/15	By 1/1
Faculty Panel Reviews Completed	By 8/1	By 12/31	By 5/31

8. If you want to submit supplementary supporting documentation, you may do that. Simply send the file along with this form and name the supplementary file **Institution-OAN-Course Number-Supplement. Institution, OAN, and Course Number** are as described in Number 6 above. Include the word **"Supplement"**. Just be sure to reference the supplement from the appropriate spot in this document.
9. Remember that all institutions are required to have at least one course match for each OAN in all TAGs for which they have corresponding programs.
10. This form should be used for all submissions or resubmissions starting immediately.
11. If you encounter problems or have questions, please contact any of the individuals listed below:

Jim Ginzer (614) 752-9486 jginzer@regents.state.oh.us

Sam Stoddard (614) 752-9532 sstoddard@regents.state.oh.us

Brett Berliner (614) 466-2004 bberliner@regents.state.oh.us

