

ACCT 100 - INTRODUCTION TO ACCOUNTING
Spring 2020

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Hours:	F: After class	Web site:	https://www.cerritos.edu/rfong

CONTACT

My contact information appears above. The phone number given is a cell phone number, so feel free to text me at that number as well. I will respond to emails sent on Monday through Thursday, prior to 7:00 p.m., within 24 hours. Emails received after 7:00 p.m. are considered received on the following day. Emails received on Friday, weekends or holidays may not be addressed until the following business day.

COURSE OBJECTIVES

Welcome to ACCT 100. The objective of this course is to help you develop a view of what accounting is and how it provides information that is helpful to you at the workplace, at home, and as an informed citizen. ACCT 100 introduces the theory and practice of double entry accounting. Emphasis is placed upon understanding basic accounting records and forms and applying elementary accounting concepts. This course is a prerequisite for ACCT 101 and ACCT 133.

PREREQUISITE AND CO-REQUISITE

There is no prerequisite for this course. You are automatically enrolled in the Accounting Tutorial Labs. A complete list of the lab times and locations will be posted in the classroom and on my website.

TEXT

Haddock, Price & Farina, *College Accounting: A Contemporary Approach*, 4th edition, McGraw-Hill Companies. ISBN 978-1-259-99505-7. You will also need an access code for Connect, the homework website. **If you purchase a new book from the bookstore, it will include the code; if you purchase a used book you will need to purchase the code separately. Neither I, nor the College have access codes to distribute.** You can only obtain the code by purchasing it in the foregoing manner. Each student is allowed only ONE account on the Connect homework site.

Other Supplies: You will need 1 ScanTron #882 form for the final. You need to bring a calculator, a notebook with paper, and pen or pencil to class on a daily basis.

GRADING

Homework (6 @ 10 points each, lowest dropped)	50
Class Assignments (6 @ 10 points each, lowest dropped)	50
Quizzes (6 @ 20 points each, lowest dropped)	100
Project	25
Midterm	100
Final Exam	<u>150</u>
TOTAL POINTS	475

Letter grades will be assigned according to the following scale:

90% - 100% = A	70% - 79% = C
80% - 89% = B	60% - 69% = D

CLASS ASSIGNMENTS AND HOMEWORK

The following schedule indicates the exercises and problems to be worked in class as part of the learning process and as illustration of the lecture and chapter contents. None of these assignments will be turned in. The homework assignments are listed separately and will consist of problems from the A series in the text. The homework assignments are to be completed independently and must be submitted by the start of class on the day of the class assignment which covers those chapters.

Homework assignments will NOT be accepted late.

I have prepared chapter outlines for each chapter which we will fill out together as part of the class discussion. The outlines will be posted on my website and you will need to print them out and bring the applicable outline with you to class for each class meeting during which we discuss that chapter! The Class Assignments are distributed in class and must be completed during class time on the day scheduled. If you arrive to class after the class assignments have been distributed to the class, you must wait until after class to get a copy. No credit will be given to class assignments submitted without the student's name or not on the Class Assignment form provided. Class assignments are due the class meeting after they are completed. **Class assignments will NOT be accepted late or if you are not present the day the class assignment is completed.**

LEARN SMART

Learn Smart Modules are included on the Connect website and I strongly encourage you to utilize these modules. Learn Smart adapts and adjusts the content based on your individual strengths and weaknesses, ensuring your time spent studying is the most efficient and productive study time possible. Learn Smart will pinpoint the areas that you are most likely to forget or are having the most difficulty understanding to assist you in truly learning and retaining the information.

QUIZZES

There will be 6 quizzes during the semester, the lowest of which will be dropped. The quizzes will be administered online and will consist of true/false and multiple choice questions or short problems and are due 48 hours after the start of class on the day the homework is due for that chapter (see attached schedule of activities for due dates). Each quiz is worth 20 points and must be submitted by the due date. You will have 45 minutes to complete the quiz and the quiz may be accessed **ONLY ONCE** per chapter. Once you access the quiz, the timer starts running and cannot be reset. Please make sure you have enough time to complete the quiz before you start. **There will be no make ups.**

TESTS

There are two tests – a midterm and the final. The midterm consists of problems to be completed, for which you will be provided with the answer form. No Scantron is needed for the midterm. You will be allowed one hour and 15 minutes to complete the midterm; if you arrive late, you will not be given additional time. Once the test has begun, you may not leave the classroom for any reason until your test has been turned in. **There will be no make-up tests!**

The final exam is comprehensive and consists of a combination of true/false and multiple choice questions and problems to complete. You will be provided with an answer sheet for the problems and you will need a Scantron #882 for the true/false and multiple choice questions. Your Scantron should be in good condition with no worn edges, wrinkles, folds or stains. If your Scantron does not feed through the grading machine, you will receive a zero. Once the test has begun, you may not leave the classroom for any reason until your test has been turned in. **The final exam must be taken at the time scheduled by the college. There are no make-ups for the final.**

For the test you may not use any electronic devices, such as translators, cell phones, ipads, iwatches, etc. You will be allowed to use a calculator, however, you may not use your cell phone as a calculator and you may not share calculators. Cell phones must be stored *out of sight* during the tests. Anyone who looks at or accesses their cell phone or any other electronic device, for any reason, during a test will receive a zero on that test. A 10%-point penalty will be assessed for writing on the test sheet.

The graded tests will be returned within two class meetings after the test is given. Neither the tests nor the answer sheets may be taken out of the classroom. Anyone who takes a test or answer sheet out of the classroom will receive a score of zero for that test.

Being absent is not an excuse and will not allow you to turn in assignments late or to make up tests or quizzes. Any tests or assignments submitted without the student's name will receive a zero.

PROJECT

The project is a computerized accounting case covering chapters 1-6 and will be completed as a group. More detailed instructions will be distributed as the project nears. Each participating member of the group will receive the same amount of points and it is up to the group to decide how to distribute the work.

ATTENDANCE

You are expected to attend class regularly and to arrive to class on time. Students who arrive late disrupt class and miss valuable information necessary for successful completion of assignments and tests. Attendance will be taken at the beginning of each class and is considered to be extremely important for successful completion of this course. If you arrive after your name has been called for attendance, you will be marked absent. It is considered extremely rude and disruptive to leave the room during class. If you leave the room, for any reason, before class is dismissed you may be marked absent. Students who are marked absent for more than 4 class meetings may be dropped from the class.

It is also important to attend class as a great deal of valuable information is discussed in class. Students who are absent for more than 10% of the total class hours may be dropped from the class (see page 25 of the Cerritos College Catalog and Announcement of Courses for the Academic Year 2018-2019 for the official attendance policy). If you do miss class, it is your responsibility to find out the information missed. It is strongly suggested that you get the name, phone number and e-mail address of at least one other person in class in the event that you miss a class meeting.

If circumstances prohibit you from completing the class, it is your responsibility to officially drop the class. As stated on page 25 of the aforementioned catalog, **"The ultimate responsibility of withdraw falls to the student."**

E-MAILS

All e-mails must have your name, student number, and class # in the subject line. My responses tend to be short and to the point in an effort to save time and answer all emails promptly. Emails received Monday – Thursday will be replied to within 24 hours; emails received Friday, on the weekend or holidays may not be replied to until the next school day. Emails received after 7:00 pm are considered received the next day. Due to the significant number of students in my classes and the many spontaneous references and examples given during class, I am unable to respond to e-mail or voice messages by students inquiring as to what was covered during a missed class. E-mail is not a substitute for attendance. I am also unable to respond to e-mails regarding information that has already been discussed in class or information that is readily available elsewhere.

CLASSROOM INTERRUPTIONS

As a courtesy to your instructor and your fellow classmates, all cell phones, pagers and any other communication devices must be TURNED OFF before entering the classroom. If your 'device' makes noise during class, you will be called upon to tell a joke to the class. All jokes must be appropriate for the classroom and telling a joke that is not considered appropriate will result in immediate suspension from the class. No recording devices of any kind, including photos, are allowed to be used in the classroom. All hats must be removed upon entering the classroom. Food is NOT allowed in the classroom.

DISABLED STUDENT PROGRAMS AND SERVICES

Disabled student programs and services are available through the Disabled Student Programs and Services (DSPS) office, which is located in the Liberal Arts building. Students who need assistance or special accommodations for tests and/or assignments must be registered with DSPS. All special accommodations are to be facilitated **through DSPS, directly**, and not the instructor.

CHILD CARE

Child care services are available at the Child Development Center located on campus adjacent to parking Lot 10, which is next to the Campus Police Building.

POLICY STATEMENT

Excessive absences, 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, which is considered, but not limited to, copying or letting someone copy from homework assignments, class assignments, projects, or tests. I expect ethical behavior and integrity inside the classroom. Students who copy or let someone copy or commit academic dishonesty are subject to a score of zero for that assignment and will be dealt with according to the college's Academic Honesty policy found on page 131 of the fall 2018 schedule of classes.

CONNECT HOMEWORK WEBSITE

Nearly all of the homework will be completed online using *Connect*, the publisher's homework website. You will need an access code to register for the Connect website. **YOU MUST USE THE LINK ON MY WEBSITE TO ACCESS THE HOMEWORK SITE.**

STUDENT LEARNING OUTCOMES:

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)

SPRING 2019

Week	Date	Chapter	Activities	Homework	Quiz Due
1	Feb 7	Ch 1	Class Intro		
		Ch 2	E2.2, 2.3, 2.5 E2.8, 2.10, P2-1B, P2.4B Class Assignment #1	P2.1A	
2	14	-----	Lincoln's Birthday	P2.4A	
				Homework Due	Feb. 21 8:00 a.m.
3	21	Ch 3	E3.3, 3.2, P3.3B		
			P3.4B, P3.5B	P3.4A, P3.5A	
4	28	Ch 4	E4.2, 4.4, E4.3, P4.1B, P4-4B	P4.1A, P4.2A, P4.4A	
		Ch 3-4	Class Assignment #2		
5	Mar 6	Ch 5	E5.1, 5.2	Homework #2 (Ch 3 & 4) Due	Mar 6 8:00 a.m.
			Handout, P5.4B	P5.4A, P5.3A	
6	13	Ch 6	E6.1, 6.3, 6.7		
			P6.3B, P6.1B	P6.3A, P6.1A	
		Ch 5-6	Class Assignment #3		
7	20	-----	SPRING BREAK		
8	27		NO CLASSES		
9	Apr 3	Ch 1-6	MIDTERM	Homework # 3 (Ch 5 & 6) Due	April 3 8:00 a.m.
10	Apr 10	Ch 7	E7.1, 7.2, 7.3, 7.4, 7.8 P7.4B	P7.2A, P7.4A	
11	17	Ch. 8	E8.1, 8.2, E 8.3, 8.6, 8.4, P8.2B, P8.6B		
		Ch 7-8	Class Assignment #4	P8.2A, P8.6A	
12	24	Ch 9	E 9.3, 9.5, 9.6, 9.7	Homework #4 (Ch 7 & 8) Due	Apr 24 8:00 a.m.
			P9.4B, P9.6B	P9.4A, P9.6A	
13	May 1	Ch 10 Ch 11	E10.2, 10.7, 10.3, 10.4 P10.1B, E11.3, P11.1B	P10.1A P11.1A	
14	May 8	Ch 9-11	Class Assignment #5	Homework # 5 (Ch 9-11) Due	May 8 8:00 a.m.
		Ch 12	Ex. 12.1, 12.4, 12.7		
		Ch 12	P12.3B, P12.4B, P12.1B	P12-1A	
15	15	Ch 13	E13.1, 13.3, 13.4		
		Ch 13	E13.2, 13.5, P13.1B	P13.1A (manual)	
		Ch 12-13	Class Assignment #6	Homework #6 (Ch 12 & 13) Due 5/20	May 20 8:00 a.m.
	22		FINAL EXAM Friday May 22 8:00 a.m.to 10:00 a.m.	Online through Connect by way of Canvas	

The above schedule is subject to change at the discretion of the instructor.