

ACCT 100 – Introduction to Accounting

Course Syllabus – Course # 22462

Spring, 2012: Debra L. Schmidt, CPA

Course Description: This class introduces the student to the basics of college accounting and will serve to develop a firm foundation for the fundamental financial accounting procedures that will be covered in ACCT 101. In this course you will learn how to analyze, record and summarize basic business transactions. You will learn how to utilize a worksheet to summarize adjustments, to prepare basic financial statements for a service-oriented enterprise, and to prepare closing entries. In addition, you will learn how to prepare bank reconciliations, and how to calculate and prepare a payroll. The class will also introduce the students to the basics of accounting for a merchandising business and prepare the student for the next level in the accounting curriculum. The central objective of this course is to enable you to use accounting information in an informative way. When you master the material in this course, you will have a basic understanding of how the activities of an organization are reflected in financial statements, and you will have an understanding of the basic terms and content of financial statements.

Departmental Learning Outcomes: Some specific learning outcomes for this class which are consistent with all other ACCT 100 courses on campus are as follows:

1. Students will satisfactorily record transactions in either a general journal or in t-accounts for a service company and/or a merchandising company.
2. Students will satisfactorily calculate and record adjusting entries in a general journal, or in t-accounts, or on a worksheet.
3. Students will satisfactorily prepare an income statement, statement of owner's equity, and a balance sheet, or identify and calculate key components of an income statement, statement of owner's equity, and a balance sheet.

Textbook: **College Accounting**, A Contemporary Approach with CONNECT, Haddock/Price/Farina, 2nd edition, Chapters 1-13. **ISBN # 0077552067** Working papers that accompany the text are also suggested. A packaged version of the text AND working papers AND a code for CONNECT is sold in the Cerritos College Bookstore as a packaged set at a cost savings. (If you purchased a used textbook, you will need to purchase an access code to complete homework assignments and quizzes on-line using the Connect software.) McGraw-Hill's Connect is a web-based assignment and assessment solution required for this course. Connect is designed to assist you with your coursework based on your needs. As outlined in this syllabus, assignments will make up a significant portion of your overall course grade.

Prerequisite: There is no prerequisite for this class. A student is expected to have basic math proficiencies. Upon successful completion of this class you will meet the prerequisite for ACCT 101.

Publisher's Website: The McGraw Hill Connect website can be located at http://connect.mcgraw-hill.com/class/d_schmidt_acct_100_-_schmidt_-_intro_to_acct_-_spring_2012_-_t_th_1230. This site is also available through a link at my website. I strongly encourage you to take the ungraded on-

line quizzes on this site to help prepare you for your in-class exams. Lots of other valuable information and tutorial assistance is available to you through this link.

Other Supplies: You will need to bring notebook paper, a pen or pencil, a red pen or highlighter, and a basic calculator to class on a daily basis. In addition, you will need to purchase at least four Scan Tron form 882s. You will also need a flash drive (also known as a thumb drive or travel drive.) You will need to bring this to class on a regular basis as we will utilize the computer lab often. I will provide you with many handouts and study notes during the semester. I strongly suggest you purchase a notebook to accumulate your notes and handouts. **STAY ORGANIZED!**

Class Preparation and Homework Assignments:

The attached tentative schedule of assignments shows the date and description of all classwork and homework assignments. Dates on the schedule may change depending upon the progress of the class should some chapters tend to be more difficult or simpler than anticipated. Please note that the classwork assignments consist of specific exercises and problems from the B series. It is my experience that students who attempt the exercises at home, before coming to class, do much better on exams. These exercises will be discussed and reviewed as part of the lecture. Homework assignments are similar to those exercises and problems worked in class and are from the A-series. Homework solutions must be submitted using the homework manager program. Also, you are strongly encouraged (but not required) to look over the glossary of terms and to prepare answers to the discussion questions at home. ("A" students are expected to do more than the minimum amount of homework assigned. The extra time invested will pay off.)

Homework: You *MUST* do your homework to do well in this class. ALL homework assignments are due by the prescribed due dates. You must use the Connect program to submit your assignments. Homework is considered to be a learning tool. Therefore, you can submit your homework as many times as you want up until the due date. (I would encourage you to continue submitting answers until you receive a score of 100%.) If you encounter problems completing the homework, you can obtain instructor assistance at one of the labs noted below. You may drop your lowest homework.

Quizzes: You *MUST* take the graded online quizzes for each chapter after you have completed the homework. *You will have 60 minutes to complete a quiz. Once you start it, a timer runs, and you MUST COMPLETE IT in that sitting.* You cannot access a graded quiz more than once. The quizzes are located on the homework site for this class is located at: http://connect.mcgraw-hill.com/class/d_schmidt_acct_100_-_schmidt_-_intro_to_acct_-_spring_2012_-_t_th_1230 (From my website, use the Course Materials link, go to ACCT 100, and you will see the link.) You may drop your lowest quiz.

Examinations: Exams may consist of chapter-oriented problems, true/false questions, matching, multiple-choice questions, definitions & terminology, and essay questions. No notes or study aids of any kind are allowed on exams. ***You must take the exam on the scheduled date.*** There are no make-up exams. However, I allow you to drop your one lowest test score. The score on the final exam cannot be dropped. It is to your advantage to take ALL the exams and then to drop your lowest score. However, if you miss an exam for any reason, you will receive a score of zero on that exam. It will be dropped as your lowest score.

Grading: Students will be evaluated through a combination of exams, including a comprehensive final exam, quizzes, homework assignments, a comprehensive review problem, and group participation. Points will be awarded as follows:

300	Four Exams with low score dropped
100	Final Exam (cannot be dropped)
110	Homework (10 points each with low score dropped)
110	On-line quizzes (10 points each with low score dropped)
30	Mini Set Practice Problems (2 @ 15 pts)
5	Group and Participation Points
655 points	Total Points Available

Final course grades will be computed according to the following percentages:

Letter	Percentage	Points
A	90 % - 100 %	590 - 655 points
B	80 % - 89 %	524 - 589 points
C	70 % - 79 %	458 - 523 points
D	60 % - 69 %	393 - 457 points

Accounting Homework Tutorial Lab – ACCT 2T : Completing the classwork and homework is pivotal to your understanding and comprehension of course material. We offer a homework lab that is staffed by instructors to assist you on a one-on-one basis or as part of a group depending on your needs. The lab is offered at a minimal cost to you based on a .5 unit class. You attend the lab when you need assistance. However, you should sign up for this class (via touchtone) during the first week of the semester. The class is **ACCT 2T**. The class number is **22455**. A schedule of available times will be distributed during the first week of class and will be posted on my website. You must attend the class, and sign the roll sheet, at least once during the semester to receive a “pass.”

Accounting Computerized Tutorial Lab – ACCT 1T: All homework assignments will be completed utilizing the Homework Manager program. This is a web based program that can be accessed from any computer that has internet access. I strongly recommend that you sign up for **ACCT 1T** – Accounting Computerized Tutorial lab. The class number is **22454**. In addition, you will be assigned several computerized assignments during the course of the semester. Limited time will be given in class to complete these assignments, so I strongly suggest you enroll in **ACCT 1T** to give you additional lab time if it is needed. This lab section is also offered at a nominal cost based on .5 units. You will have access to spreadsheet software, several general ledger software programs, as well as financial programs (QuickBooks), and Internet access. You should sign up for this course during the first week of class. A schedule of available times will be distributed during the first week of class and will be posted on my website. You must attend the class, and sign the roll sheet, at least once during the semester to receive a “pass.”

Policy Statement: Excessive absences, unsatisfactory progress, undesirable citizenship, or falsification of work may serve as a basis for a failing grade and/or dismissal from the class. I do not tolerate cheating in any manner. Homework and quizzes are an individual effort – NOT a group effort. Students who copy or utilize other students work will be penalized according to the policy on campus. If you give your homework or quiz solutions to someone for ANY REASON, then you will also be subject to disciplinary measures. (If someone asks you for your work, Just Say No!!!) The college and

I take academic honesty issues very seriously. I expect ethical behavior and integrity inside the classroom. Students who commit academic dishonesty will be dealt with according to the college's Academic Honesty policy which can be found in your schedule and catalog.

Classroom Interruptions/Cell Phones: Out of respect for your instructor and fellow classmates, all cell phones, pagers, and any other communication devices must be TURNED OFF before entering the classroom. It is not appropriate to leave class to answer a phone call. (If there is an emergency or extenuating circumstance, please come and see me before class to discuss.) It is also not appropriate to text others during class. It is disruptive to me and to those around you. Cell phones (including the calculator feature) may NOT be out and may NOT be used for exams. Failure to follow this request may result in suspension from class.

Attendance: One of the most important things you can do this semester is to attend class. You are expected to attend class regularly and to arrive on time. Students who arrive late disrupt others trying to concentrate and may miss valuable information necessary for successful completion of the assignments. When the hours of absence exceed one more than twice the number of class hours per week, the student is considered to be excessively absent and is subject to exclusion from class (see the Schedule of Classes for the official attendance policy). Attendance will be taken at every class meeting and is considered to be extremely important for successful completion of the course. If you do miss class, it is your responsibility to find out the information you missed. If for some reason you stop attending class, it is your responsibility to officially withdraw. If you do not officially withdraw, you may receive an undesirable grade. *The last day to withdraw is April 20, 2012.*

Disability Accommodations: Students with disabilities are encouraged to contact the instructor during office hours to discuss their disability related accommodations. Use of Disabled Student Programs and Services (DSPS) services including testing accommodations, requires prior authorization by DSPS and compliance with approved procedures.

My Cerritos accounts: Computer user accounts are issued to all students. Use your 7-digit student ID number as your user ID. (If you have a 6-digit ID number, place a zero in front of it.) Your password is your birthdate. You can go in and change your password at MyCerritos. You will need this account to log in and complete computerized assignments in the computer lab. In addition, I often send out emails to classes. MAKE SURE YOUR EMAIL ADDRESS IS CURRENT in the My Cerritos Account and that you have checked the box that states e-mail is your preferred method of communication if you want to receive class updates.

Office Information: I want you to succeed!!! I am available for extra help during my office hours, before or after class, or on an appointment basis. My office is in the Business Education building:

Office: BE – F **Hours:** M T W Th 7:45 – 8:30 a.m. **Also by appointment.**

Phone: 562 860-2451 ext. 2712 (The best way to reach me is through e-mail. Please do not leave voicemail messages unless you do not have access to e-mail.)

E-mail: Dschmidt@Cerritos.edu This is the best way to contact me. I check my e-mail throughout the day and on weekends, except for Sundays. I try to answer all e-mails promptly.

Website Information: My web page is located at <http://www.cerritos.edu/dschmidt>. I update my web page often. I keep most of the handouts distributed in class on the site. If you miss a class, you should check the site for any handouts on the chapter(s) you missed.