

**ACCOUNTING 1010, 01B
APPLIED BUSINESS ACCOUNTING**

**SYLLABUS
Spring Semester 2012**

Instructor: Robert C. Huddleston, Ph.D.	Office: 435-652-7740
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Office Location and Hours:

Udvar-Hazy Building Room 345

M,W,F: 11-12 noon, T 2:40 -3:40 pm,
W 4:15-5:15 pm

A. TEXT

College Accounting - McQuaig, Bille and Nobles, 10E

B. COURSE DESCRIPTION

ACCT 1010 - Applied Business Accounting (2 Credits)

For non-accounting majors. This course introduces the student to basic bookkeeping practices and procedures, taking them through the complete accounting cycle for hospitality and service companies.

C. COURSE OBJECTIVES

Chapter 1

1. Define accounting
2. Define and identify asset, liability, and owner's equity accounts..
3. Record a group of business transactions, in column form, involving changes in assets, liabilities, and owner's equity.
4. Define and identify revenue and expense accounts.
5. Record a group of business transactions, in column form, involving all five elements of the fundamental accounting equation.

Chapter 2

1. Determine balances of T accounts having entries recorded on both sides of the accounts.
2. Present the fundamental accounting equation with the T account form, and label the plus and minus sides.
3. Present the fundamental accounting equation with the T account form, and label the debit and credit sides.
4. Record directly in T accounts a group of business transactions involving changes in asset, liability, owner's equity, revenue, and expense accounts for a service business.
5. Prepare a trial balance.

6. Prepare (a) an income statement, (b) a statement of owner's equity, and (c) a balance sheet.
7. Recognize the effect of transpositions and slides on account balances.

Chapter 3

1. Record a group of transactions pertaining to a service enterprise in a two-column general journal.
2. Post entries from a two-account general journal to general ledger
3. Prepare a trial balance from the ledger

Chapter 4

1. List the classification of the accounts that occupy each column of a ten-column work sheet.
2. Complete a work sheet for a service enterprise, involving adjustments for expired insurance, depreciation, and accrued wages.
3. Prepare an income statement, a statement of owner's equity, and a balance sheet for a service business directly from the work sheet.
4. Journalize and post the adjusting entries.
5. Prepare (a) an income statements, (b) a statement of owners' equity, and (c) a balance sheet.
6. Define the fiscal year and period.

Chapter 5

1. List the steps in the accounting cycle.
2. Journalize and post closing entries for a service enterprise
3. Prepare a post-closing trial.
4. Define the following methods of accounting: accrual basis and modified cash basis

Chapter 6

1. Describe the procedure for depositing a check.
2. Reconcile a bank statement.
3. Record the required journal entries directly from the bank statement.
4. Record journal entries to establish and reimburse a Petty Cash Fund.
5. Complete Petty Cash vouchers and petty cash payments records..
6. Record the journal entries to establish a Change Fund.
7. Record journal entries for transactions involving Cash Short and Over.

Chapter 7

1. Understand the role of laws that affect payroll deductions and contributions.
2. Calculate total earnings based on an hourly, piece-rate, or commission basis.
3. Determine deductions using tables of employees' income tax withholding.
4. Complete a payroll register.
5. Journalize the payroll entry from a payroll register.
6. Maintain employees' individual earnings records

Chapter 8

1. Calculate the amount of payroll tax expense and journalize the related entry.
2. Journalize the entry for the deposit of employees' federal income taxes withheld and FICA taxes (both employees' withheld and employer's matching share) and prepare the deposit coupon.
3. Journalize the entries for the payment of employers' state and federal unemployment taxes.
4. Journalize the entry for the deposit of employees' state income taxes withheld.
5. Complete Employer's Quarterly Federal Tax Return. Form 941.
6. Prepare W-2 and W-3 forms and Form 940.
7. Calculate the premium for workers' compensations insurance. And prepare the entry for payment in advance.
8. Determine the account of the end-of-the-year adjustments for (a) workers' compensation insurance and (b) accrued salaries and wages, and record the adjustments.

D. CLASS HOURS

**Accounting 1010 meets three days a week: Monday , Wednesday and Friday:
10:00 - 10:50 am.**

E. Examinations

Three examinations are given in Applied Business Accounting 1010. All exams will be taken in the classroom. Individuals taking a late exam will be graded on a more difficult grading scheme (see grading section.) Students who do poorly on any exam except the final may take a second test; the highest score possible on a second test is 70% or a C-. Any form of cheating may result in a F grade for the course.

F. HOMEWORK

Homework will be collected randomly at the beginning of class on six occasions.

G. GRADING

1.	EXAMS	80%
2.	*HOMEWORK	<u>20%</u>
	TOTAL	100%

A	93.0 - 100.0%	C	73.0 - 76.9%
A-	90.0 - 92.9%	C-	70.0 - 72.9%
B+	87.0 - 89.9%	D+	67.0 - 69.9%
B	83.0 - 86.9%	D	63.0 - 66.9%
B-	80.0 - 82.9%	D-	60.0 - 62.9%
C+	77.0 - 79.9%	F	BELOW 60%

*** Homework will not be graded on its accuracy. It will be graded on the effort made. If you could do all the homework correctly, you would not need to take this course. The grading scheme is as follow:**

Moderate effort = 80%
Little or no effort = 40%

Late Exam Grading Scheme:

95% - 100% = A
90%-94% = B
83%-89% = C
80%-84% = D
79% or bellow = F

**APPLIED BUSINESS ACCOUNTING
TENTATIVE SCHEDULE**

<u>WEEK</u>	<u>CHAPTER(S)</u>	<u>ASSIGNMENTS</u>
2/20	1	Orientation, Review Introduction
2/27		Problems 1-1A, 1-2A & 1-3A
3/5	2-3	P.2-1A, 2-3A, 2-4A, 3-1A, 3- 2A, 3-4A
3/19	4	P.4-1A, 4-2A, 4-3A, 4-4A, Test on Chapters 1-3
3/26	5	P.5-1A, 5-2A, 5-3A, 5-4A
4/2	6	P.6-1A, 6-2A, 6-3A, 6-4A, Test on Chapters 4, 5 & 6
4/9	7	P.7-1A, 7-2A, 7-3A, 7-4A
4/16	8	P.8-1A, 8-2A, Test on Chapters
4/23		P.8-3A, 8-4A
4/30	9:30am - Room 203	Test on Chapters 7 & 8

**APPLIED BUSINESS ACCOUNTING
GRADING SHEET**

Name: _____

Exams

1. _____

2. _____

3. _____

Total _____ / 3 x 8 = _____

Homework

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Total _____ / 6 x 2 = _____

Total Points _____

APPLIED BUSINESS ACCOUNTING
GRADING SHEET

Name: Terry SCALIA

Exams

1. 100
2. 80
3. 90
Total 270 / $3 \times 8 =$ 720
 90×8

Homework

1. 40
2. 95
3. 95
4. 95
5. 95
6. 80
Total 160 / $6 \times 2 =$ 160
 $83 \times 2 =$
Total Points 89

B+

DSC Policy Links:

- Reference to "Policy for Absences Related to College Functions" :
<http://www.dixie.edu/humanres/policy/sec5/523.html>
- Disruptive behavior policy / classroom expectations :
<http://www.dixie.edu/humanres/policy/sec3/334.html>
- Academic dishonesty / Academic integrity policy :
<http://www.dixie.edu/humanres/policy/sec3/334.html>

Resources:

- **Available Resources** :Library, Computer Lab, Writing Center, Testing Center, and Tutoring Center statements and links (as appropriate)
 - Library - <http://library.dixie.edu>
 - Computer Labs – located in the basement of the library. The Smith Computer Center, and the Hazy Building room 200.
 - Writing Center - http://dixie.edu/english/dsc_writing_center.php
 - Testing Center - <http://dixie.edu/testing>
 - Tutoring Center - <http://dsc.dixie.edu/tutoring/>

- **Disability Statement:**

Disability Statement:

Students with medical, psychological, learning or other disabilities desiring reasonable academic adjustments, accommodations, or auxiliary aids to be successful in their program of study should contact the Disability Resource Center within the first two weeks of the beginning of classes for eligibility determination.

Proper documentation of impairment is required in order to receive services. DRC is located on the ground floor of the Financial Aid Office. You may call 652-7516 to schedule appointment for further information regarding the process to receive accommodations. DRC Coordinator determines eligibility for and authorizes the provision of services.

- **Dmail:**

You are required to frequently check your dmail account. Important class and college information will be sent to your dmail account, including DSC bills, financial aid/scholarship notices, notices of cancelled classes, reminders of important dates and deadlines, and other information critical to your success at DSC and in your courses. If you don't know how to access your dmail account, go to www.dixie.edu and select "Dmail" from the left column. To locate your dmail username and password, go to www.dixie.edu, and click on "Log in to student services" or the "My Dixie" button.



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Welcome to DSC

[Return to Home](#)

Spring Course Lists

- [All Classes \(pdf\)](#)
- [Afternoon/Evening Classes \(pdf\)](#)
- [Block Classes \(pdf\)](#)
- [Hurricane Classes \(pdf\)](#)
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Spring 2012 Class Schedule

Spring Course Lists

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 [Afternoon/Evening Course List](#) |
 [Hurricane Course List](#)

REGULAR SEMESTER DATES

Nov 14	Spring Registration open to Seniors (90+ earned credits)
Nov 15	Spring Registration open to Juniors (60+ earned credits)
Nov 16	Spring Registration open to Sophomores (30+ earned credits)
Nov 17	Spring Registration open to All Students
Jan 9	Classwork Starts
Jan 11	Last Day to Add Without Signature
Jan 16	Martin Luther King Jr. Day
Jan 17	Drop/Audit Fee Begins (\$10 per class)
Jan 24	\$50 Late Registration/Payment Fee
Jan 30	Graduation Application Deadline
Jan 31	Pell Grant Census
Jan 31	Last Day for Refund
Jan 31	Last Day to drop without receiving a "W" grade
Feb 1	Courses dropped for non-payment
Feb 3	Last Day to ADD Classes
Feb 20	President's Day
Feb 27	Mid-Term Grades Due
Mar 2	Last Day to DROP/AUDIT Classes
Mar 12-16	Spring Break
Mar 19	Summer Registration open to Seniors (90+ earned credits)
Mar 20	Summer Registration open to Juniors (60+ earned credits)
Mar 21	Summer Registration open to Sophomores (30+ earned credits)
Mar 22	Summer Registration open to All Students
Apr 6	Last Day for Complete Withdrawal
Apr 16	Fall Registration open to Seniors (90+ earned credits)
Apr 17	Fall Registration open to Juniors (60+ earned credits)
Apr 18	Fall Registration open to Sophomores (30+ earned credits)
Apr 19	Fall Registration open to All Students
Apr 26	Classwork Ends
Apr 27	Final Exams
Apr 30,	Final Exams
May 1-3	Final Exams
May 4	Commencement

BLOCK SCHEDULE DATES

Jan 30	Graduation Application Deadline
Feb 20	President's Day
Feb 21	Classwork Starts
Feb 23	Last Day to Add Without Signature
Feb 27	\$50 Late Registration/Payment Fee
Mar 1	Pell Grant Census
Mar 1	Last Day for Refund
Mar 1	Last Day to drop without receiving a "W" grade
Mar 2	Courses dropped for non-payment
Mar 5	Last Day to ADD Classes
Mar 12-16	Spring Break
Mar 19	Summer Registration open to Seniors (90+ credits)
Mar 20	Summer Registration open to Juniors (60+ credits)
Mar 21	Summer Registration open to Sophomores (30+ credits)
Mar 22	Summer Registration open to all students
Mar 26	Last Day to DROP/AUDIT Classes
Apr 6	Last Day for Complete Withdrawal
Apr 16	Fall Registration open to Seniors (90+ credits)
Apr 17	Fall Registration open to Juniors (60+ credits)
Apr 18	Fall Registration open to Sophomores (30+ credits)
Apr 19	Fall Registration open to all students
Apr 26	Classwork Ends
Apr 27	Final Exams
Apr 30,	Final Exams
May 1-3	Final Exams
May 4	Commencement

FINAL EXAM SCHEDULE

Fri - April 27 Daily, MTWR, MWF, MW, M Only	Mon - April 30 Daily, MTWR, MWF, MW, M Only	Tue - May 1 TR, Tue Only	Wed - May 2 Daily, MTWR, MWF, MW, M Only	Thur - May 3 TR, Thur Only Class Time Exam Time
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IBI Business Forum

FREE ADMISSION (All Business & Community Leaders
and DSC Students & Employees are invited)

THURSDAYS FROM 12:00noon TO 12:50pm

BOEING AUDITORIUM (Udvar-Hazy, Room 121)

Spring 2012 Speakers

Berkeley Geddes

Entrepreneur

January 26th

Susan Moore

Vice President of Wells Fargo Bank

February 9th

Gregg McArthur

President of the St. George Area
Chamber of Commerce

February 23rd

Kevin Kuzia

Global Business Practices
Compliance Officer for Pratt and Whitney

March 8th

Kenny Miller

Manager, Village Bank

March 29th

Stan Plewe

Vice President, DSC

April 12th

Questions? Contact Dr. Robert Huddleston
huddlest@dixie.edu Phone: 435-652-7740