

*San Joaquin Valley College*  
Course Syllabus

<b>Course:</b>	ACT 101: Principles of Accounting
<b>Total Semester Units:</b>	5.0
<b>Instructor:</b>	Maryann Sebelist
<b>Advising Times:</b>	12:00-12:30 PM, Monday – Thursday
<b>Cell/text:</b>	909-331-5280
<b>Home Phone:</b>	909-941-0019
<b>Email:</b>	Maryann.sebelist@sjvc.edu
<b>Class Schedule:</b>	Monday through Thursday 12:30-5:15 pm
<b>Textbook(s):</b>	Fundamentals of Accounting, 9 <sup>th</sup> Edition Gilbertson and Lehman
<b>Total Points:</b> 500	<ul style="list-style-type: none"> <li>• Homework/Projects: 140 points</li> <li>• Quizzes: 70 points</li> <li>• Professional Development: 40 points</li> <li>• Exams: 250 points</li> </ul>
<b>Course Description:</b>	
<p>This course examines the Generally Accepted Accounting Principles, the purpose and nature of accounting systems, the accounting cycle, and their relation to function. Subjects covered include accounting careers, the basic accounting equation, the double entry accounting system, financial statements, general ledger, general journal, the accounting worksheet, adjusting entries, closing entries, post closing trial balance and automated accounting.</p>	
<b>Student Learning Outcomes</b>	
<b>Upon completion of this course, the student will be able to:</b>	
<ol style="list-style-type: none"> <li>1. Discuss the purpose, nature, and functions of accounting</li> <li>2. Contrast and compare different types of business ownership structures</li> <li>3. Develop, maintain, and report accounting information from opening to closing procedures</li> <li>4. Formulate and apply the accounting equation</li> <li>5. Develop and maintain accounting information using computerized accounting systems</li> <li>6. Appraise the effect of debits and credits on different types of accounts</li> <li>7. Assess methods to track the flow of data from source documents through the trial balance, find and correct errors, and journalize transactions</li> <li>8. Prepare end-of-period adjustments</li> </ol>	

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**Total points: 500**

### **Grade Categories:**

#### **Homework / Projects: 140 points**

There will be homework assignments as well as in-class assignments every day. Homework will consist of end of the chapter critical thinking and application problems and chapter packets. Assignment points will vary depending on requirements. Also, there will possible be one project worth 50 points. Late assignments and/or projects will **NOT** be accepted.

#### **Quizzes: 70 points**

There will be four (4) quizzes. .

#### **Exams: 250 points**

**Midterm:** Scheduled for the 10th day of class. The midterm is made up of hands-on problems and multiple choice questions. A study guide will be provided.

**Final:** Scheduled for the 20th day of class. The final exam is made up of hands-on problems and multiple choice questions. A study guide will be provided.

#### **Professional Development: 40 points**


Our campus is a professional training ground for students who will soon enter the workplace. As such, this instructor will reward students who model professionalism in appearance and attitude. As a student in my class, your best efforts are expected every day and 40 Professional Development points can be earned by adhering to classroom/school policies outlined in "Institutional Classroom Standards" section below.

*Points earned in the course are converted to the percentage and letter grade as shown in the chart below for final grades and transcripts.*


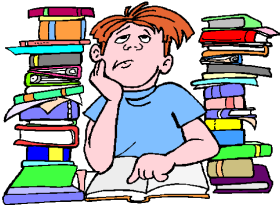
<b>90</b>	-	<b>100%</b>	=	<b>A</b>
<b>80</b>	-	<b>89%</b>	=	<b>B</b>
<b>70</b>	-	<b>79%</b>	=	<b>C</b>
<b>65</b>	-	<b>69%</b>	=	<b>D</b>
<b>Below 65</b>			=	<b>F</b>

**NOTE:** Students may be required to submit course paperwork through TurnItIn. TurnItIn checks paperwork for originality and generates a report which may help improve citation and/or avoid potential plagiarism.


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<b>Weekly Outline of Curriculum</b>			
<b>Week 1</b>	<b>Daily Objectives</b>	<b>SLO #</b>	<b>Assignments &amp; Activities</b>
Day 1 3/29/10	Review Course Material Syllabus/Book Distribution Record and post transactions in the basic accounting equation	1,2,4	Students will create a personal Balance Sheet to demonstrate accounting equation  <b>Read chapter 2</b>
Day 2 3/30/10	Analyzing Transactions into Debit and Credit Parts	5,6	Complete work assignments and chapter reviews assignments <b>Read chapter 3</b>
Day 3 3/31/10	Record transactions in a five Column multicolumn journal	3,4,6	The Debit, Credit Family Game Complete work papers for Chapter 3 and workbook application problems.
Day 4 4/01/10	Record transactions that affect owner's equity and receiving cash on account in a five column journal	4,5,6	All assignments for Chapter 2-4 Due, <b>Quiz 1</b> <b>Read Chapter 4</b>
<b>Week 2</b>	<b>Daily Objectives</b>	<b>SLO #</b>	<b>Assignments &amp; Activities</b>
Day 5 4/5/10	Prepare and analyze a Chart of Accounts, Post separate amounts from a journal to a general ledger; Emphasize the importance of account numbers. Expenses are listed in alphabetical order; Assets are listed by order of liquidity.	7	Accounting Lab, Mr. Nebo Pumpkin Co Complete work papers and assigned application problems
Day 6 4/6/10	Post column totals from a Journal to a general ledger	7	Students will work together to complete 4-4 and a audit understanding <b>Read Chapter 5</b>
Day 7 4/7/10	Identify accounting concepts and practices related to using a checking account	8	Make and record a deposit, Prepare a check stub and check, Class activity to understand Petty Cash, Set up class Petty Cash Fund, Enjoy!
Day 8 4/8/10	Reconcile a bank statement, Journalize dishonored checks and electronic banking transactions, Establish and replenish a petty cash fund	1	Complete work papers and assigned application problems, Write out Checks for Mr Nebo Pumpkin Co <b>Quiz 2</b> <b>Complete Final Review</b>
<b>Week 3</b>	<b>Daily Objectives</b>	<b>SLO #</b>	<b>Assignments &amp; Activities</b>
Day 9 4/12/10	Midterm Review <b>Midterm Hands On</b>		Review for Multiple Choice
Day 10 4/13/10	<b>Midterm Exam Multiple Choice</b>		<b>Read chapter 6, lesson 6-1,6-2</b>

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Day 11 4/14/10	Identify accounting concepts and practices related to a work sheet for a service business organized as a proprietorship	7,8	Complete work sheets and assigned application problems, Time for hands-on adjusting <b>Read chapter six, lesson 6-3,6-4</b>
Day 12 4/15/10	Extending Financial Information on a work sheet; Finding and correcting errors in the Trial Balance Columns correctly.	7,8	<b>Puzzle pieces, Place on the correct financial statement</b> <b>Accounting Cycle Project</b> <b>Quiz 3</b> <b>Read chapter 7</b> <b>Weeks assignments due</b>
<b>Week 4</b>	<b>Daily Objectives</b>	<b>SLO #</b>	<b>Assignments &amp; Activities</b>
Day 13 4/19/10	Identify accounting concepts and practices related to preparation of an income statement, Balance sheet and Statement of Owner's equity	7,8	Complete work sheets and assigned application  problems <b>Read Chapter 8</b>
Day 14 4/20/10	Introduce adjusting and closing entries for a service business organized as a proprietorship	8	Complete work sheets and assigned application problems, Monopoly using accounting principles M&M closing buckets
Day 15 4/21/10	Prepare a Post-Closing Trial Balance	3	Cases for critical thinking <b>Read Chapter 12</b>
Day 16 4/22/10	Calculate; gross pay, FICA and income tax deductions;; prepare a payroll register, Journalize and post payroll entries	3,8	<b>Time to get paid; Ouch- Taxes, hands-on activity-paychecks for working at Mr. Nebo Pumpkins</b> <b>Weekly assignments due</b> <b>Quiz 4</b> <b>Read chapter 13</b>
<b>Week 5</b>	<b>Daily Objectives</b>	<b>SLO #</b>	<b>Assignments &amp; Activities</b>
Day 17 4/26/10	Complete Employer Quarterly Federal Tax Return 941; Prepare; W-2's, W-3's and form 940	7	<b>Accounting Cycle Project Due</b>
Day 18 4/27/10	Final Exam Review		<b>Review for Final Hands-On</b>
Day 19 4/28/10	<b>Final Exam: Hands-On</b>		 <b>STUDY</b>

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Day 20 4/29/10	<b>Final Exam: Multiple Choice</b>		
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Explore the various professional organizations and their benefits:

*Check these resources:*

Accounting Association:

American Accounting Association (AAA), <http://accounting.rutgers.edu/html/>  
(Information is available at this site concerning other accounting associations.)

National Associations:

National Business Educators Association (NBEA), <http://www.nbea.org/>

Regional Association:

**Western Business and Information Technology**  
Educators (WBITE), <http://www.wbite.org/>

International Association:

*International Society for Business Education (ISBE), U.S. Chapter of Society  
pour l'Enseignement Commercial (SIEC) <http://www.siec-isbe.org/>*

Local Associations:

*California Business Education Association (CBEA), <http://www.cbea.org/>  
Oregon Business and Management Educators (OBME), <http://www.obme.org/>*

Other Associations:

*Delta Pi Epsilon (DPE), <http://www.dpe.org>*

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### **Institutional Classroom Standards**

As a working professional, you will have policies and procedures on the job. In preparing you for a future as a successful professional, the college expects students to follow policies as presented in the *Student Handbook* and the *College Catalog*. In addition, your classroom experience is structured to prepare you for a successful career. The following are examples of how your classroom experience relates to and influences those skills and behaviors required of professionals:

- A. As a professional, you are expected to follow a dress code. At SJVC you will dress for success. In all classes, including General Education courses, students are expected to follow their program dress codes.
- B. As a professional, you are required to be present and punctual every day. Just as you would give notification at work, you are to contact your instructor ahead of class time if absence or tardiness is unavoidable.
- C. On the job, you are expected to complete work on time. Your training for meeting deadlines begins now:
  - i. Missed deadlines for homework and projects may affect your grade with either a 10% reduction in points or no credit.
  - ii. Missed quizzes may not be taken.
  - iii. Missed midterms or final exams, however, may be taken in accordance with college policy.
- D. As an employee, you are expected to conduct yourself with integrity. In your class work you are expected to fulfill the principles and standards of academic integrity. Cheating or plagiarism on tests or assignments is cause for formal disciplinary action.
- E. On the job your performance must be exceptional. The expectation at school is the same. To help improve classroom performance students who score below 70% on quizzes or assignments should attend tutoring sessions to review the material or skills missed.
- F. As an employee, you are expected to show respect for your supervisors, fellow employees, and clients by silencing your cell phone and appropriately using other electronic devices. Students are expected to show the same respect in class.
- G. Students may bring water into the classroom only in a screw cap bottle; no food is allowed.

CHANGE is the only constant in life. The professional environment can be unpredictable with changing deadlines, meetings, and demanding customers. Be flexible and adaptable.

**This syllabus is only a guideline and subject to change.**

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*Please sign and date below, tear off this sheet from the syllabus and return it to your instructor today prior to leaving class.*

My signature below indicates that I have been given a copy of the syllabus of my own to keep. I have read and understand the course syllabus. All of my questions regarding the syllabus have been answered to my satisfaction. I have received the textbook(s) for this course and understand that I must pay in full for replacement(s).

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

**Student Information**

Full Name \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Are you employed? YES / NO FULL TIME / PART TIME

What other responsibilities do you have besides school and work? \_\_\_\_\_

\_\_\_\_\_

What grade do you plan on earning in this class? A B C

After reviewing this syllabus do you know how to earn this grade? YES / NO

(If you answered “no” please see your instructor immediately after class today for clarification. Do not wait until it is too late.)

Are there any reasons that you cannot be in class on time, every day? \_\_\_\_\_