

# **ACCT 100 – Introduction to Accounting**

## **Course Syllabus:**

**Two sections: M W 12:30 – 1:45 AND T Th 12:30 – 1:45**  
**Fall 2018: Debra L. Johnson, 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 student 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 (sole proprietor) are reflected in the financial statements, and you will have an understanding of the basic terms and content of financial statements.

### **Departmental Learning Outcomes:**

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

1. Analyze and record transactions for a service business in the fundamental accounting equation. (Ch. 2)
2. Analyze and record transactions for a service business in T-accounts using the rules of debit and credit. (Ch. 3)
3. Analyze and record transactions for a service business in the General Journal and post to T-accounts or the General Ledger. (Ch. 4)
4. Calculate and record adjusting journal entries for deferred assets and prepare an income statement, statement of owner's equity and a Balance Sheet for a service business. (Ch. 5)
5. Prepare closing journal entries and a post-closing trial balance. (Ch. 6)
6. Analyze and record transactions in the general journal for sales and sales returns for cash and on account for a merchandizing business. (Ch. 7)
7. Analyze and record transactions in the general journal for purchases and purchase returns for cash and on account for a merchandising business. (Ch. 8)
8. Prepare a bank reconciliation and record the resulting journal entries in the general journal. (Ch. 9)
9. Calculate gross pay, taxes and deductions, and net pay for employees and prepare the necessary journal entry(s) to record the accrual or payment of payroll in the general journal. (Ch. 10, 11)
10. Calculate and record adjusting entries for accrued and deferred assets and liabilities for a merchandising business. (Ch. 12)
11. Prepare a multiple-step income statement, statement of owner's equity and a classified balance sheet for a merchandising business. (Ch. 13)

**Textbook:** **College Accounting, A Contemporary Approach** with CONNECT, Haddock/Price/Farina, **4th edition**. (ISBN # 9781260087376 for the prepackaged Cerritos College bundle.) Working papers that accompany the text are also suggested, although not required. A **packaged version** of the text AND working papers AND a code for CONNECT website is sold in the Cerritos College Bookstore. At last check, the same package was sold across the street at the private book store. (BE AWARE -- If you purchase a used textbook, you will need to purchase an access code to complete homework assignments and quizzes on-line using the Connect software. This may NOT be cost effective. If you purchase used books, BE CERTAIN to consider the price of a stand-alone access Code for the course.) McGraw-Hill's "Connect" is a web-based assignment and assessment platform and is **REQUIRED** to complete the homework and quizzes for this course. **You cannot complete the course without this access code.**

It is expected that you bring your text book or e-book to class EACH DAY. (If you do not have connectivity, then print out the pages at home that have the day's exercises and problems on it.) As outlined in this syllabus, assignments will make up a significant portion of your overall course grade. **YOU CANNOT COMPLETE YOUR HOMEWORK AND QUIZ ASSIGNMENTS WITHOUT THE CONNECT ACCESS CODE.**

**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 link can be located on my website, under Course Materials, ACCT 100. (Make certain you choose the correct semester AND class time when you originally register for the class. USE THE SAME LAST NAME as used in the Cerritos College Registration system. If you do not do this, your scores may not be accurately recorded.)

ACCT 100 M/W 12:30 – 2:00 <http://connect.mheducation.com/class/d-johnson-fall-2018-acct-100-m-w-1230---200>

ACCT 100 T/Th 12:30 – 2:00 <http://connect.mheducation.com/class/d-johnson-fall-2018-acct-100-t-th-1230---200>

You can also access the site from my Home Page; choose the Course Materials link, and then choose the Homework Link near the top of the page for your class. I suggest you bookmark this site on your computer as you will refer to it often.

I strongly encourage you to take the ungraded on-line quizzes on the (old) Publisher's website link as well as those in the Learn Smart module to help you prepare for your in-class exams. Lots of other valuable information and tutorial assistance is available to you through this site.

**Other Supplies:** You will need to bring notebook paper, a pen or pencil, a red pencil/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 USB drive (also known as a flash drive or thumb drive or travel drive.) The USB drive will be used for the mini case projects. You will need to bring this to class on a regular basis as we will utilize the computer lab when we can. 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.

I strongly encourage you to utilize the **Learn Smart** modules to prepare for the class PRIOR to discussing the chapter in class. These **Learn Smart** modules are available on the Connect site. They are NOT MANDATORY (i.e. they are ungraded) but highly recommended for all students. It is my experience that students who read the chapter, utilize the Learn Smart module and attempt the exercises at home, *before* coming to class, do much better on exams. The exercises and most problems will be discussed and reviewed as part of the class lecture. Homework solutions must be submitted using the homework program called *Connect*. Also, you are strongly encouraged (but not required) to look over the glossary of terms and to review 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.) **YOU MUST HAVE YOUR CONNECT ACCESS CODE TO COMPLETE THE HOMEWORK AND QUIZ ASSIGNMENTS.**

**Homework:** You *MUST* do your homework to do well in this class. **YOU MUST HAVE YOUR CONNECT ACCESS CODE TO COMPLETE THE HOMEWORK.** **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. I will drop your lowest homework. **NO LATE HOMEWORK IS ACCEPTED.**

**Quizzes:** You *MUST* take the graded online quizzes for each chapter after you have completed the homework. **YOU MUST HAVE YOUR CONNECT ACCESS CODE TO COMPLETE THE QUIZZES.** *You will have 60 minutes to complete a quiz. Once you start it, a timer runs, and you MUST COMPLETE IT in that ONE sitting.* You cannot access a quiz more than once. The quizzes are located on the Connect site. I will drop your lowest quiz. **NO LATE QUIZZES ARE ACCEPTED.**

**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, unless are severe/unusual *documented* circumstances.

### **Study Suggestions for ACCT 100 Students:**

- READ the chapter PRIOR to class. (Either read the hardcover book or use Learn Smart to read the ebook)
- Review the PowerPoint PRIOR to class to reinforce concepts.

- Come to class EVERY DAY – take detailed notes and practice.
- Go home/library and attempt homework.
- Use Learn Smart to assess readiness. Take practice assessments in Learn Smart.
- Take graded quiz.
- Go to next assignment. Repeat!

Note: “A” Students are expected to do MORE than just complete the assignments and quizzes. To master the material, you should plan on spending at least six hours a week of time outside of class.

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

400	Four Exams
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
<b>655 points</b>	<b>Total Points Available</b>

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

<b>Letter</b>	<b>Percentage</b>	<b>Points</b>
A	90 % - 100 %	590 - 655 points
B	80 % - 89 %	524 - 589 points
C	70 % - 79 %	459 - 523 points
D	60 % - 69 %	393 - 458 points

**Accounting Labs** - There are several sections of optional accounting labs that you can attend on an as needed basis. These are available to you FREE of charge. You attend as needed. A listing of times will be distributed to you during the first week of class.

**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

