

BUS 010, PRACTICAL ACCOUNTING

Fall 2013: M/W 10:15 – 11:40 a.m.; T/TH 10:15 – 11:40 a.m.; W 6:30 – 9:40 p.m.
Syllabus

INSTRUCTOR:	Alison Jill Brock, CPA (inactive), MSAcc. Office: 1713 Email: alison.brock@imperial.edu Phone: 760-355-6485
COURSE OBJECTIVE:	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.
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).
REQUIRED Materials:	<p>1. College Accounting, 21e, Heintz & Parry, Cengage 2. Accompanying Working Papers/Study Guide (REQUIRED!)</p> <p>Also, bring pencils, an eraser, and a calculator to each class session. A ruler is helpful but not required. Complete all work in pencil. Calculators are allowed for all assignments and exams. Cellular phones may not be used for calculators.</p>
GRADING SCALE:	<p>A 90% -100% B 80% - 89% C 70% - 79% D 60% - 69% F 0% - 59%</p>
GRADING:	<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) 180 points on homework (9) 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>No points are awarded for attendance. I will not drop students for failing to attend. Exams are completed in class without makeups. Also, we will follow IVC's cheating policy.</p>
ASSIGNMENTS:	It is imperative that you keep up with assignments. Tests are similar to homework problems. I will collect all assignments and no late work is accepted (50% exception).

NEED FOR ASSISTANCE:	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.		
SCHEDULE:			
Week	Topic	In-Class Exercises	Assignment
1	Introductions; Ch. 1, Intro to Acctng	Review questions; Series A & B	Read Chapter 1, assignment?; Prepare for Chapter 1 quiz
2	Ch. 1 quiz; Ch. 2, Analyzing Transactions	Series A: 5, 2, 9-12, (8, review questions)	Read Chapter 2 Series B: 2, 5, 9-12
3	Review/Finish Chapter 2 Chapter 3: The Double-Entry Framework	(Additional Ch. 2 exercises, as needed. See review 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 Exam: Chapters 2 & 3	TBD (Ch. 2-A: 1, 3-4, 6-7; Ch. 3-A: 3, 9-12)	None
5	Chapter 4: Journalizing and Posting Transactions	B: 1; A: 9, (A8); Selected rev questions	Read Chapter 4; Series A: 1; Series B: 4, 5, 7, 8
6	Chapter 5: Adjusting Entries and the Worksheet	Series A: 5-7, 15, 16 Selected rev. questions	Read Chapter 5 Series B: 4, 5, 15, 16
7	Finish Chapter 5 (basis of accounting, more depreciation) What to review?	Ch. 5 rev question 13, B: 13; Appdx rev questions; Appendix A	Read Ch. 5 appendix, Ch. 5 rev. question 14 Appendix series B exercises Prepare for exam: Chapters 4 & 5
8	Review, Exam: Chapters 4 & 5 Comprehensive problem	TBD, Comp. prob. 1: p. 222, 223 (parts 1-6)	Complete comprehensive problem 1, p 222, 223 (parts 1-6)
9	Turn in comp. problem, parts 1-6; Ch. 6: Financial Statements and the Closing Process; Appendix: Statement of Cash Flows	Series A: 7-9 Appendix series A: 1, 2 (as time allows) Selected review questions (incl appdx)	Read Chapter 6, including appendix Series B: 1, 3, 4, 8 Appendix series B: 1, 2
10	Chapter 7: Accounting for Cash; What to review?	Series A: 2-4, 7, 9, 10 Selected rev. questions	Read Chapter 7 Series B: 1, 8, 10, 11
11	Finish Chapter 7 (appendix: internal controls) Review	Appdx A: 2-4; Selected appdx rev. questions TBD; Ch. 6, Managing Your Writing	Read Ch. 7 appendix; Appdx series B: 4 Prepare for exam, Chapters 6 & 7 Bring comprehensive problem to next class
12	Exam: Chapters 6 & 7 Complete comp. problem	Comp. problem 1: (parts 7-12)	Complete comprehensive problem 1, p. 222, 223 (all)
13	Turn in comp. problem 1, all; Ch. 8: Payroll (employee)	Selected rev questions A: 4, 1, 3, 5, 7-10	Read Chapter 8 Series B: 1, 2, 3, 5, 8, 10
14	Ch. 9: Payroll (employer) 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		
16	Exam: Chapters 8 & 9		Congratulations, you did it! :)

Tentative, subject to change without prior notice