

# *San Joaquin Valley College*

## Course Syllabus

<b>Course:</b>	ACCT 100: Fundamentals of Accounting
<b>Total Semester Units:</b>	3.0
<b>Instructor:</b> <b>Advising Times:</b> <b>Phone:</b> <b>Email:</b>	
<b>Class Schedule:</b>	Monday through Thursday Insert Dates and Time of Class
<b>Textbook(s):</b>	Insert Text Information from Current Textbook List
<b>Course Description:</b> This course examines the Generally Accepted Accounting Principles (GAAP), the purpose and nature of accounting systems, the accounting cycle, and their relation to function. Subjects covered include the basic accounting equation, the double entry accounting system, financial statements, general ledger, general journal, the accounting work sheet, adjusting entries, closing entries, post-closing and trial balance	
<b>Course Learning Outcomes</b> <b>Upon completion of this course, the student will be able to:</b> <ol style="list-style-type: none"> <li>1. Journalize transactions in a multi-column journal</li> <li>2. Post journalized transactions to general ledger accounts</li> <li>3. Complete work sheet and financial statements</li> <li>4. Complete the closing process of the accounting cycle</li> <li>5. Analyze and interpret financial statements</li> </ol>	
<b>Grade Item Weights</b> <ul style="list-style-type: none"> <li>• 20% Quizzes (Reading Companions)</li> <li>• 45% Homework and Projects</li> <li>• 30% Exams</li> <li>• 5% Professionalism</li> </ul>	

**Projects / Homework:**

Enter a brief description of type and number of assignments here.

**Quizzes:**

**Exams:**

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### **Professional Development:**

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 Professional Development points can be earned by.....

*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 Plagiarism Checker. Plagiarism Checker checks student work for originality 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>CLO #</b>	<b>Assignments &amp; Activities</b>
Day 1 date			
Day 2 date			
Day 3			
Day 4			
<b>Week 2</b>	<b>Daily Objectives</b>	<b>CLO #</b>	<b>Assignments &amp; Activities</b>
Day 5			
Day 6			
Day 7			
Day 8			
<b>Week 3</b>	<b>Daily Objectives</b>	<b>CLO #</b>	<b>Assignments &amp; Activities</b>
Day 9			
Day 10			
Day 11			
Day 12			
<b>Week 4</b>	<b>Daily Objectives</b>	<b>CLO #</b>	<b>Assignments &amp; Activities</b>
Day 13			
Day 14			
Day 15			
Day 16			
<b>Week 5</b>	<b>Daily Objectives</b>	<b>CLO #</b>	<b>Assignments &amp; Activities</b>
Day 17			
Day 18			
Day 19			

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Day 20			
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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.