



Course: Applied Business Accounting
Course #: ACCT1010 Section 01B
CRN: 45328
Room: UHB105

Instructor: Christian M. Braithwaite
Class Time: MWF, 8:00 AM – 8:50 AM
Office Hours: UHB128, MWF 7 – 8 AM & By Appointment
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Required Text:

College Accounting - 11th Edition, Nobles, Scott, McQuaig & Bille

Course Description:

Accounting 1010 introduces the student to basic accounting concepts and practices by taking them through the complete accounting cycle for service firms, and introducing them to the accounting cycle within a merchandising firm.

Electronic Access:

This course utilizes Canvas for the submission of all assigned tasks (with the exception of the Final Exam.) Canvas will also be the medium through which any announcements are made regarding the course. Therefore, it is absolutely necessary that students familiarize themselves with Canvas, and ensure that they have the appropriate access. If the student does not have a personal computer, there are computers available in the Smith Computer Center, UHB200, and the Accounting Lab for the students to utilize. Failure, or inability, to utilize Canvas in the correct method will not be accepted as an excuse for turning in assignments late, or producing subpar work.

Course Objectives:

When students successfully complete this course, they will be able to:

1. Complete the accounting cycle for a service company, which includes these steps:
 - a. Examine source documents and properly record transactions in the general journal
 - b. Post entries from the journal to the general ledger
 - c. Adjust the accounts with the aid of a worksheet
 - d. Prepare an income statement, statement of owner's equity, and a balance sheet
 - e. Prepare and post the necessary closing journal entries in preparation for a new period
 - f. Prepare a post-closing trial balance
2. Define the following methods of accounting: accrual basis, cash receipts and disbursements basis, and modified cash basis
3. Understand the role of special journals and subsidiary ledgers in the accounting process i.e., Sales Journal, Purchases Journal, Accounts Receivable Ledger, and Accounts Payable Ledger
4. Describe and prepare a simple bank reconciliation
5. Prepare adjusting journal entries to record unearned revenue, supplies used, expired insurance, depreciation, and accrued wages or salaries
6. Prepare adjusting journal entries for a merchandising business under periodic and perpetual inventory systems
7. Prepare classified financial statements, reversing, and closing entries for a merchandising firm
8. Compute working capital, and Current Ratio

Course Requirements and Policies:

Enhancing the likelihood of successfully completing this course

To enhance the likelihood of understanding basic accounting and business concepts and applications discussed in this course, it is imperative that you:

1. Complete reading assignments prior to class
2. Come to class on time and stay for the duration

3. Participate in classroom discussion
4. Complete all assignments on time

Critical thinking and oral communication skills

You will have several random, and potentially non-random, opportunities to participate in class. Your individual participation in in-class discussion will be accounted for in your grade. Students will receive points for participation for each learning module as outlined in the grading policies below. Participation will be a subjective evaluation by the professor based on the student’s attentiveness, and oral contributions to the classroom discussion.

Developing information-systems-oriented technological skills

All assignments, quizzes and exams (with the exception of the Final Exam) must be completed using an electronic medium. The working papers for all homework problems will be available on Canvas for the student to download and utilize for their assignments.

Professionalism

Not attending class or being late to class not only detracts from the learning environment of other students, but will directly impact your ability to maintain good standing with regard to your participation grade. I will not accept late work unless I have agreed to do so in advance of the due date. Exceptions will only be made for rare circumstances. Cell phones, or other electronic distractions, will not be tolerated. Ringing phones, texting, and any other form of disruptive behavior will result in a loss of participation points – possibly all of them for that particular module.

Homework:

All of the work in this course is divided into 4 modules. The homework for each module is due the same day that the exam is taken for that same module. Each student must ensure to keep up on their work – as it will be difficult to complete all of the work in a short amount of time. The assignments, and the points available for each assignment, are displayed below:

| Homework | | |
|------------------------------|---|---------------|
| Assignment | Problems | Points |
| Module 1 Homework | Ex. 1-3, Ex. 1-6, P 1-2A, P 1-5B | 30 |
| | Ex. 2-1, Ex. 2-2, Ex. 2-3, P2-2A, P2-4B | 30 |
| | Ex. 3-6, Ex. P3-1A, P3-3A, P3-4B | 30 |
| Module 2 Homework | Ex. 4-9, P4-1A, P4-2A, P4-4B | 30 |
| | Ex.5-3, Ex.5-9, P5-4B, P5-5B | 30 |
| Module 3 Homework | Ex 6-4, Ex. 6-6, P6-2A, P6-4A | 30 |
| | Ex 9-1, Ex. 9-6, P9-1A, P9-6B | 30 |
| | Ex. 10-4, Ex. 10-6, P10-2A, P10-5B | 30 |
| Module 4 Homework | Ex. 11-5, Ex. 11-7, P-11-4A, 11-4B | 30 |
| | Ex. 12-1, Ex. 12-2, P12-4A, P12-1B | 30 |
| Total Points Possible | | 300 |

All of the homework is to be completed in Microsoft Excel. The Working Papers (Excel templates) for each homework problem will be posted on Canvas. The working papers are pre-formatted and require little more than basic data entry. Should the student need additional help with Excel, they are encouraged to seek out the professor during office hours or utilize the lab assistants in the Smith Computer Center.

The homework for each module is due on the same day that the exam is due for that same module. *It is very important to not procrastinate completing your assignments.* It will not be easy to complete them all in a short amount of time.

Quizzes:

A quiz will be given on each chapter of the book that we cover. The quizzes on each chapter contain 25 questions, and may contain Multiple Choice, True or False, and Short Problem questions. Quizzes are taken on Canvas, and are limited to 90 minutes. ***Quizzes are open book and open note – but are to be completed individually.*** Students who are found to be collaborating will receive a zero. Utilizing the internet to find the answers to questions will be considered cheating. The only materials that are permissible to use while taking the quizzes are your textbook, and any notes you may take during class. Quizzes will close at 11:59PM on their due date.

The breakdown for each quiz is as follows:

| Quizzes | |
|------------------------------|------------|
| | Points |
| Chapter 1 Quiz | 25 |
| Chapter 2 Quiz | 25 |
| Chapter 3 Quiz | 25 |
| Chapter 4 Quiz | 25 |
| Chapter 5 Quiz | 25 |
| Chapter 6 Quiz | 25 |
| Chapter 9 Quiz | 25 |
| Chapter 10 Quiz | 25 |
| Chapter 11 Quiz | 25 |
| Chapter 12 Quiz | 25 |
| Total Points Possible | 250 |

Exams:

Five exams will be given throughout the course. These exams (except for the Final Exam) are to be taken on Canvas. **Exams are open book and open note – but must be completed individually.** Students who are found to be collaborating will receive a zero. Utilizing the internet to find the answers to questions will be considered cheating. The only materials that are permissible to use while taking the quizzes are your textbook, and any notes you may take during class. You will receive your grade immediately after completing your exam – but will not be able to see which questions you answered correctly or incorrectly until the deadline for taking the exam has passed. Each exam will contain 50 questions, and the Final Exam will contain 100 questions. Online exams will close at 11:59 on their due date.

The Final Exam will be administered in class, and will consist of Multiple Choice and True or False Questions taken from the 4 previous exams.

The breakdown for the exams in the course is as follows:

| Exams | |
|------------------------------|------------|
| | Points |
| Module 1 Exam | 100 |
| Module 2 Exam | 100 |
| Module 3 Exam | 100 |
| Module 4 Exam | 100 |
| Final Exam | 200 |
| Total Points Possible | 600 |

Participation:

You will have several random, and potentially non-random, opportunities to participate in class. Your individual participation in in-class discussion will be accounted for in your grade. Students will receive points for participation for each learning module as outlined in the grading policies below. Participation will be a subjective evaluation by the professor based on the student's attentiveness, and oral contributions to the classroom discussion.

The breakdown for Participation Points is as follows:

Participation

| | Points |
|--------------|------------|
| Module 1 | 30 |
| Module 2 | 20 |
| Module 3 | 30 |
| Module 4 | 20 |
| Total | 100 |

Grading:

This course is designed to be difficult, but it is not my intention to give bad grades. The potential for curving Quizzes and Exams exists, so as to achieve at least class average of 80% for each assessment. As with everything else in the course, your grades will always be available to view on Canvas.

Accounting requires you to develop critical-thinking skills, and you may find this class to be particularly difficult. However, if you give all of your effort into understanding, and applying the material discussed in class, I am sure that you will be successful in this course. This course is designed to challenge you.

Grades for homework will be entered soon after the due date, and grades for Quizzes and Exams taken on Canvas will be available for you to view immediately after taking the assessment. The answers to these assessments will be available for you to see after the due date for that particular assessment has passed.

In summary, Final Grades are comprised of the following point breakdown:

Grade Breakdown

| | | |
|---------------|--------------|-------------|
| Homework | 300 | 24% |
| Quizzes | 250 | 20% |
| Exams | 600 | 48% |
| Participation | 100 | 8% |
| | 1,250 | 100% |

The following is the Grade Scale used to determine your Final Grade:

Grading Scale

| | | | | | | | | | | | |
|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|---------|
| A | A- | B+ | B | B- | C+ | C | C- | D+ | D | D- | F |
| 100 - 93% | 92% - 90% | 89 - 87% | 86 - 83% | 82 - 80% | 79 - 77% | 76 - 73% | 72 - 70% | 69 - 67% | 66 - 63% | 62 - 60% | 60 - 0% |

If you have any concerns regarding your grade, please feel free to speak with me.

Disability Accommodations:

Students with medical, psychological, learning or other disabilities desiring reasonable academic adjustment, accommodations, or auxiliary aids to be successful in this class will need to contact the Disability Resource Center Coordinator (Baako Wahabu) for eligibility determination. Proper documentation of impairment is required in order to receive services or accommodations. DRC is located in the North Plaza Building. Visit or call 652-7516 to schedule an appointment to discuss the process. DRC Coordinator determines eligibility for and authorizes the provision of services.

Dmail & Canvas

Important information will be sent to your Dmail account. This information includes your DSC bill, financial aid/scholarship notices, notification of dropped classes, reminders of important dates and events, and other information critical to your success in this class and at DSC. All DSC students are automatically assigned a Dmail account. If you don't know your username and password, go to www.dixie.edu and select "Dmail" for complete instructions. You will be held responsible for information sent to your Dmail e-mail, so please check it often.

Accessing Canvas is essential this course. The vast majority of your assignments in this class will be submitted and graded through Canvas. You access canvas by using your Dmail username and password. If you have trouble accessing Canvas visit www.dixie.edu/helpdesk for further instructions and troubleshooting. Inability to access Canvas due to anything other than server malfunction or similar technical problems will not be sufficient to excuse the student from submitting an assignment on time, or for performing subpar work. Computers are available for use by students in UHB200, the Accounting Lab (1st floor of UHB), Smith Computer Center, and various locations inside the Holland Centennial Commons Building. There is plenty of computer access available on campus to those who do not have personal accommodations.

College Resources:

Several college resources are available to help you succeed. Computer access, as listed above, is available for students in UHB200, the Accounting Lab (1st floor of UHB), Smith Computer Center, and various locations inside the Holland Centennial Commons Building.

Tutoring Services – Tutoring services are offered on Campus. The Tutoring Center is located on the 4th floor of the Holland Centennial Commons Building. The schedule of available Tutoring Services, and hours is located at: www.dixie.edu/tutoring

Academic Integrity:

Cheating in any form will not be tolerated. The assignments are to be completed in the prescribed way – any deviation from this is considered cheating. There is a large amount of confidence placed in you to complete quizzes and exams on an individual basis, using only the allowed materials. If you choose to abuse that confidence and cheat, you will receive a zero on that particular assignment. Repeated or aggravated offenses could result in a failing grade for the course.

I have special training in Fraud Examination, and if you cheat I will probably catch you. There is usually a correlation between in-class participation and test scores. If I don't catch you, rest assured that you have compromised your integrity. Cheating is a dangerous habit to get into. Cheating could get you expelled from school, fired from a job, and bring about a host of other undesirable consequences. Be honest – don't cheat. Have the moral courage to do what is right when nobody else is watching you.

The following is a *tentative* course schedule. Any changes to this schedule will be made known on Canvas, and a new schedule will be posted in its place.

| | Day | In-Class | Due |
|--------|------------------------------|--|--------------------------------------|
| Wk. 1 | Monday, October 01, 2012 | Introduction, Chapter 1 Discussion | - |
| | Wednesday, October 03, 2012 | Chapter 1 Discussion | Read Chapter 1 |
| | Friday, October 05, 2012 | Chapter 1 Discussion | Chapter 1 Quiz |
| Wk. 2 | Monday, October 08, 2012 | Chapter 2 Discussion | Read Chapter 2 |
| | Wednesday, October 10, 2012 | Chapter 2 Discussion | Chapter 2 Quiz |
| | Friday, October 12, 2012 | Fall Break – No Class | - |
| Wk. 3 | Monday, October 15, 2012 | Chapter 3 Discussion | Read Chapter 3 |
| | Wednesday, October 17, 2012 | Chapter 3 Discussion | Chapter 3 Quiz |
| | Friday, October 19, 2012 | Module 1 Review | Module 1 Exam, All Module 1 Homework |
| Wk. 4 | Monday, October 22, 2012 | Chapter 4 Discussion | Read Chapter 4 |
| | Wednesday, October 24, 2012 | Chapter 4 Discussion | Chapter 4 Quiz |
| | Friday, October 26, 2012 | Chapter 5 Discussion | Read Chapter 5 |
| Wk. 5 | Monday, October 29, 2012 | Chapter 5 Discussion | Chapter 5 Quiz |
| | Wednesday, October 31, 2012 | Module 2 Review | Module 2 Exam, All Module 2 Homework |
| | Friday, November 02, 2012 | Chapter 6 Discussion | Read Chapter 6 |
| Wk. 6 | Monday, November 05, 2012 | Chapter 6 Discussion | Chapter 6 Quiz |
| | Wednesday, November 07, 2012 | Chapter 9 Discussion | Read Chapter 9 |
| | Friday, November 09, 2012 | Chapter 9 Discussion | Chapter 9 Quiz |
| Wk. 7 | Monday, November 12, 2012 | Chapter 10 Discussion | Read Chapter 10 |
| | Wednesday, November 14, 2012 | Chapter 10 Discussion | Chapter 10 Quiz |
| | Friday, November 16, 2012 | Module 3 Review | Module 3 Exam, All Module 3 Homework |
| Wk. 8 | Monday, November 19, 2012 | Chapter 11 Discussion | Read Chapter 11 |
| | Wednesday, November 21, 2012 | Thanksgiving Break – No Class | |
| | Friday, November 23, 2012 | | |
| Wk. 9 | Monday, November 26, 2012 | Chapter 11 Discussion | Chapter 11 Quiz |
| | Wednesday, November 28, 2012 | Chapter 12 Discussion | Read Chapter 12 |
| | Friday, November 30, 2012 | Chapter 12 Discussion | Chapter 12 Quiz |
| Wk. 10 | Monday, December 03, 2012 | Module 4 Review | Module 4 Exam, All Module 4 Homework |
| | Wednesday, December 05, 2012 | Final Exam Review | - |
| | Friday, December 07, 2012 | Final Exam Review | - |
| Wk. 11 | Monday, December 10, 2012 | Finals Week - No Class | - |
| | Wednesday, December 12, 2012 | Final Exam - 7:30 - 9:30 AM in Classroom | |
| | Friday, December 14, 2012 | | |