

**SYLLABUS (GREEN SHEET)
MONTEREY PENINSULA COLLEGE
BUSINESS & TECHNOLOGY DIVISION
SPRING 2010 SEMESTER**

COURSE TITLE:	Introduction to Accounting
COURSE NUMBER:	BUSI 120A
CLASSROOM LOCATION:	BC-201 (through 4/4/10); Swing Space Classroom _____ (after 4/5/10)
WEBSITE:	http://www.mpcfaculty.net/nancy_goehring and follow the links
CREDIT HOURS:	3
INSTRUCTOR:	Nancy Goehring
E-MAIL ADDRESS:	ngoehring@mpc.edu
OFFICE HOURS:	Monday & Wednesday, 8:00 – 9:00; Mon. 11:30-12:00 and by appt.
OFFICE LOCATION:	BC-205C (through 4/4/10); Lecture Forum LF-105 (after 4/5/10)
PHONE:	(831) 646-4012
PREREQUISITE:	None
TEXT:	<i>College Accounting</i> . Ninth Edition, by Douglas J. McQuaig and Patricia A. Bille - ISBN 9780618824182
REQUIRED MATERIALS:	Working Papers with Study Guide 1-13 - ISBN 9780618824199 Pencil with eraser (do not use pen for your accounting homework) Highlighter Straightedge (a business card or index card works fine) Calculator (+, -, x, ÷ capability--a fancy one is not needed)

PURPOSE OF THE COURSE:

This course is designed to give you a basic understanding of accounting and the terminology used in the bookkeeping and accounting professions. This course provides vocational preparation for students entering the accounting profession, provides background for embarking on other business careers, and provides a solid foundation for those students planning more advanced studies in accounting.

METHOD OF INSTRUCTION:

The method of instruction will include class lectures, individual instruction, various assignments, working in groups, and performance tests based on the materials presented. A comprehensive review problem will encompass and apply the concepts learned from the text and the assignments.

OBJECTIVES:

1. Apply steps in the accounting cycle to analyze, sort, and record financial transactions. This will include preparing journal entries in the General Journal and the various specialized journals, as well as posting accounting transactions to the General Ledger.
2. Identify and prepare needed end-of-period adjustments to ledger accounts.
3. Prepare basic financial statements at the end of the accounting period.
4. Analyze basic payroll and cash account statements to generate necessary accounting entries.

STUDENT LEARNING OUTCOMES:

The student will:

- ✓ define accounting terminology;
- ✓ analyze and record business transactions in a manual environment;
- ✓ complete the accounting cycle;
- ✓ prepare financial statements; and
- ✓ apply accounting concepts to cash and payroll.

METHOD OF EVALUATION:

Your final grade will be based on work ethic, practice exercises, completion of homework assignments, and performance on periodic quizzes and examinations in these percentages:

Work Ethic	10%
Homework	18%
In-class assignments	18%
Closed-book quizzes	18%
Midterm Exam	18%
Final Exam	18%

- ✓ Ten percent of your grade will be based on work ethic. This includes such things as possessing a good attitude, having good attendance (which includes being to class on time), being cooperative, displaying classroom courtesy, working well with others, asking questions, participating in group activities, and using time wisely.

Grades will be assigned based on the following:

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

PLEASE NOTE:

Students registered for this class who are not making satisfactory progress will be asked to drop the course. Students who “disappear” from class without officially dropping or withdrawing from the course will receive an “F” on their transcript. Satisfactory progress will be considered keeping up with the scheduled coursework. Students with excessive absences or *students who do not use their class time for accounting* will be asked to drop the course. **Extenuating circumstances need to be discussed with the instructor prior to the end of the semester.**

GENERAL INSTRUCTIONS:

Read this syllabus carefully for additional instructions, information regarding supplementary materials, and study hints. You will be held responsible for all of the information on this syllabus.

Read the chapter in the text before the class lecture. The lectures are very important, and they WILL help you with this class. You will then complete the required exercises and problems, and check your own work with the answer books.

Please do not take the answer books from the classroom. An answer book is available in the classroom and in the Business Skills Center (BC-204). Solutions are also available on the course Website. Feel free to question anything you do not understand. **Legibility and neatness are extremely important in accounting.** If your work is not satisfactory, I will ask you to redo a problem in order to be sure you understand the concept.

- ✓ I recommend you do the assignments in the order given.
- ✓ **To study for the tests**, I suggest you review the terms in the Glossary, complete the Study Guide Questions for the chapter in the working papers, and review the exercises and problems that have been assigned.
- ✓ The answers to the Study Guide Questions are in the back of the Working Papers starting on page 427.

HOMEWORK ASSIGNMENTS:

All assignments must be attempted and brought to class when due. **Use pencil** (not pen), straightedge, and when appropriate, pages from the "Working Papers With Study Guide 1-13" book. Label all items and **highlight** all check figures. Late papers (regardless of reason) will receive maximum of "C" or lower, depending on lateness/correctness. Homework for a chapter is due on the Quiz date for that chapter.

The following list of assignments may be adjusted at the discretion of the instructor. Updates will be announced in class.

CHAPTER 1: ASSET, LIABILITY, AND OWNER'S EQUITY, REVENUE, AND EXPENSE ACCOUNTS

Complete Exercises 1-1, 1-2, 1-3, 1-5, and 1-8 on the electronic templates. Do Problems 1-1A, 1-2A, 1-3A, and 1-4A on the working papers. Be sure you understand how to record the collection of cash on account.

CHAPTER 2: T ACCOUNTS, DEBITS AND CREDITS, TRIAL BALANCE, AND FINANCIAL STATEMENTS

—This chapter is the key to success in accounting. Complete exercises 2-2, 2-3, 2-4, 2-5, 2-6, and 2-8 on the electronic templates, and do Problems 2-1A, 2-2A, 2-3A, and 2-4A on the working papers. Finding and correcting errors is one of the most important skills in accounting. Be sure you have reviewed the procedures for finding and correcting errors.

CHAPTER 3: THE GENERAL JOURNAL AND THE GENERAL LEDGER

Complete exercises 3-1, 3-2, 3-3, 3-4, 3-5, 3-6, 3-7, and 3-8 on the electronic templates, and do Problems 3-1A, 3-2A, 3-3A, and 3-4A on the working papers.

CHAPTER 4: ADJUSTING ENTRIES AND THE WORK SHEET

Complete Exercises 4-2, 4-3, 4-4, 4-6, and 4-7 on the electronic templates, and do Problems 4-1A, 4-2A, 4-3A, and 4-4A on the working papers.

CHAPTER 5: CLOSING ENTRIES AND THE POST-CLOSING TRIAL BALANCE

Complete Exercises 5-1, 5-2, 5-4, 5-5, 5-6, 5-7, and 5-8 on notebook paper OR on the electronic templates. Do Problems 5-1A, 5-2A, 5-3A, and 5-4A on the working papers.

CHAPTER 6: SKIP THIS CHAPTER

CHAPTER 10: THE SALES JOURNAL AND THE PURCHASES JOURNAL

Complete Exercises 10-1 through 10-8. Do Problems 10-1A through 10-4A on the working papers.

CHAPTER 11: THE CASH RECEIPTS JOURNAL AND THE CASH PAYMENTS JOURNAL

Complete exercises 11-1 through 11-8. Do Problems 11-1A through 11-4A on the working papers.

CHAPTER 12: WORKSHEET AND ADJUSTING ENTRIES

Complete exercises 12-1 through 12-8 on notebook paper. Do Problems 12-1A through 12-4A on the working papers.

CHAPTER 13: FINANCIAL STATEMENTS, CLOSING ENTRIES, AND REVERSING ENTRIES

Complete Exercises 13-1 through 13-8 on notebook paper. Do Problems 13-1A through 13-4A on the working papers.

CHAPTER 7: BANK ACCOUNTS AND CASH FUNDS

Do Exercises 7-1, 7-2, 7-3, 7-4, 7-5, 7-6, 7-7, and 7-8 on the electronic templates. Complete Problems 7-1A, 7-2A, 7-3A, and 7-4A on the working papers.

CHAPTER 8: EMPLOYEE EARNINGS AND DEDUCTIONS

Do exercises 8-1, 8-2, 8-3, 8-4, 8-5, 8-6, 8-7, and 8-8 on the electronic templates. Complete Problems 8-1A, 8-2A, 8-3A, and 8-4A on the working papers. I will provide a handout for Chapters 8 & 9.

CHAPTER 9: EMPLOYER TAXES, PAYMENTS, AND REPORTS

Do Exercises 9-1, 9-2, 9-3, 9-4, 9-5, 9-6, 9-7, and 9-8 on the electronic templates. Do Problems 9-1A, 9-2A, 9-3A, and 9-4A on the working papers. Payroll forms are referred to by the form number in accounting offices. On the final, be prepared to know the purpose of the form when given the number.

CULTURAL DIVERSITY:

In addition to the primary course content, Monterey Peninsula College enhances and promotes the free exchange of ideas in an environment that celebrates the dignity, worth, and contributions of all ethnic and cultural backgrounds.

DISABILITY POLICY:

If you need course adaptations or accommodations because of a disability, if you have emergency medical information, or if you will need special arrangements in case of building evacuation, please contact me as soon as possible. My office hours and location are listed at the beginning of the syllabus.

ACCEPTABLE USE OF TECHNOLOGY POLICY:

Students enrolled in any MPC program or course have the right and privilege to use computer systems and networks as far as that use does not violate policies set forth by the college and the state of California. All computer use must comply with the MPC Internet/Network Use policy

<http://www.mpc.edu/information/accreditation/Standard%203C/Network-Internet%20Technology%20Use%20Policy.pdf>

Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Since electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws.

JUDICIAL AFFAIRS:

Cheating or plagiarism in any form is unacceptable. The College functions to promote the cognitive and psychosocial development of all students. Therefore, all work submitted by a student must represent his/her own ideas, concepts and current understanding. Plagiarism and cheating are dealt with in accordance with MPC's policies on students' rights and responsibilities:

<http://www.mpc.edu/studentervices/Pages/StudentRightsandResponsibilities.aspx>

POLICIES:

- ✓ Be on time and respect your fellow students. If you are habitually late, your Work Ethic grade will be lowered; or, if your lateness proves disruptive, I will drop you. Class begins promptly at 9:00 a.m. Allow adequate time for traffic and parking, which can be hard to find the first month of classes. Class will end promptly at 10:50 to allow you time to get to your next class.
- ✓ Do not leave class early without making prior arrangements with the instructor. Leaving class early without making prior arrangements will be counted as an absence.
- ✓ Please turn your cell phone off during class or set it to vibrate if you are expecting an important call. In the event that you must receive a call, please leave the room to answer it.
- ✓ Do not eat during class. To prevent damage to the carpets, please do not bring opened beverages into the classroom.
- ✓ Do not bring children to class.
- ✓ Because you sent me an email or text message does not mean that I have received the message. I will always reply when I receive an email or text message from you to confirm that I have received it. Obtain and save confirmation.
- ✓ I have tried to make this syllabus as accurate as possible, but it may be changed as needed. Any changes will be clearly brought to the class's attention.

STRATEGIES FOR SUCCESS:

- ✓ Read and use the textbook. Stay current with the weekly reading and do it over time; it is impossible to cram at the very end - there is just too much information!
- ✓ Don't fall behind! Try to spend one hour each day working on your accounting homework. You can't learn accounting the night before the exam. Success in this course is as much about learning to study as the material itself. Everything builds on itself and we keep a fast pace.
- ✓ Talk to Mrs. Goehring as much as possible about how you are doing in the class. Ask questions and become an active learner. The study of accounting should be one of the most practical things that you will ever undertake, but I can't do it for you. I need your help!

BUSINESS 120A - Basic Accounting

Section 4129 - MW 9:00 a.m. - 10:50 a.m. Room BC-201 Mrs. Goehring
Spring Semester 2010 Calendar

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February Week 1	31	1 Introduction to course	2	3 Chapter 1	4	5	6
Week 2	7	8 Class Assign. #1	9	10 Quiz 1 (Chapter 1)	11	12 LINCOLN'S DAY HOLIDAY	13
Week 3	14	15 WASHINGTON'S DAY HOLIDAY	16	17 Chapter 2	18	19	20
Week 4	21	22 Chapter 3	23	24 Class Assign. #2	25	26 Deadline to request Pass/No Pass	27
March Week 5	28	1 Quiz 2 (Ch. 2 & 3)	2	3 Chapter 4	4	5	6
Week 6	7	8 Chapter 5	9	10 Class Assign. #3	11	12	13
Week 7	14 Daylight Savings begins (Spring Forward)	15 Quiz 3 (Ch. 4 & 5)	16	17 Midterm Exam (Ch. 1 to 5)	18	19	20
Week 8	21	22 Chapter 10	23	24 Chapter 11	25	26	27
	28	<-----	30	31 -----SPRING RECESS----->			
April							
Week 9	4 scheduled move to new classroom space-->	5 Begin Class Assignment #4	6	7 Class Assign. #4 (continued)	8	9	10

April Week 10	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30		
May (Week 12)								1
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						
June (Week 17)								
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31	1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		

This calendar is subject to change at the instructor's discretion.

Read Chapter shown **before** class. Presentation on chapter; 10 in-class participation activities worth 5 points each. In-class assignment--open book, open notes--6 of these worth 20 points each. Lowest one dropped for a total of 100 points. Homework packet is due at the beginning of class (25 points); closed book quiz on chapters indicated (25 points). Midterm and final exams - 100 points each - closed book. These are validated publisher's tests. Extra credit project - 50 points - this is an opportunity for you to make up points you have missed earlier in the semester. Final exams schedule. See the Spring 2010 Schedule of Classes (p. 132) for exam times for your other classes. Holidays and Spring Break (campus is closed); weekends - the library is open limited hours. Commencement - 12 p.m. at the Amphitheatre.