

PRACTICAL ACCOUNTING, BUS 010
Syllabus
Fall 2012: Wednesdays 6:30-9:40 pm

INSTRUCTOR:	Alison Jill Brock, MSAcc, CPA (Inactive) HOME PHONE: 760-355-2825		
COURSE OBJECTIVES:	This basic course teaches students to journalize and post transactions common to service businesses and teaches the end of fiscal period functions on the accrual basis (nontransferable, AA/AS degree only).		
STUDENT LEARNING OBJECTIVES:	Upon course completion, the successful student will be able to: <ol style="list-style-type: none">1. Demonstrate knowledge of accounting concepts to analyze, journalize, and post transactions. (ILO1, ILO2, ILO3, ILO4, ILO5)2. Prepare a bank reconciliation statement. (ILO1, ILO2, ILO3)3. Calculate employee earnings and deductions. (ILO1, ILO2, ILO3)		
REQUIRED TEXTS:	<ol style="list-style-type: none">1. College Accounting, 20e, Heintz & Parry, South-Western Cengage Learning2. Accompanying Working Papers/Study Guide		
REQUIRED MATERIALS:	Also, bring pencils, an eraser, and a calculator to each class session. Complete all work in pencil. Calculators are allowed for all assignments and exams. <u>Cellular phones may not be used for calculators.</u>		
SCHEDULING EXTRA HELP:	Tutoring may be available		
PREREQUISITE:	None		
GRADING SCALE:	A	90% - 100%	
	B	80% - 89%	
	C	70% - 79%	
	D	60% - 69%	
	F	0% - 59%	
GRADING:	Homework	40%	No grades are given for attendance. Also, I will not drop a student for failing to attend.
	Comprehensive problem	10%	
	Exams, chapter 1 quiz	<u>50%</u>	
	Total	100%	

ASSIGNMENTS:

It is imperative that you keep up with the assignments. Based on the nature of this subject, practical accounting, homework is a large portion of your grade. I will collect assignments and no late work is accepted.

EXAMS:

All exams count. No make-ups are allowed. We will follow IVC's cheating policy.

NEED FOR ASSISTANCE:

If you have any condition, such as a physical or learning disability, for which you need extra assistance, please provide me information as soon as possible so that appropriate accommodations are made. You should also meet with the Disabled Student Programs & Services support staff and counselors.

GRADE CALCULATOR:

	Points Earned	Total Possible Points
QUIZ 1, chapter 1		50
EXAM 1, chapters 2, 3		100
EXAM 2, chapters 4, 5		100
EXAM 3, chapters 6, 7		100
EXAM 4, chapters 8, 9		100
HOMEWORK, chapter 1		40
HOMEWORK, chapters 2, 3		80
HOMEWORK, chapters 4, 5		80
HOMEWORK, chapter 6, 7		80
HOMEWORK, chapter 8, 9		80
COMPREHENSIVE PROBLEM		90
TOTAL		900

To earn an A, you must earn at least 810 points (900 X 90%).

To earn a B, you must earn at least 720 points (900 X 80%).

And so forth....

PRACTICAL ACCOUNTING, BUS 010
Schedule
Fall 2012

Week	Topic	In-Class Exercises	Assignment
1 8/22	Introductions Chapter 1, Introduction to Accounting Discuss assignment	Review questions Series A & B	Buy texts Read chapter 1 After reading the "Managing Your Writing" email (p. 12-14), complete the related exercise on p.18. Spend about 1 hour on the memo. I will evaluate the writing quality. Prepare for chapter 1 quiz (beginning of next class)
2 8/29	Chapter 1 quiz (beginning of class) Chapter 2, Analyzing Transactions: The Accounting Equation	Review questions Series A (as time allows)	Read chapter 2 Series B: 2, 5 - 12
3 9/5	Review/Finish chapter 2 Chapter 3: The Double-Entry Framework	Additional chapter 2 exercises, as needed Chapter 3: Review questions Series A: 1, 2, 4, 7, 8, 10 - 12	Read chapter 3 Series B: 1, 2, 4, 13 - 15 Prepare for exam: chapters 2 & 3 (will be at the end of the next class)
4 9/12	Review Exam: chapters 2 & 3 (last portion of class)	TBD Chapter 3: Series A: 5, 6, 9 Series B: 2, 4 Challenge problem	None
5 9/19	Chapter 4: Journalizing and Posting Transactions	Selected review questions Series B: 1 Series A: 9, 8	Read chapter 4 Series A: 1, 2 Series B: 4, 5, 7, 8
6 9/26	Chapter 5: Adjusting Entries and the Worksheet	Selected review questions Series A: 5-7, 15, 16	Read chapter 5 Series B: 15, 16
7 10/3	Finish chapter 5 (basis of accounting, more depreciation)	Ch. 5 review question 13 Appendix review questions Appendix series A	Read chapter 5 appendix Ch. 5 review question 14 Appendix series B exercises Prepare for exam: chapters 4 & 5 (will be at the end of the next class)

8 10/10	Review Exam: chapters 4 & 5	TBD	None
9 10/17	Comprehensive problem	Comprehensive problem 1: The Accounting Cycle, p. 222, 223 (parts 1-6)	Complete comprehensive problem 1, p 222, 223 (parts 1-6)
10 10/24	Chapter 6: Financial Statements and the Closing Process Appendix: Statement of Cash Flows	Selected review questions (including appendix) Series A: 7-9 Appendix series A: 1, 2 (as time allows)	Read chapter 6, including appendix Series B: 1, 3, 4, 8 Appendix series B: 1, 2
11 10/31	Chapter 7: Accounting for Cash	Selected review questions Series A: 2-4, 7, 9, 10	Read chapter 7 Series B: 1, 8, 10, 11
12 11/07	Finish chapter 7 (appendix: internal controls) Review	Selected appendix review questions Appendix series A: 2-4 TBD Chapter 6, discuss Managing Your Writing issue	Read chapter 7 appendix Appendix series B: 4 Prepare for exam, chapters 6 & 7 (will be at the beginning of the next class)
13 11/14	Exam: chapters 6 & 7 (beginning of class) Complete comprehensive problem	Comprehensive problem 1: The Accounting Cycle, p. 222, 223 (parts 7-12)	Complete comprehensive problem 1, p. 222, 223 (all)
14 11/21	Turn in comprehensive problem 1 Chapter 8: Payroll Accounting (employee)	Selected review questions Series A: 1, 3-5, 7, 8 Discuss ethics case (as time allows)	Read chapter 8 Series B: 1, 2, 4-7
15 11/28	Chapter 9: Payroll Accounting (employer)	Selected review questions Series A: 3-6	Read chapter 9 Review questions: 8-10, 12, 13 Series B: 7-9 Prepare for exam, chapter 7 & 8 (will be at the end of the next class)
16 12/5	Review Exam: chapters 8 & 9		Congratulations, you did it! :))

Tentative, subject to change without prior notice

PRACTICAL ACCOUNTING, BUS 010
Guidelines for Chapter 1 Assignment

Memo checklist	Points Earned	Total Possible Points
Is the document in memo format? You may follow the textbook example.	Always include a date. (The textbook example is missing a date.)	5
Is the purpose of the memo clearly stated early in the body of the memo and in the subject line?		5
Is the language simple, clear, and easy to understand?		10
Is each paragraph and the overall content of the memo well-organized? Was this memo well planned?		15
Is the writing free from spelling and grammatical errors?		5
Total possible points		40