



This course of study outlines the sequence of learning activities to help you demonstrate competence in the subject area of Cases in Advanced Accounting. Your competence will be assessed as you complete a series of performance tasks (ACP1). Depending on your educational background and work experience, this course of study can take up to eight weeks to complete. Following this document sequentially is an important part of your assessment preparation. This tool is designed to help you become an independent learner by providing multiple learning methods. Consult with your mentor if you wish to accelerate your progress through this course of study.

Introduction

Why accounting? Accounting is called the "language of business." Regardless of size or function, businesses need to keep track of the results achieved. The owners are interested and, of course, the Internal Revenue Service (IRS) cares. Why would a manager need to be familiar with accounting and finance? For one, these skills are applicable across all management functions, including purchasing, manufacturing, wholesaling, retailing, marketing, and finance. They provide a base from which to build broad knowledge about virtually all business functions and industries. Ethics and fraud prevention are also key benefits.

Suppose that it is the first month in your new career with your MBA. You have been assigned to a committee that will assess three different projects. The committee will need to consider forecasted financial statements that have been prepared individually for each of the projects, and you will help prepare a recommendation to upper management that suggests the project that will provide an acceptable return for the limited capital that can be invested.

Would you be able to take an active role in the committee assignment outlined above? Depending on your background, you are probably not prepared. Understanding the concepts in accounting and finance will provide a sound basis for such business decision making. As a master of business administration graduate, you will enter the workforce with the higher-level skills that are expected.

ACP1 is a performance assessment that requires you to write four performance task essays on stock options, financial statement analysis, ethics, and stock option fraud. In performance task 2, a full financial statement analysis is completed as well. You will review the assigned material in the textbooks, read and study the case study, and answer the questions provided in the case instructions.

You have developed your own personal ethical model of behavior, and you have personal experiences that can serve you well in this course of study. Now you can test that personal model of ethics against the decisions businesses make as you work in Cases in Advanced Accounting. Perhaps through this course of study you can refine and enhance your own views on these issues. Once you complete this course of study, you will have demonstrated a level of competence that you can immediately use in your work and career experience.

Competencies

There are three academic competencies associated with this course of study.

Competency: Financial Accounting

The student understands concepts and procedures associated with financial accounting.

Competency: Ethical Dilemmas

The student understands concepts associated with ethical dilemmas.

Competency: Managing for Ethical Behavior Among Individuals Within the Organization

The student understands concepts associated with managing for ethical behavior among individuals



within the organization.

Required Learning Resources

- MyAccountingLab: The Pearson online resource includes this e-text:
 - o Horngren, C. T., & Harrison, W. T. (2009). *Accounting* (8th ed.). ISBN: 0136072976
- SkillSoft Library
- Case Book: The cases listed below are required to complete ACP1:
 - o Brownlee, E. R., II, & Lynch, L. J. (2001). *Accounting for stock options* (Case UVA-C-2155). Charlottesville, VA: Darden Business Publishing.
 - o Bradshaw, M. T. (2005). *eBay, Inc.: Stock option plans* (A). Boston: Harvard Business School Publishing.
- Introduction to Accounting: Language of Business.
- Financial Accounting Standards Board Database

Preparing for Success

In order to successfully complete ACP1, you need the appropriate resources to support your learning. The various learning resources included in this course of study are essential for your success, as they will provide the necessary knowledge to complete the required ACP1 performance tasks.

After completing this section's activities, you should have

- purchased your casebook,
- logged in to the course of study message board and posted an introduction,
- logged in to SkillSoft,
- enrolled in MyAccountingLab,
- organized your learning environment, and
- prioritized and scheduled your learning activities.

Topics

Acquire Learning Resources

Arrange to obtain or enroll in the learning resources listed in the following sections so there will be no delays in your studies. These items are essential for you, as this course of study will guide you in the use of these resources.

Resources

Introduction to Accounting: Language of Business.

Enroll for **Introduction to Accounting: Language of Business** through your AAP, assisted by your mentor. After you enroll the lessons will be shipped to you along with instructions for using the materials. Register for access; the modules are included at no cost to you.

The lessons are instructor led with on screen presentation of material. There are numerous helps built into each lesson. There is no textbook for this resource but adequate support is provided in the lessons and through the eText in MyAccountingLab.

Enroll in MyAccountingLab

URLs:



Pearson CourseCompass

<http://www.coursecompass.com>

MyAccountingLab How To

<https://web5.wgu.edu/aap/content/MyAccountingLab%20How%20To.pdf>

MyAccountingLab offers interactive tutorials, demonstrations, practice problems, and other resources to help students successfully complete the accounting exams and performance tasks. MyAccountingLab includes the following e-textbook:

- Horngren, C. T., & Harrison, W. T. (2009). *Accounting* (8th ed.). ISBN: 0136072976

The Horngren e-text is available in the Accounting Primer and in the ACP1 course, Task 2 option in MyAccountingLab.

You can enroll in the MyAccountingLab learning resource through your AAP.

1. Log in to your AAP.
2. Click the "View" link under the "Course of Study" column.
3. Click on the "Learning Resources" tab.
4. Click to enroll in "MyAccountingLab." Your mentor will need to approve this request.
5. After this you will receive a registration e-mail that will provide further instructions. In the e-mail you will receive an access code, the URL, a course code, and the contact information for technical support.
6. When you access MyAccountingLab, you will enter your log-in and password information. Click on the MBA link to access the resource materials that are available.

For additional information on MyAccountingLab, see the "MyAccountingLab How To" document linked above.

Check the announcements in MyAccountingLab after you have enrolled and registered in the learning resource for guidance to the e-text (*Accounting*).

Log In to the Financial Accounting Standards Board Database

URL: <http://aaahq.org/ascLogin.cfm>

The university provides student access to the Financial Accounting Financial Board database. Here is the log in information for access to the accounting pronouncements database.

Log in at the website above using the following credentials:

User ID: AAA52071
Password: Spuhwob

Order the Textbooks

URL: <http://ebooks.primisonline.com/>

The cases in your Case Book, listed below, are required to complete ACP1.

- Bradshaw, M. T. (2005). *eBay, Inc.: Stock option plans* (A). Boston: Harvard Business School Publishing.
- Brownlee, E. R., II, & Lynch, L. J. (2001). *Accounting for stock options* (Case UVA-C-2155). Charlottesville, VA: Darden Business Publishing.



All students will need to download a copy of the Primis Custom eBook titled, "Cases in Advanced Leadership and Professionalism." The book contains all the cases needed to complete the MBA cases. To order the casebook, you should go to the link above and follow this series of steps.

1. Click on the icon for custom e-books.
2. Click "Next."
3. Select "USA" as your country.
4. Select "Utah" as the state.
5. Select "Western Governors University" as the school.
6. Only one custom e-book is available for Western Governors University, and it is titled Cases in Advanced Leadership and Professionalism (ISBN: 0390529141).
7. You will have the option to view the casebook on the web or to download it. It would be best for you to download the book so that you can print out pages as you need them. The casebook is 153 pages, so it will take a while to download. Note: If you have a 56k connection, it may be impossible for you to download the casebook, and you will have to view it on the web.
8. Set up a free account. It is the only way to purchase the casebook.
9. You will need a credit card to purchase the book. The cost is \$29.90.

If you encounter any problems, you can contact the Primis technical support team or customer service at 1-800-962-9342 and follow the appropriate prompts.

Participate in the Course of Study Message Board

The message boards are an important part of the WGU experience. In the lower right-hand corner of the course of study screen there is a message board area. Throughout your studies, you will want to follow the questions, observations, and responses of the other students and the expert advice of the course mentor. If you have questions of your own, do not hesitate to use this resource to get those answered as you develop your competencies.

Connect to a Virtual Study Group

Many students join a virtual study group. Locate the topic "Join a Virtual Study Group" on the message board. Use this message board to organize or join an informal study group that is managed by your student peers. The course mentor will not be involved in organizing or coordinating study group activities.

Take Study Notes

As you engage in the activities throughout this course of study, you will be answering questions, completing exercises, sketching out concepts, and so forth. You have the ability to take these notes online through the web-enabled course of study. A notebook or study journal (either paper or electronic) makes your learning more active. It also provides an excellent source of important materials to review prior to demonstrating your competence through the assessment.

Post an Entry on the Course of Study Message Board

For this activity you will post a message on the message board under the discussion thread "Introduce Yourself!" Take this time to respond to other student peers who have also posted.

Getting Acquainted With SkillSoft

Throughout this course of study, you will have the opportunity to use SkillSoft courses, simulations, books, SkillBriefs, and Job Aids to enhance your understanding of various accounting and finance topics. The following activities will confirm that you have access to SkillSoft and will provide you with an opportunity to get a feel for the SkillSoft learning environment.



The SkillSoft Library contains books that will assist you in preparing for the assessment. These learning resources are listed in the appropriate sections of this course of study.

Navigating in SkillSoft

URLs:

SkillSoft

<http://wgu.skillport.com>

Using Your SkillSoft Account

[https://web5.wgu.edu/aap/content/Using%20the%20Skillsoft%20Library%20\(2\).doc](https://web5.wgu.edu/aap/content/Using%20the%20Skillsoft%20Library%20(2).doc)

The SkillSoft Library contains modules that will assist you in preparing for the assessment. New students are automatically enrolled in SkillSoft during EWB. All students will use their MyWGU Student Portal log-in and password to access SkillSoft at the URL above. Talk to your mentor if you need additional information regarding your SkillSoft account. For additional information on using your SkillSoft account, read the document at the "Using Your SkillSoft Account" URL above.

Take some time to become acquainted with the SkillSoft learning environment. Search for information on "bond valuation" as a practice topic. Were you able to find books, courses, simulations, SkillBriefs, and Job Aids from this search? If you have questions on how to navigate in SkillSoft, ask your mentor for assistance.

Logging In to SkillSoft

1. Log in to SkillSoft at the URL above.
2. Enter the module name (not the module number or the WGU assessment code) listed in the various sections of this course of study in the "Search For" box.
3. Click on the course.
4. Read the SkillSoft lesson overview.
5. Take the SkillSoft course pre-test for each section where available.
6. Complete the modules where your pre-test scores are low.
7. Take the posttests after completing all of the modules.
8. For additional information, review the SkillBriefs, Job Aids, and Books24x7 associated with each module.

Accounting Fundamentals: Financial Accounting Concepts

To begin your preparation for the assessment, you will begin by completing the Accounting Primer in MyAccountingLab. If you have a strong background in accounting coursework or extensive work experience in the accounting field, you should be able to move quickly through the Accounting Primer by taking and passing the "Check Out" assessments for each chapter.

In this first chapter of the Accounting Primer, you will discover facts about the field of accounting, and you will work with the basic accounting equation and financial statements. As mentioned above, accounting is the language of business. It is how a business keeps score. In terms of a formal definition, accounting is the practice of recording, classifying, and summarizing money, transactions, and events of an organizational entity.

Chapter 2 of the Accounting Primer in MyAccountingLab provides information on how to record business transactions. Understanding the business transactions process is critical to the study of



accounting fundamentals. The flow of business transactions, from transaction analysis through recording the necessary entries in the journal and ledger by applying the rules of debit and credit, is covered.

Financial statements are the communication tools used by businesses to show interested parties the results of operations and the financial condition of the company. The interested parties could include owners, lenders, government agencies, and others.

Understanding how to record business transactions using debits and credits is one of the most important accounting concepts. It is helpful to employ a methodical approach to analyzing transactions. With repetition and reinforcement, you will be able to apply the transactional analyses and recording correctly.

As you work through this section, answer the following questions:

- How can you explain what accounting is all about?
- What is the purpose of accounting for individuals and organizations?
- How is the balance sheet equation used?

Topics

Financial Accounting Concepts and Procedures

There are principles, conventions, and assumptions used when completing accounting entries. In this section, you will be introduced to some of these concepts, which will provide a foundation for the entries that will be made in future work.

When you have completed this section, you will be able to

- apply accounting principles and concepts,
- use the accounting equation,
- analyze business transactions,
- prepare financial statements, and
- evaluate business performance.

Resources

Introduction to Accounting: Language of Business

Actively participate in Basic Lesson 1 as you review an introduction to accounting concepts, principles, and the accounting cycle.

Reading and MyAccountingLab: Chapter 1

URL: <http://www.coursecompass.com>

Complete the structured learning steps in the Accounting Primer for chapter 1 in the *Accounting* e-textbook in MyAccountingLab. Take the "Check In" quiz for chapter 1 and then read chapter 1 ("Accounting and the Business Environment"). Continue through the structured learning steps for the chapter after completing the reading.

When learning about financial statements, focus on page 20. Financial statements have a particular purpose and must be completed in a set order. Be sure to note this page for future reference.

SkillSoft: Accounting Fundamentals



URL: <http://wgu.skillport.com>

Review this SkillSoft lesson with the relevant accompanying Job Aids and SkillBriefs. Log in to SkillSoft using the SkillPort address above and access the following module:

- FIN0121: Accounting Fundamentals

Internet Exercises: Chapter 1

URL: http://wps.prenhall.com/bp_horngren_accounting_7/55/14222/3640937.cw/index.html

Click on the "*Accounting*: Chapter 1" link above and then select "Internet Exercises" from the menu on the left side of the page. Complete options 1 and 2.

Message Board: Financial Accounting Concepts and Procedures

Visit the course of study message board and look for the subject line "Chapter 1." Post a one-paragraph comment about your findings from the "Internet Exercises: Chapter 1" activity. While in the message board discussion, read and respond to the ideas presented by other students. Interacting with other students is an excellent way to help you clarify your own understanding of these concepts.

Are you having difficulty understanding the material? You are welcome to post a question for peer assistance in the message board. The course mentor is also available for guidance.

Accounting Fundamentals: Recording Business Transactions

The first steps of the accounting cycle are covered in chapter 2 of *Accounting*. The daily work in accounting tends to be repetitive as business events occur: you analyze what happened, journalize the event, post the journal entry to the ledger; and repeat the process until it is the end of the accounting period.

When you have completed chapter 2, you will be able to

- apply the rules of debits and credits,
- identify how to record to the journal and ledger, and
- create a trial balance.

Resources

Introduction to Accounting: Language of Business

Actively participate in Basic Lesson 2 as you review an introduction to accounting concepts, principles, and the accounting cycle.

Reading and MyAccountingLab: Chapter 2

URL: <http://www.coursecompass.com>

Complete the structured learning steps in the Accounting Primer for chapter 2 in the *Accounting* e-textbook in MyAccountingLab. Take the "Check In" quiz for chapter 2 and then read chapter 2 ("Recording Business Transactions"). Continue through the structured learning steps for the chapter after completing the reading.

It is necessary to know the account classification (asset, liability, etc.) when applying the rules of



debit and credit to transactions. Note that the chart of accounts has a set format and can be used as a reference list to locate the account needed for recording. You must be able to link the rules of debit and credit and the account classifications to enhance your understanding.

Message Board: Recording Business Transactions

Visit the course of study message board and look for the subject line "Chapter 2." Post a one-paragraph comment about your findings from the "Internet Exercises: Chapter 2" activity. While in the message board discussion, read and respond to the ideas presented by other students. Interacting with other students is an excellent way to help you clarify your own understanding of these concepts.

Are you having difficulty understanding the material? You are welcome to post a question for peer assistance in the message board. The course mentor is also available for guidance.

SkillSoft: Accounting Fundamentals

URL: <http://wgu.skillport.com>

Review this SkillSoft lesson with the relevant accompanying Job Aids and SkillBriefs. Log in to SkillSoft using the SkillPort address above and access the following module:

- FIN0121: Accounting Fundamentals

Internet Exercises: Chapter 2

Click on the "*Accounting*: Chapter 2" link above and then select "Internet Exercises" from the menu on the left side of the page. Complete option 2. The URL cbs.marketwatch.com gives a broken link indication. Use www.marketwatch.com instead as the URL. This is the first exercise that asks you to consider trends. You will use your findings from the search when you post your work to the message board as you collaborate with your peers.

Accounting Fundamentals: The Accounting Cycle

The study of the accounting cycle continues in this section as you work in the Accounting Primer for chapters 3 and 4 in the *Accounting* e-textbook.

Adjusting entries comes in two types: prepaid expenses and accruals. Prepaid expenses are recorded as assets; the amount used during the accounting period is recorded as an expense, essentially shifting the portion of the asset that is expired to an expense. Accrual adjustments are not on the accounting records but are added to the books when the adjusting entry is done.

Adjusting entries are used to fulfill the matching principle in accounting. In short, the goal is to match the revenue with the expenses of the operating period. This is the essence of accrual accounting. Major corporations are required to use accrual accounting instead of cash basis accounting, which is sometimes preferred by smaller entities.

In chapter 4 of *Accounting*, the process of creating the financial statements and getting the financial records ready for the next accounting period are covered. Focus primarily on the closing process in this chapter. The worksheet is an internal tool and should not be the focus in this overview of fundamentals.

One question to think about while working through this section is: What is the sequence of activities



known as the *accounting cycle*?

Topics

Adjusting Process and Completing the Accounting Cycle

Large businesses are required to use accrual accounting. The goal of accrual accounting is to match the revenue and expense of the operating period. Adjusting entries are required to ensure this matching principle is met, since some items are prepaid and used over time while other items are simply not recorded until the accounting period ends.

When you have completed this section, you will be able to

- distinguish accrual accounting from cash-basis accounting,
- apply the revenue and matching principles,
- create an adjusted trial balance, and
- determine the bad debt expense and allowance.

Resources

Reading and MyAccountingLab: Chapter 3

URL: <http://www.coursecompass.com>

Complete the structured learning steps in the Accounting Primer for chapter 3 in the *Accounting* e-textbook in MyAccountingLab. Take the "Check In" quiz for chapter 3 and then read chapter 3 ("The Adjusting Process"). Also read pages 433-441 in chapter 8 ("Receivables").

These pages cover a special adjusting entry required for bad debt recognition. Continue through the structured learning steps for chapter 3 after completing the reading.

SkillSoft: Accrual Procedures, Asset Control, and Cash Flow

URL: <http://wgu.skillport.com>

Review these SkillSoft lessons with the relevant accompanying Job Aids and SkillBriefs. Log in to SkillSoft using the SkillPort address above and access the following modules:

- FIN0122: Accrual Accounting Procedures
- FIN0243: Managing for Asset Control
- FIN0255: Analyzing Cash Flow

Internet Exercises: Chapter 3

URL: http://wps.prenhall.com/bp_horngren_accounting_7/55/14222/3640945.cw/index.html

Click on the "*Accounting*: Chapter 3" link above and then select "Internet Exercises" from the menu on the left side of the page. Complete options 2 and 3 (the company information is listed in option 1). You will use your findings from the search when you post your work to the message board as you collaborate with your peers.

Message Board: Adjusting Entries

Visit the course of study message board and look for the subject line "Chapter 3." Post a one-paragraph comment about your findings from the "Internet Exercises: Chapter 3" activity.



While in the message board discussion, read and respond to the ideas presented by other students. Interacting with other students is an excellent way to help you clarify your own understanding of these concepts.

Are you having difficulty understanding the material? You are welcome to post a question for peer assistance in the message board. The course mentor is also available for guidance.

Introduction to Accounting: Language of Business

Actively participate in Basic Lesson 3 as you continue your review of accounting concepts, principles, and the accounting cycle.

Completing the Accounting Cycle

The last steps of the accounting cycle are performed to ready the accounting records for the upcoming accounting period. Large businesses generally report business results on a quarterly basis. Some balances are maintained while others are zeroed out. You will learn the process used in this unit of study.

When you have completed this section, you will be able to

- identify permanent and temporary accounts,
- perform the closing entries, and
- create a trial balance.

Resources

Internet Exercises: Chapter 4

URL: http://wps.prenhall.com/bp_horngren_accounting_7/55/14222/3640949.cw/index.html

Click on the "Accounting: Chapter 4" link above and then select "Internet Exercises" from the menu on the left side of the page. Complete option 3 (the website you will use is listed in option 1). You will use your findings from the search when you post your work to the message board as you collaborate with your peers.

Reading and MyAccountingLab: Chapter 4

URL: <http://www.coursecompass.com>

Complete the structured learning steps in the Accounting Primer for chapter 4 in the *Accounting* e-textbook in MyAccountingLab. Take the "Check In" quiz for chapter 4 and then read chapter 4 ("Completing the Accounting Cycle"). Continue through the structured learning steps for the chapter after completing the reading.

Closing entries are performed to get the financial records ready for the next accounting period. Be sure you can identify the accounts that need to be closed, the classification of those accounts, and how the income statements and balance sheets are affected.

SkillSoft: Accounting Systems and Closing Entries

URL: <http://wgu.skillport.com>

Review this SkillSoft lesson with the relevant accompanying Job Aids and SkillBriefs. Log in to SkillSoft using the SkillPort address above and access the following module:



- FIN0123: Accounting Systems and Closing Entries

Message Board: Completing the Accounting Cycle

Visit the course of study message board and look for the subject line "Chapter 4." Post a one-paragraph comment about your findings from the "Internet Exercises: Chapter 4" activity. While in the message board discussion, read and respond to the ideas presented by other students. Interacting with other students is an excellent way to help you clarify your own understanding of these concepts.

Congratulations! You have successfully completed the first section of this course of study. Now that you have mastered the accounting fundamental concepts in the Accounting Primer, you will move to the more advanced topics of the ACP1 performance assessment tasks.

Introduction to Accounting: Language of Business

Actively participate in Basic Lesson 4 as you continue your review of accounting concepts, principles, and the accounting cycle.

Performance Task 1 of the ACP1 Assessment

Many young businesses give new employees stock options. Are the options to make up for reduced wages? Are options an inducement to share in the success of the firm? You will be analyzing the reasons why eBay would use stock options as a form of compensation.

Topics

Financial Reporting, Analysis, and Markets

Stock options have been awarded to company executives and other employees to encourage and reward performance that helps to improve the stock price in the marketplace. You will study the accounting rules for these options.

When you have completed performance task 1, you will be able to

- explain the concepts and procedures associated with financial accounting, and
- distinguish between expenses and expenditures, including accruals, research and development, stock options, etc., in a given set of financial data.

Resources

Reading and MyAccountingLab: eBay Case Study

URL: <http://www.coursecompass.com>

Carefully read the eBay case study (Bradshaw, M. T. (2005). *eBay, Inc.: Stock option plans* (A)) listed under performance task 1 in MyAccountingLab. Review the financial statements and notes. Task 1 is supported with website suggestions for further research on stock options and the use of options as compensation. For technical information on the accounting differences for the stock option reporting methods, refer to *Accounting for Stock Options*.

SkillSoft: Rewards and Ethics

URL: <http://wgu.skillport.com>



Review these SkillSoft lessons with the relevant accompanying Job Aids and SkillBriefs. Log in to SkillSoft using the SkillPort address above and access the following modules:

- FIN0252: Components of Financial Statements
- hr_04_a05_bs_enus: Strategic Approaches to Total Rewards
- pd_02_a03_bs_enus: Understanding Organizational Ethics

Connecting Terms

Are stock options an expense? Are stock options recorded like payroll? Please post your reflections to the message board.

Message Board: Financial Reporting, Analysis, and Markets

Visit the course of study message board. In the "Stock Options as Compensation Item," specifically address this problem: "You are seeking a new position and have two offers. One company will pay you \$60,000 per year and the other will pay \$48,000 and offers a three-year stock option on 5,000 shares of company stock valued at the market close on your hire date. Which offer would you prefer and why?"

Are you having difficulty in the performance task? You are welcome to post a question for peer assistance in the message board. The course mentor is also available for guidance.

Internet Exercises: Chapter 17

URL: http://wps.prenhall.com/bp_horngren_accounting_7/55/14222/3641001.cw/index.html

Before beginning your work in task 2, work on the Internet exercise found at the link above. This exercise will provide some further background in financial ratios and comparisons. You do not need to enter an answer on the computer, but keeping notes in a journal could be useful.

Note: The exercise is from the seventh edition of the e-text. The chapters were realigned in the new edition so the chapter numbers in your e-text and the old edition do not match. Use the link provided to access the correct material for the exercise.

Complete Performance Task 1

URL: <http://www.taskstream.com>

Now that you have completed your study of the eBay case, it is time for you to apply your knowledge in the performance task 1 essay. Be sure to check your work using the following guidelines.

Carefully read the given information for the task in TaskStream. These are the relevant facts you need to consider as you develop your recommendations and prepare your essay. Draft your essay for the task, paying strict attention to the task rubric requirements.

To request access to the performance tasks, follow these steps:

1. Log in to your MyWGU Student Portal.
2. Go to the "My AAP" tab.
3. In the list below "Course Details," find the assessment you are working on.
4. In the "Assessment Scheduled Date" column, click "Schedule Now."
5. A new window will come up. If there are other considerations you would like to inform the Assessment Delivery Team about, discuss them in the "Other Considerations" box that



appears and then click "Continue." If not, simply click "Continue."

6. A request will be sent to your mentor for approval.
7. Once your mentor has approved your request, our Assessment Delivery Team will open the tasks required for the assessment in TaskStream. You will log in to TaskStream to receive the instructions, see the rubric, and submit your assessment for grading.

Finalize Your Document

1. Organize your recommendations into an essay.
2. Run spell-check and remove all green and red lines from the document.
3. Check your formatting to make sure that you have used the same format throughout the document.
4. Read the essay closely to make sure your sentences are clear and concise.
5. If you used references, make sure that you cite them using APA style.
6. Save your document with the following naming convention: student number last name ACP1 Task 1 (e.g., 55455 Smith ACP1 Task 314.1.1-03).

Self Check

Check the following:

- Does your essay contain generally effective sentence structure, solid vocabulary, and accurate word choice?
- Does your essay, if required, contain no minor or major errors? (Run spell- and grammar-check.)
- Is your work extremely clear and easy to follow?

Self Score

Self-score your task using the scoring rubrics in TaskStream. Review your work using the provided scoring rubric, which is the same rubric that the grader uses to score your task. Make sure that your work meets the minimum requirements as set forth by the scoring rubric.

Submit Performance Task

Submit your task in TaskStream to be graded. After a few days, check on the status of your task. If the grader did not pass the task, your mentor will send it back to you to review and resubmit with corrections. If there are any areas where you do not understand a concept, please check with the course mentor for assistance.

Preparing for Performance Task 2 of the ACP1 Assessment

The following sections cover stockholders' equity. eBay is a corporation, so this information is necessary to enhance your understanding of eBay's financial statements.

In the Accounting Primer, studied in the "Accounting Fundamentals" section of this course of study, you studied sole proprietorships. Corporate accounting rules are more complex. Multiple shareholders can trade their shares at will without effect on the corporation's existence. Generally, who owns the shares does not affect the shareholder equity since the equity interest simply transfers with the shares when the shares are traded. There are many more concepts related to corporate equity and stockholder ownership discussed in the following activities. Shareholders expect some type of return for their investment. For some it would be a dividend, for others it



would be market value growth, for others both.

Topics

Corporations: Paid-In Capital and the Balance Sheet

Corporations are owned by shareholders. These investors provide capital for the operations of the business in hopes of getting a return from two potential sources: increased share value and dividends.

After completing chapter 11 of *Accounting*, you should be able to answer the following questions:

- How do you record the issuance of shares of stock?
- How do you differentiate between common and preferred stock?
- What is done on each of the dates associated with a dividend?

Resources

Introduction to Accounting: Language of Business

Actively participate in Expanded Lesson 10E as you begin your study of corporate equity.

MyAccountingLab: Chapter 11

URL: <http://www.coursecompass.com>

Complete the structured learning steps for chapter 11 of *Accounting* as you learn how to allocate the costs of long-term assets.

Connecting Terms

There have been many new terms introduced in chapter 11. Be sure you know the meaning and appropriate use of the following:

- par value
- stated value
- legal capital
- common stock
- preferred stock
- dividend calculations

SkillSoft: Raising Capital and Accounting for Corporations

URL: <http://wgu.skillport.com>

Review these SkillSoft lessons with the relevant accompanying Job Aids and SkillBriefs. Log in to SkillSoft using the SkillPort address above and access the following modules:

- FIN 0213: Raising Capital and Financing Decisions
- FIN 0222: Accounting for Corporations

Internet Exercises: Chapter 13

URL: http://wps.prenhall.com/bp_hornegren_accounting_7/55/14222/3640985.cw/index.html



Click on the "Accounting: Chapter 13" link above. Select the "Internet Exercises" from the menu on the left side of the page. Complete options 2 and 3 (the company information needed for your search is listed in option 1). You will use your findings from the search when you post your work to the message board as you collaborate with your peers in the virtual class discussion.

Note: The exercise is from the seventh edition of the e-text. The chapters were realigned in the new edition so the chapter numbers in your e-text and the old edition do not match. Use the link provided to access the correct material for the exercise.

Message Board: Paid-In Capital and the Balance Sheet

Visit the course of study message board and look for the subject line "Chapter 11." Post a one-paragraph comment about your findings from the "Internet Exercises: Chapter 13" activity. While in the message board, read and respond to the ideas presented by other students. Interacting with other students is an excellent way to help you clarify your own understanding of these concepts.

Are you having difficulty understanding the material? You are welcome to post a question for peer assistance in the message board. The course mentor is also available for guidance.

Retained Earnings and the Income Statement

Shareholders can receive an investment return in many forms, including cash dividends, stock dividends, and stock splits. Some of these impact retained earnings and some do not. You will discover the ways to record these events as you work in the chapter 12 materials.

When you have completed this section, you will be able to

- record cash dividends, stock dividends, and stock splits,
- account for treasury stock,
- account for retained earnings based on many transactions that impact this account, and
- use the income statement results to calculate the earnings per share and what it means.

Resources

Introduction to Accounting: Language of Business

Actively participate in Expanded Lesson 11 as you begin your study of corporate equity.

MyAccountingLab: Chapter 12

URL: <http://www.coursecompass.com>

Chapter 12 discusses additional corporate equity issues that support performance task 2. Work through the structured lesson for chapter 12 in *Accounting*.

Connecting Terms

Be sure to study stock terms, including the following:

- par value
- stated value
- authorized shares
- issued shares
- outstanding shares



- management structure of corporations

Message Board: Retained Earnings and the Income Statement

Visit the course of study message board and look for the subject line "Chapter 12." Post a one-paragraph comment about your findings from the "Internet Exercises: Chapter 14" activity. While in the message board, read and respond to the ideas presented by other students. Interacting with other students is an excellent way to help you clarify your own understanding of these concepts.

Are you having difficulty understanding the material? You are welcome to post a question for peer assistance in the message board. The course mentor is also available for guidance.

SkillSoft: Raising Capital and Accounting for Corporations

URL: <http://wgu.skillport.com>

Review these SkillSoft lessons with the relevant accompanying Job Aids and SkillBriefs. Log in to SkillSoft using the SkillPort address above and access the following modules:

- FIN 0213: Raising Capital and Financing Decisions
- FIN 0222: Accounting for Corporations

Internet Exercises: Chapter 14

URL: http://wps.prenhall.com/bp_horngren_accounting_7/55/14222/3640989.cw/index.html

Click on the "Accounting: Chapter 14" link above. Select the "Internet Exercises" from the menu on the left side of the page. Complete options 2 and 3 (the company information needed for your search is listed in option 1). You will use your findings from the search when you post your work to the message board as you collaborate with your peers in the virtual class discussion.

Note: These exercises are from the seventh edition of the e-text. The chapters were realigned in the new edition so the chapter numbers in your e-text and the old edition do not match. Use the link provided to access the correct material for the exercise.

Performance Task 2 of the ACP1 Assessment

Now is your opportunity to demonstrate competence by applying financial statement analysis concepts to real-world business situations.

In the second ACP1 performance task, you will use your accounting knowledge from the Accounting Primer, plus your study on corporate equity and financial statement analysis to complete a horizontal analysis, vertical analysis, and ratio analysis of eBay's December 31, 2000, financial statements. Remember, you are not just concerned with calculating the values but also with the usefulness of the information and what it tells each user.

Topics

Financial Statement Analysis

An analysis should never be done based on only one analysis tool. Sufficient data must be analyzed to ensure that a full view of the company's financial well being is achieved, including its internal financial health and how it compares to other companies in the same or related business.



When you have completed performance task 2, you will be able to

- complete the horizontal and vertical analyses,
- work with liquidity ratios and determine their usefulness in decision making,
- work with performance ratios and determine their usefulness in decision making, and
- work with investment utilization ratios and determine their usefulness in decision making.

Resources

Introduction to Accounting: Language of Business

Actively participate in Basic Lesson 10 and the Hot Cars, Inc. example as you study financial statement analysis.

Video Library: Chapter 16

URL: http://highered.mcgraw-hill.com/sites/0073379611/student_view0/video_library.html

Click on the link above and view the video for chapter 16 ("Financial Statement Analysis").

MyAccountingLab: Chapter 14

URL: <http://www.coursecompass.com>

Work through the structured learning environment for chapter 14 in *Accounting*. You will study how financial statement analysis using different methods is done and complete multiple ratios.

Internet Exercises: Chapter 17

URL: http://wps.prenhall.com/bp_horngren_accounting_7/55/14222/3641001.cw/index.html

Click on the "*Accounting*: Chapter 17" link above. Select the "Internet Exercises" from the menu on the left side of the page. Complete options 2 and 3 (the company information needed for your search is listed in option 1). Choose another company if you like. You will use your findings from the search when you post your work to the message board as you collaborate with your peers in the virtual class discussion.

Note: The exercise is from the seventh edition of the e-text. The chapters were realigned in the new edition so the chapter numbers in your e-text and the old edition do not match. Use the link provided to access the correct material for the exercise.

Complete Performance Task 2

URL: <http://www.taskstream.com>

A company's ratios and other analyses are relatively easy to calculate, but stopping at these calculations would provide only a small subset of potential information that can be gleaned from the data. How do the ratios compare with last year's calculations, with the other companies in the same industry, or with the market? Remember, you are concerned with more than just calculating the values. You also need to consider the usefulness of the information and what it tells each user.

Now that you have completed your study of the eBay case, it is time for you to apply your knowledge in the performance task requirements. In this task, you will complete a horizontal analysis, vertical analysis, and ratio analysis on a template provided in TaskStream. You will use the analyses completed as support for the required essay. The template and essay will be submitted for



grading in one submission to TaskStream. Be sure to check your work as follows.

Carefully read the given information for the task in TaskStream. These are the relevant facts you need to consider as you complete your template, develop your recommendations, and prepare your essay. Draft your essay for the task, paying strict attention to the task rubric requirements.

Finalize Your Document

1. Organize your recommendations into an essay.
2. Run spell-check and remove all green and red lines from the document.
3. Check your formatting to make sure that you have used the same format throughout the document.
4. Read the essay closely to make sure your sentences are clear and concise.
5. If you used references, make sure that you cite them using APA style.
6. Save your document with the following naming convention: student number last name ACP1 Task 2 (e.g., 55455 Smith ACP1 Task 314.1.1-03).

Self Check

Check the following:

- Does your essay contain generally effective sentence structure, solid vocabulary, and accurate word choice?
- Does your essay, if required, contain no minor or major errors? (Run spell- and grammar-check.)
- Is your work extremely clear and easy to follow?

Self Score

Self-score your task using the scoring rubrics in TaskStream. Review your work using the provided scoring rubric, which is the same rubric that the grader uses to score your task. Make sure that your work meets the minimum requirements as set forth by the scoring rubric.

Submit Performance Task

Submit your task in TaskStream to be graded. After a few days, check on the status of your task. If the grader did not pass the task, your mentor will send it back to you to review and resubmit with corrections. If there are any areas where you do not understand a concept, please check with the course mentor for assistance.

Connecting Terms

How do horizontal and vertical analyses differ? Can you identify a liquidity ratio, a solvency ratio, and a profitability ratio?

Expanding Your Knowledge With SkillSoft

URL: <http://wgu.skillport.com>

Review these SkillSoft lessons with the relevant accompanying Job Aids and SkillBriefs. Log in to SkillSoft using the SkillPort address above and access the following modules:

- FIN 0253: Analyzing the Income Statement and Balance Sheet
- FIN 0254: The Income Statement and Balance Sheet Connection
- FIN 0256: Ratio Analysis for Financial Statements



- FIN 0258: Analyzing an Annual Report

Message Board Financial Statement Analysis

Visit the message board and look for the subject line "Financial Statement Analysis." Specifically address the question: "What analysis tool that you applied provided the most important data for your analysis?" Post your initial thoughts, then read and respond to the ideas presented by other students. Interacting with other students is an excellent way to help you clarify your own understanding of these concepts.

Are you having difficulty understanding the material? You are welcome to post a question for peer assistance in the message board. The course mentor is also available for guidance.

Performance Task 3 of the ACP1 Assessment

Developing an ethics program focuses on fostering ethical decision making for business directors, officers, and employees. Effective ethics programs provide the opportunity for management to establish a culture that encourages ethical behavior, both inside and outside of the organization, as the business strives to eliminate unethical conduct. Your study will include factors considered as essential parts of an ethics program: codes of conduct, ethics officers and delegation of authority, training, monitoring, compliance, and improvement reviews.

In the third ACP1 performance task, you will use your accounting knowledge and ethics research to provide information to support your task essay.

Topics

Ethics

Most professions in business have a code of conduct, which establishes the expected minimum ethics for the field. In this case, you will determine your views on stock options and how eBay has applied the rules in effect at the time of the financial statements presented in the case.

When you have completed performance task 3, you will be able to answer the following questions:

- Does eBay's handling of stock options present an ethical dilemma?
- Is there any impact to the stakeholders of eBay from its stock options reporting?

Resources

Accounting Reading and MyAccountingLab

URL: <http://www.coursecompass.com>

Read the eBay case study carefully. Review the financial statements and notes. Performance task 3 is supported in MyAccountingLab with some preselected websites. They represent only a starting point for your research. You will want to expand your reading in order to get a full background to meet your rubric requirements for the task.

Connecting Terms

Does the eBay case present some new terms that you are not sure you understand? Be sure to do the necessary research on the new terms so you can use them correctly as you write your essay for the performance task.



Complete Performance Task 3

URL: <http://www.taskstream.com>

Now that you have completed your study of the eBay case, it is time for you to apply your knowledge in the performance task 3 essay.

Carefully read the given information for the task in TaskStream. These are the relevant facts you need to consider as you develop your recommendations and prepare your essay. Draft your essay for the task, paying strict attention to the task rubric requirements.

Finalize Your Document

1. Organize your recommendations into an essay.
2. Run spell-check and remove all green and red lines from the document.
3. Check your formatting to make sure that you have used the same format throughout the document.
4. Read the essay closely to make sure your sentences are clear and concise.
5. If you used references, make sure that you cite them using APA style.
6. Save your document with the following naming convention: student number last name ACP1 Task 3 (e.g., 55455 Smith ACP1 Task 314.1.1-03).

Self Check

Check the following:

- Does your essay contain generally effective sentence structure, solid vocabulary, and accurate word choice?
- Does your essay, if required, contain no minor or major errors? (Run spell- and grammar-check.)
- Is your work extremely clear and easy to follow?

Self Score

Self-score your task using the scoring rubrics in TaskStream. Review your work using the provided scoring rubric, which is the same rubric that the grader uses to score your task. Make sure that your work meets the minimum requirements as set forth by the scoring rubric.

Submit Performance Task

Submit your task in TaskStream to be graded. After a few days, check on the status of your task. If the grader did not pass the task, your mentor will send it back to you to review and resubmit with corrections. If there are any areas where you do not understand a concept, please check with the course mentor for assistance.

SkillSoft: Corporate Social Responsibility and Ethics

URL: <http://wgu.skillport.com>

Review these SkillSoft lessons with the relevant accompanying Job Aids and SkillBriefs. Log in to SkillSoft using the SkillPort address above and access the following modules:

- pd_02_a04_bs_enus: Corporate Social Responsibility
- pd_02_a02_bs_enus: Managerial Business Ethics



Internet Exercises: Chapter 8

URL: http://wps.prenhall.com/bp_horngren_accounting_7/55/14222/3640965.cw/index.html

You will be working with ethical standards and fraud prevention in the eBay tasks. Review pages 402-403 in the e-text. Does your employer have an ethics code? Consider your actions in relation to the code. Click on the "Accounting: Chapter 8" link above. Select the "Internet Exercises" from the menu on the left side of the page. Complete option 3.

Note: The exercise is from the seventh edition of the e-text. The chapters were realigned in the new edition so the chapter numbers in your e-text and the old edition do not match. Use the link provided to access the correct material for the exercise.

Message Board: Ethics

Visit the message board and look for the subject line "Task 3: Ethics." Specifically address the following questions: What is a stakeholder? Does the stock option reporting method chosen affect all of the stakeholders, some of them, or none of them? Post your initial thoughts, then read and respond to the ideas presented by other students. Interacting with other students is an excellent way to help you clarify your own understanding of these concepts.

Are you having difficulty in the performance task? You are welcome to post a question for peer assistance in the message board. The course mentor is also available for guidance.

Performance Task 4 of the ACP1 Assessment

Every company must have systems in place to prevent unethical and fraudulent actions from impacting the company's financial condition. You will study some ways to attempt to prevent these actions.

In the fourth ACP1 performance task, you will use your accounting knowledge and ethics research to provide the information supporting your task essay. You will be using the research you have done on stock options as a foundation for some of your comments.

Topics

Controls and Audits to Prevent Fraud

All businesses should have internal controls established, which are used to provide protections for the company assets. Fraudulent actions by employees of the company have become a focus during the required annual audit with the passage of the Sarbanes-Oxley Act.

When you have completed performance task 4, you will be able to

- discuss how internal control procedures can be used to prevent fraud, and
- discuss the processes for preventing stock option accounting fraud.

Resources

SkillSoft: External Auditing

URL: <http://wgu.skillport.com>

Review these SkillSoft lessons with the relevant accompanying Job Aids and SkillBriefs. Log in to



SkillSoft using the SkillPort address above and access the following modules:

- FIN 0234: Introduction to External Auditing
- Books24x7: Chapter 26 ("Corporate Fraud: A Manager's Journey")

Connecting Your Study to Life

It is important that you understand the elements of theory and concept and can apply them to current situations you see in the business world. If you have difficulty with any of the questions in the task, go to the message board for relevant topics or postings.

Accounting Reading and MyAccountingLab

URL: <http://www.coursecompass.com>

Performance task 4 is supported in MyAccountingLab with some preselected websites. They represent only a starting point for your research. You will want to expand your research to fully grasp the potential for fraud and how to prevent it.

Message Board: Controls and Audits to Prevent Fraud

Visit the message board and look for the discussion thread labeled "Ethics Programs in Business: Effective or Not?" Everyone has read of recent business scandals, from Enron to Wall Street and the financial market collapse. Do the protections currently in use provide sufficient stakeholder protection?"

Are you having difficulty in the performance task? You are welcome to post a question for peer assistance in the message board. The course mentor is also available for guidance.

Connecting Terms

Does the case present some new terms that you are not sure you understand? Be sure to do the necessary research on the new terms so you can use them correctly as you write your essay for the performance task.

Complete Performance Task 4

URL: <http://www.taskstream.com>

Now that you have completed your study of the eBay case, it is time for you to apply your knowledge in the performance task 4 essay.

Carefully read the given information for the task in TaskStream. These are the relevant facts you need to consider as you develop your recommendations and prepare your essay. Draft your essay for the task, paying strict attention to the task rubric requirements.

Finalize Your Document

1. Organize your recommendations into an essay.
2. Run spell-check and remove all green and red lines from the document.
3. Check your formatting to make sure that you have used the same format throughout the document.
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6. Save your document with the following naming convention: student number last name ACP1



Task 4 (e.g., 55455 Smith ACP1 Task 314.1.1-03).

Self Check

Check the following:

- Does your essay contain generally effective sentence structure, solid vocabulary, and accurate word choice?
- Does your essay, if required, contain no minor or major errors? (Run spell- and grammar-check.)
- Is your work extremely clear and easy to follow?

Self Score

Self-score your task using the scoring rubrics in TaskStream. Review your work using the provided scoring rubric, which is the same rubric that the grader uses to score your task. Make sure that your work meets the minimum requirements as set forth by the scoring rubric.

Submit Performance Task

Submit your task in TaskStream to be graded. After a few days, check on the status of your task. If the grader did not pass the task, your mentor will send it back to you to review and resubmit with corrections. If there are any areas where you do not understand a concept, please check with the course mentor for assistance.

Conclusion

Congratulations on completing the performance tasks for ACP1! Accounting is often called "the language of business." Regardless of the business field you have previously studied, accounting knowledge is key to understanding financial success or the lack of it. Your accounting knowledge will provide a solid basis of concept review for any necessary analysis in future business situations.

You have reviewed financial concepts and procedures, ethical dilemmas, and managing for ethical behavior. Finance applications can also be reviewed in the future for decisions that need to be made in your current or future positions. The ratios and techniques are important for future research and as the need for business decisions arise.

For your convenience, screenshots showing the instructions for each performance task related to this course of study are available at the links below. Please note that the instructions may change slightly from time to time. For the most up-to-date instructions, evaluation rubrics, and other related material, please log in to TaskStream. You will not have access to these tasks in TaskStream until you request them through your AAP and your mentor approves your request.

ACP1 [Case 1](#)

ACP1 [Case 2](#)

ACP1 [Case 3](#)

ACP1 [Case 4](#)

Feedback

To provide feedback on this or any other course of study, please use the [Course of Study Feedback form](#).



ADA Requirements

Please review the [University ADA policy](#).