

## BUS 010, PRACTICAL ACCOUNTING

Spring 2014: M/W 10:15 – 11:40 a.m.; T/TH 10:15 – 11:40 a.m.; W 6:30 – 9:40 p.m.  
Syllabus

<b>INSTRUCTOR:</b>	Alison Jill Brock, CPA (inactive), MSAcc. Office: 1713 Email: alison.brock@imperial.edu Phone: 760-355-6485
<b>COURSE OBJECTIVE:</b>	This basic course teaches students to journalize and post transactions common to service businesses and teaches the end-of-period functions on the accrual basis (nontransferable, AA/AS only). Accounting is the language of business.
<b>STUDENT LEARNING OUTCOMES:</b>	Upon course completion, the successful student will be able to: (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).
<b>REQUIRED Materials:</b>	<ol style="list-style-type: none"> <li>1. College Accounting, 21e, Heintz &amp; Parry, Cengage</li> <li>2. Accompanying Working Papers/Study Guide (<b>REQUIRED!</b>)</li> <li>3. One red pen</li> </ol> <p>Also, bring pencils, an eraser, and a calculator to each class session. A ruler is helpful but not required. <b>Complete all work in pencil.</b> Calculators are allowed for all assignments and exams. <b>Cellular phones may not be used for calculators.</b></p>
<b>GRADING SCALE:</b>	<p>A 90% -100%</p> <p>B 80% - 89%</p> <p>C 70% - 79%</p> <p>D 60% - 69%</p> <p>F 0% - 59%</p>
<b>GRADING:</b>	<p>Grades will be posted regularly on Blackboard. You may earn up to 670 points, as follows:</p> <p>450 points on the quiz and exams (5)</p> <p>180 points on homework (9)</p> <p>40 points on the comprehensive problem (1)</p> <p>Therefore, to earn an A, you must earn at least (670 X 90%) 603 points. To earn a B, you must earn at least (670 X 80%) 536 points. And so forth....</p> <p>Note that assignments are not accepted after the due date; no points are awarded for attendance. Exams are completed in class without make-ups. We will follow IVC's cheating policy.</p>
<b>ASSIGNMENTS:</b>	It is imperative that you keep up with assignments. Tests are similar to homework problems. I will collect all assignments. Again, <b>no late work is accepted.</b>

<b>NEED FOR ASSISTANCE:</b>	If you have any condition, such as a physical or learning disability, for which you need extra assistance, please provide me with information about your special needs as soon as possible so that appropriate accommodations are made. You should also meet with the DSP&S staff.		
<b>SCHEDULE:</b>			
Week	Topic	In-Class Exercises	Assignment
1	Introductions; Intro to Acctng (Ch. 1)	Review questions; Series A	Read Chapter 1, Series B: all; Prepare for Chapter 1 quiz
2	<b>Ch. 1 quiz</b> ; Analyzing Transactions (Ch. 2)	Series A: 5, 2, 9-12, (8, review questions)	Read Chapter 2 Series B: 2, 5, 9-12
3	The Double-Entry Framework (Ch. 3)	(Addtl Ch. 2 as needed. See below.) Ch. 3: A: 1, 2, 4, 7, 8, 10-12, Rev. questions	Read Chapter 3 Series B: 1, 2, 4, 13 - 15  Prepare for exam: Chapters 2 & 3
4	Review <b>Exam:</b> Chapters 2 & 3	TBD (Ch. 2-A: 1, 3-4, 6-7; Ch. 3-A: 3, 9-12)	None
5	Journalizing and Posting Transactions (Ch. 4)	A: 1, 9, 8; Selected rev questions	Read Chapter 4 Series B: 1, 4, 5, 7, 8
6	Adjusting Entries and the Worksheet (Ch. 5)	Series A: 5-7, 15, 16 Selected rev. questions	Read Chapter 5 Series B: 4, 5, 15, 16
7	Basis of accounting, more depreciation (Ch. 5) Review	Ch. 5 rev question 14, B: 13; Appdx rev questions; Appendix A	Read Ch. 5 appendix, Ch. 5 rev. question 15 Appendix series B exercises Prepare for exam: Chapters 4 & 5
8	Comprehensive problem <b>Exam:</b> Chapters 4 & 5	Comp. prob. 1: p. 223, 224 (Parts 1-6)	Complete comprehensive problem 1, p 223, 224 (Parts 1-6)
9	<b>Turn in Comp. Problem, Parts 1-6</b> ; Financial Statements and the Closing Process (Ch. 6); Statement of Cash Flows (Ch. 6 appdx)	Series A: 7, 8 (together), 9 Appendix series A: 1, 2 (as time allows) Selected review questions (incl appdx)	Read Chapter 6, including appendix Series B: 7, 8, 9 Appendix series B: 1, 2
10	Accounting for Cash (Ch. 7); What to review?	Series A: 2-4, 9, 10, 7 Selected rev. questions	Read Chapter 7 Series B: 1, 8, 10, 11
11	Internal controls (Ch. 7 appdx) Review	Appdx A: 2-4; Selected appdx rev. questions	Read Ch. 7 appendix; Appdx series B: 4  Prepare for exam, Chapters 6 & 7 Bring comprehensive problem to next class
12	<b>Exam:</b> Chapters 6 & 7 Complete Comp. Problem	Comp. problem 1: (parts 7-12)	Complete comprehensive problem 1, p. 223, 224 (all)
13	<b>Turn in Comp. Problem 1, all</b> ; Payroll (employee) (Ch. 8)	Selected rev questions A: 4, 1, 3, 5, 9, 10	Read Chapter 8 Series B: 1, 2, 3, 5, 8, 10
	<b>SPRING BREAK</b>		
14	Payroll (employer) (Ch. 9) Review	Series A: 3-6 Selected rev questions	Read Ch. 9; Rev questions: 8-10, 12, 13; Series B: 7-9; Prepare for exam, Ch. 8 & 9
15	Holiday cushion	M 1/20, M 2/17	
16	<b>Exam:</b> Chapters 8 & 9		Congratulations, you did it! :)

**Tentative, subject to change without prior notice**