

asic Course Information				
Semester:	Spring 2023	Instructor Name:	Alison Jill Brock	
	АССТ 099,			
Course Title & #:	Practical Accounting	Email:	alison.brock@imperial.edu	
CRN #:	20684, 20685, 20971	Webpage (optional):	See Canvas	
	20684: 3109			
Classroom:	20685, 20971: None	Office #:	3113B	
			Mondays and Wednesdays	
			11:05 a.m. to 12:05 p.m.	
Class Dates:	February 13 to June 9	Office Hours:	Thursdays 9:30 to 11:30 a.m.	
	20684: Mondays AND			
	Wednesday			
Class Days:	20685, 20971: Asynchronous	Office Phone #:	Use email	
	20684: 9:40 to 11:05 a.m.			
Class Times:	20685, 20971: Asynchronous	Emergency Contact:	Tisha Nelson	
			20684: In person	
			20685, 20971: Online,	
Units:	3	Class Format:	asynchronous	

## **Course Description**

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.

# Course Prerequisite(s) and/or Corequisite(s)

None

## **Student Learning Outcomes**

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).

## **Objectives**

Upon satisfactory completion of the course, students will be able to: (1) Demonstrate knowledge of the accounting environment, (2) Analyze transactions using the accounting equation, (3) Demonstrate knowledge of debits and credits, (4) Post transactions, (5) Make adjusting entries and complete a worksheet, (6) Prepare financial statements and closing entries, (7) Journalize transactions using the combination journal, (8) Create a bank reconciliation and account for petty cash and cash short and over, (9) Perform payroll accounting: employee earnings and deductions, (10) Perform payroll accounting: employee transactions, (12) Account for purchases and cash payments transactions



# **Textbooks & Other Resources or Links**

CengageNOW (CNOW) with College Accounting, 22<sup>nd</sup> edition, by Heintz & Perry. Instructions for accessing CNOW are included in the Week 1 module in Canvas. You may pay online. Free access is allowed for a very limited time. Your purchase includes an e-book. For a little more money you may purchase a loose-leaf, hardcopy textbook.

### **Course Requirements and Instructional Methods**

It is imperative that you keep up with assignments. Test problems are similar to homework problems. No late work is accepted. Exam are completed as scheduled without makeups.

It is important that we maintain regular, effective communication in this online environment. Most weeks you will find an assignment in Canvas to participate in a discussion with your classmates. I will jump in, as needed, to answer questions. If necessary, I may contact you directly using email, so remember to check your IVC email account regularly. If you have a personal question that you don't want to post in the discussion forum, the best way to contact me is through email. You can send me an email message using the Inbox in Canvas. Also, my phone number, office number, and office hours are listed at the top of this syllabus.

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

#### **Course Grading Based on Course Objectives**

Grade	Points
А	900-1000
В	800-899
С	700-799
D	600-699
F	0-599

Grades are posted regularly on Canvas. You may earn up to 1,000 points, as follows:

Points possible	Assignment/Assessment	Details
700	Quiz and Exams	Chapter 1 quiz: 60 points
		Exams, Chapters 2 through 9: 80 points per
		chapter
180	Homework	9 chapters, 20 points each
40	Comprehensive problem	Submitted in two parts, 20 points each
80	Discussion	16 weeks, 5 points each

Due dates are posted on each assignment in Canvas. Late discussion posts will not receive points.

#### **Course Policies**

Refer to the college catalog for attendance and academic honesty policies.



# **IVC Student Resources**

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <u>http://www.imperial.edu/studentresources</u> or click the heart icon in Canvas.

1       M/W: Introductions, CengageNOW, Intro to Accounting (Ch. 1)       Chapter 1 Videos Chapter 1 In Class Assignment Chapter 1 In Class Assignment Chapter 1 Homework Discussion         2       M: Holiday W: Ch. 1 quiz (15 min.); Analyzing Transactions (Ch. 2)       Chapter 1 Quiz Chapter 2 Videos Chapter 2 In Class Assignment Chapter 3 In Class Assignment Chapter 3 Videos         3       M: Chapter 2 continued W: The Double-Entry Framework (Ch. 3)       Chapter 3 Videos Chapter 3 In Class Assignment Chapter 3 In Class Assignment Chapter 3 Homework         4       M: Chapter 3 continued W: Review, Dr/Cr video, Games       Review Discussion         5       M: Exam: Chapters 2 & 3 W: Journalizing and Posting Transactions (Ch. 4) (Go over homework instructions)       Chapter 4 Videos Chapter 4 In Class Assignment Chapter 5 Appendix Nideos         7       M: Continue Ch. 4 W: Adjusting Entries and the Worksheet (Ch. 5)       Chapter 5 Appendix In Class Assignment Chapter 5 Appendix Homework Discussion         8       M: Comprehensive Problem W: Turn in Comp. Problem, Parts 1-6 Review, Cash/Accrual Video       Comprehensive Problem Videos Chapter 6 Appendix Homework Discussion         9       M: Exam: Chapters 4 & 5 W: Financial Statements and the Closing Process (Ch. 6) Statement of Cash Flows (Ch. 6 Appendix)       Chapter 6 Niclass Assignment Chapter 6 Videos         9       M: Exam: Chapters 4 & 5 W: Financial Statement of Cash Flows (Ch. 6 Appendix)       Chapter 6 Videos	nticipat	ticipated Class Schedule/Calendar				
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<ul> <li>Chapter 5 Appendix Homework Discussion</li> <li>M: Comprehensive Problem</li> <li>W: Turn in Comp. Problem, Parts 1-6 Review, Cash/Accrual Video</li> <li>Comprehensive Problem, Videos</li> <li>Comprehensive Problem, Parts 1 through 6 Review/Prepare for Exam Discussion</li> <li>M: Exam: Chapters 4 &amp; 5</li> <li>W: Financial Statements and the Closing Process (Ch. 6) Statement of Cash Flows (Ch. 6 Appendix)</li> <li>M: Continue Ch. 6</li> <li>Chapter 7 Videos</li> </ul>		W: More depreciation (Ch. 5 appendix)	Chapter 5 Appendix In Class Assignment			
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W: Turn in Comp. Problem, Parts 1-6 Review, Cash/Accrual VideoComprehensive Problem, Parts 1 through 6 Review/Prepare for Exam Discussion9M: Exam: Chapters 4 & 5 W: Financial Statements and the Closing Process (Ch. 6) Statement of Cash Flows (Ch. 6 Appendix)Chapter 6 Videos 			Discussion			
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9M: Exam: Chapters 4 & 5Chapter 6 Videos9W: Financial Statements and the Closing Process (Ch. 6) Statement of Cash Flows (Ch. 6 Appendix)Chapter 6 In Class Assignment Chapter 6 Homework Discussion10M: Continue Ch. 6Chapter 7 Videos		Review, Cash/Accrual Video	Review/Prepare for Exam			
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W: Financial Statements and the Closing Process (Ch. 6) Statement of Cash Flows (Ch. 6 Appendix)Chapter 6 In Class Assignment Chapter 6 Homework Discussion10M: Continue Ch. 6Chapter 7 Videos	9	M: Exam: Chapters 4 & 5	Chapter 6 Videos			
Process (Ch. 6) Statement of Cash Flows (Ch. 6 Appendix)Chapter 6 Homework Discussion10M: Continue Ch. 6Chapter 7 Videos			-			
(Ch. 6 Appendix)Discussion10M: Continue Ch. 6Chapter 7 Videos		e				
10     M: Continue Ch. 6     Chapter 7 Videos						
1	10					
	10	W: Accounting for Cash (Ch. 7)	Chapter 7 In Class Assignment			



		Chapter 7 Homework
		Discussion
11	M: Continue Ch. 7	Comprehensive Problem Videos
	W: Complete Comprehensive Problem	Comprehensive Problem, All
		Discussion
		Review
12	M: Turn in Comp. Problem 1, all, Review,	Prepare for Exam
	Acctng Cycle Video, Corporate Financial	
	Statements	
	W: Exam: Chapter 6 & 7	
13	M/W: Payroll (employee) (Ch. 8)	Chapter 8 Videos
		Chapter 8 In Class Assignment
		Chapter 8 Homework
		Discussion
14	M/W: Payroll (employer) (Ch. 9)	Chapter 9 Videos
		Chapter 9 In Class Assignment
		Chapter 9 Homework
		Discussion
15	M: Holiday	Prepare for Exam
	W: Review	
16	M: Exam: Chapters 8 & 9	Exam: Chapter 8 & 9
	-	Discussion

\*\*\*Subject to change without prior notice\*\*\*