

**DIXIE STATE COLLEGE OF UTAH**  
**APPLIED BUSINESS ACCOUNTING 1010**  
**Fall 2011**

**Instructor: Ryan T. Webb**

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**CLASS INFORMATION:**

Accounting 1010 Section 50B CRN# 40386  
Room 205 Udvar-Hazy W 5:15 p.m.-7:45 p.m. 2 Credit Hours

**REQUIRED TEXT:**

College Accounting, McQuaig, 10th edition

**Recommended:**

Working Papers: Recommended for solving end-of-chapter exercises and problems.

**COURSE DESCRIPTION:**

Accounting 1010 introduces the student to basic accounting concepts and practices taking them through the complete accounting cycle for service firms.

Accounting is a DO IT YOURSELF class. I will do all I can to help make the learning process easier, but you are the one who must do the learning. I cannot do it for you. In most cases, if you are to achieve a satisfactory level of competence, you will be required to put in two to three hours of good, concentrated study, outside the classroom for every hour in the classroom.

The study of accounting requires that you learn and retain that which you study, chapter by chapter. Material in later chapters builds on what has been learned and studied in earlier chapters. Terms, concepts, account titles and classification, financial statement format, the "rules" of account increase and decrease and on and on chapter after chapter, must be learned, retained, and used along with new information that is being continuously added. This is a fundamental difference between the study of accounting and many other subjects. You cannot "cram" for an accounting test. You must learn well as you go, each day building on all that has been learned in the days that have passed. This is the secret to doing well in accounting.

Do not fall behind in your work. Keep up with the class. When you come to class, come with your assignments worked and with a list of questions or ideas that you don't understand. Do not hesitate to ask questions regardless of how simple or trivial they may seem. Collaboration with other students about homework assignments is permitted; however, each student must complete their own answers into an electronic media that can be opened and shared in class. Each student must turn in their own work. No copying and pasting other students work. Do exercises and problems not assigned for extra practice and review.

It is the responsibility of each student to read and be familiar with the following policies & resources:

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>

Building your character and reputation happens in the seemingly small things that add up over time. This very character and reputation that has taken years to develop can be lost and ruined in a single bad choice and wrongful act. It is better to get a lower grade than to lose your personal integrity. For clarification, I consider sharing information about exams that have not yet closed as cheating.

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](http://dixie.edu/english/dsc_writing_center.php)
  - Testing Center - <http://dixie.edu/testing>
  - Tutoring Center - <http://dsc.dixie.edu/tutoring/>

- **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](http://www.dixie.edu) and select "Dmail" from the left column. To locate your dmail username and password, go to [www.dixie.edu](http://www.dixie.edu), and click on "Log in to student services" or the "My Dixie" button.

## **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 JEs 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, 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 simple bank reconciliations
5. Calculate employee earnings and deductions and complete a payroll register.
6. Calculate employer payroll taxes and complete employer's quarterly federal tax return Form 941, along with W-2's, W-3, and Form 940.

## **TESTS:**

Accounting 1010 is divided into three units. A major exam covering the material presented in each study unit is given at the conclusion of the study unit. In very rare instances will an exam be given prior to the scheduled date, and in no case will a make-up exam be allowed after the general exam. Problems with the schedule need be discussed with me the first week of class.

## **QUIZZES:**

Quizzes including chapter & appendix material will be given each day at the beginning and end of class. No early or late quizzes will be allowed as the quizzes are an indirect method of grading attendance.

## **CHANGES TO SYLLABUS:**

Information contained in this syllabus, may be subject to change with advance notice, as deemed appropriate by the instructor. You are responsible for changes announced in your absence.

## **HOMEWORK:**

Although homework will be reviewed, discussed, and corrected in class, it must be turned in at the end of class on the day it is due. Homework is graded on effort as well as accuracy so if you can't balance or match the check figures, please keep going with the problem and you will receive more credit than if you had stopped and not completed the full assignment.

**GRADING:**

Grading will NOT be on a curve. Final grades will be assigned based on the following breakdown:

Homework.....	10%
Quizzes.....	30%
Writing Assignments.....	5%
Participation.....	5%
Exams.....	<u>50%</u>
Total.....	100%

Grades are based on the following percentages:

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

**TENTATIVE ASSIGNMENT SCHEDULE/DATES**

Date	Chapter	Quiz	Assignment Due	Exam
October 5	Intro. & Ch.1	Ch.1 Intro.		
October 12	Chapter 2	Ch. 2	P1-1A, P1-2A, P1-3A, P1-4A P2-1A, P2-2A, P2-3A, P2-4A Writing Assignment	
October 19	Chapter 3	Ch. 3	P3-1A, P3-2A, P3-3A, P3-4A Ch. 1-2 & Ch. 3 Test Prep.	
October 20-21				Ch. 1-3 Testing Center
October 26	Chapter 4 & APDX: A	Ch. 4	P4-1A, P4-2A, P4-3A, P4-4A	
November 2	Chapter 5	Ch. 5	P5-1A, P5-2A, P5-3A, P5-4A	
November 9	Chapter 9	Ch. 9	P9-1A, P9-2A, P9-3A, P9-4A Ch. 4-5 & Ch. 9 Test Prep.	
November 10-11				Ch. 4, 5, & 9 Testing Center
November 16	Chapter 6 & APDX: D	Ch. 6	P6-1A, P6-2A, P6-3A, P6-4A	
November 23	Holiday No Class			
November 30	Chapter 7	Ch. 7	Writing Assignment P7-1A, P7-2A, P7-3A, P7-4A	
December 7	Chapter 8 & FS Ratios	Ch. 8	P8-1A, P8-2A, P8-3A, P8-4A Ch. 6-8 Test Prep.	
December 14	Finals Exam			Ch. 6-8 In Class @ 5:15 PM