

BUSI 120A – BASIC ACCOUNTING

Spring 2011 – Section 4125

Monday & Wednesday – 9:00 am - 10:50 am -- General Classroom GC-106

Instructor: Mrs. Nancy Goehring

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Phone: (831) 646-4012

Office: Lecture Forum LF-105

COURSE INFORMATION SHEET (Green Sheet)

I. Contact Information

The best way to contact me is by email at: ngoehring@mpc.edu. You can also call me. My office hours will be posted on our course website. Please talk to me often during the semester to discuss the course, your grade, or any concerns you have. Please check the website every day, especially if you have a long commute to come to campus, in case the class has been cancelled or the schedule has been changed.

KEY LINKS FOR BUSI 120A:

Our **course website** is located at: http://www.mpcfaculty.net/nancy_goehring/busi_120a.htm

A listing of the **working papers** from your workbook that are needed for the course can be found at: http://www.mpcfaculty.net/nancy_goehring/BUSI120A/working_papers_needed_for_homework.aspx

The **companion website** for your textbook can be found at: http://college.cengage.com/accounting/mcquaug/college_acc/9e/student_home.html

My schedule and office hours are located at:
<http://www.mpc.edu/FacultyStaff/NancyGoehring/Pages/NancyGoehring.aspx>
or http://www.mpcfaculty.net/nancy_goehring/MySchedule.aspx

My contact information is located at:
http://www.mpcfaculty.net/nancy_goehring/contactinfo.htm

***Password to open PDF files (use all lower case letters): _____

A shortcut for accessing the course materials: go to www.mpc.edu, click on **Faculty & Staff** (found in the listing at the left side of the page), click on **Goehring, Nancy** in the list of faculty names, and then click on any **BUSI 120A** in the schedule grid.

II. Course Description

This course covers double-entry, accrual accounting procedures. Also included are recording transactions, end-of-period worksheets and adjustments, cash control, accounts receivable and payable, and payroll procedures. Basic training is provided for bookkeeping and accounting occupations.

Recommended Background: MATH 360 (Arithmetic and Basic Mathematics); Eligibility for ENGL111/112 or ENSL110/155.

BUSI 120A fulfills the following articulation pathways:

Associate Degree General Education Requirements: Area: E2 Lifelong Learning and Self Development--Introduction to Careers

Certificate/Major Applicable: YES

III. Textbooks and Supplies

You are required to have two books for this course. Bring them both to each class meeting. These books are available at the MPC Bookstore, directly online from the publisher, or through other online sources.

- **REQUIRED: College Accounting 1-13** (ninth edition), by Douglas J. McQuaig and Patricia A. Bille. Houghton Mifflin Company. 2008 (ISBN 0-618-82418-2)
<https://www.cengagebrain.com/shop/isbn/978-0-618-82418-2>

Check <http://isbn.nu/0618824182> for alternate suppliers. Online prices currently range from 99 cents to \$64.65. Please choose a supplier who can ship your book to you within the first two weeks of class.

The Introduction and Chapter 1 are available in PDF form for those who are waiting for their books to arrive.

Introduction and Table of Contents:

http://www.cengagebrain.com/shop/content/mcquaig24170_0618824170_01.01_toc.pdf

Chapter 1

http://www.cengagebrain.com/shop/content/mcquaig24170_0618824170_02.01_chapter01.pdf

- **RECOMMENDED: Working Papers With Study Guide 1-13 for College Accounting** (ninth edition is preferred but eighth edition can work), by Douglas J. McQuaig and Patricia A. Bille. Houghton Mifflin Company, 2008 (ISBN 0-618-82419-7)
<http://www.cengagebrain.com/shop/isbn/978-0-618-82419-9>

The bookstore has had trouble getting copies of the 9th edition workbook. You can check <http://isbn.nu/0618824197> for alternate sources. Your instructor also has electronic copies of the working papers available.

- In addition, you will need a simple calculator (no musical or printing calculators or phone calculators, please) and a pencil and eraser. (Please DO NOT use pen to do your accounting work.)

E-book Available

An electronic textbook book is available for the BUSI 120A course at www.cengagebrain.com.

<http://www.cengagebrain.com/tl1/en/US/storefront/ichapters?cmd=catProductDetail&ISBN=978-0-618-82417-5>. Search for ISBN 0-618-82417-0, which is the 26-chapter version of the 9th edition textbook of College Accounting, Chapters 1-26, 9th Edition by McQuaig/Bille. (No e-book is available for the 13-chapter version of the textbook that we are using.)

The link for accessing the ebook is:

<http://www.cengagebrain.com/shop/en/US/storefront/US?cmd=CLHeaderSearch&fieldValue=978-0-618-82417-5>

Rental of the e-book is **\$81.99** for six months. It includes all 26 chapters, so it is far more than you will need for the course. Instead, you can download individual chapters for \$5.49 each. You will need chapters 2, 3, 4, 5, (not 6), 7, 8, 9, 10, 11, 12, and 13, for a total cost of **\$60.39**. You will have to install an "unsealer" program to read the e-chapters on your computer. The chapters can then be printed or viewed on your computer.

The e-chapters and free downloads are listed below:

Table of Contents (and additional FREE Content) – FREE DOWNLOAD

http://www.cengagebrain.com/shop/content/mcquaig24170_0618824170_01.01_toc.pdf

eChapter 1: Asset, Liability, Owner's Equity, Revenue, and Expense Accounts – FREE DOWNLOAD

http://www.cengagebrain.com/shop/content/mcquaig24170_0618824170_02.01_chapter01.pdf

eChapter 2: T Accounts, Debits and Credits, Trial Balance, and Financial Statements, 9th Edition -- ISBN-10: 0-324-77799-X, ISBN-13: 978-0-324-77799-4	\$5.49
eChapter 3: The General Journal and the General Ledger	\$5.49
eChapter 4: Adjusting Entries and the Work Sheet	\$5.49
eChapter 5: Closing Entries and the Post-Closing Trial Balance	\$5.49
DO NOT PURCHASE CHAPTER 6, AS WE WILL NOT BE COVERING IT.	
eChapter 7: Bank Accounts and Cash Funds	\$5.49
eChapter 8: Employee Earnings and Deductions	\$5.49
eChapter 9: Employer Taxes, Payments, and Reports	\$5.49
eChapter 10: The Sales Journal and the Purchases Journal	\$5.49
eChapter 11: The Cash Receipts Journal and the Cash Payments Journal	\$5.49

eChapter 12: Work Sheet and Adjusting Entries

\$5.49

eChapter 13: Financial Statements, Closing Entries, and Reversing Entries

\$5.49

Google Books **free online preview** of pages 1 through 82 (Chapters 1, 2, and half of Chapter 3):
http://books.google.com/books?id=VxzwkLxBfgEC&printsec=frontcover&dq=mcquaig+bille&hl=en&ei=kLgbTZzVG5CcsQPCpdTwAQ&sa=X&oi=book_result&ct=result&resnum=1&ved=0CCMQ6AEwAA#v=onepage&q&f=false

Student Textbook Companion Website

The textbook's website content is **not necessary** for success in the course; however, it can be a useful study aid for some students. It can be accessed free of charge at:
http://college.cengage.com/accounting/mcquaig/college_acc/9e/student_home.html

Premium Website Content Passkey

A Website passkey for premium website content (extra quizzes and study aids) can be purchased for \$29.49 at:

<http://www.cengagebrain.com/shop/isbn/978-0-618-85544-5>

The premium website content is **not necessary** for success in this course, but it can be a useful study aid for some students.

IV. Course 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.

V. Lecture Topics

The lecture topics for each week and all activities are on the class website. Check the website before coming to class for any announcements. You will get more out of the presentation if you read the chapter before it is presented.

VI. Grades

A. Letter Grade

Your grade in this course will be determined by accumulating points during the semester. A grand total of 550 points will be possible. In order to guarantee a grade of "A", you must have 90% or more of the total possible points, 80 to 89% for a "B", 70-79% for a "C", 60%-69% for a "D"; less than 60% will earn an "F."

Your grade will be based on the following scores:

Midterm (Chapters 1 through 5):	100 points
Final Exam (comprehensive):	100 points
Quizzes (top 4 @ 25 pts. each):	100 points
In-class assignments (top 5 @ 20 pts.):	100 points
Homework (top 4 @ 25 pts. each):	100 points
Attendance and class participation:	<u>50 points</u>
Total:	550 points

Grading Scale:

495-550 = A Excellent
440-494 = B Good
385-439 = C Satisfactory
330-384 = D <Satisfactory
Below 330 = F Failing

B. Credit / No Credit

This course can be taken Pass/No Pass. "Pass" is defined as satisfactory ("C" or better). "No Pass" is defined as less than satisfactory ("D" or "F"). This option must be done by the student (I can't do it) by **February 25**. Once this option has been chosen, a letter grade cannot be given later. Be careful with this option, as a "Credit" in a course may not count for some degrees and transfers. Talk to your counselor if you are thinking about a P/NP course change.

C. Dropping the Course

If you decide to drop the class, here is some important information:

- 1) Come and talk to me before you file any paperwork. I may be able to help you succeed. Don't walk away from the class without first exploring other possibilities.
- 2) If you decide that a drop is in your best interest, you have until **February 25** (this leaves no record on your transcript).
- 3) **The last day to withdraw from class is May 4**. If you wait until after this date or you just stop coming to class and don't fill out the forms, you will end up receiving an "F." Do not assume that if you stop coming to class I will drop you automatically; I will not, as it is your responsibility.

VII. Attendance

Attendance is required. Three consecutive unexcused absences are cause for dropping the student from the class. Absences are excused by contacting the instructor *before* the class in which the absence will take place if at all possible. I realize emergencies do happen and will be accommodating if you keep me informed. Contact may be made by phone, email (best), or in person. Attendance is taken at the beginning and/or end of class. Leaving the class early without making prior arrangements with the instructor will be counted as an absence. Your attendance and class participation will be worth **50 points**. It is the right, but not the responsibility, of the instructor to drop students after three unexcused absences. If you decide to drop the class, please go to the student services office or online to Registration ([WebReg](#)) and drop the class. DO NOT assume the instructor will do it for you. Drop yourself to avoid getting an F in the class.

VIII. Examinations, Quizzes, and In-Class Assignments

The midterm examination is worth 100 points and the comprehensive final examination is worth 100 points. Five quizzes will also be given to assess your understanding and retention of the material prior to the main exams. These quizzes are worth 25 points each. Your lowest quiz score will be dropped, for a net total of 100 points. If you are absent for a quiz, it will be counted as your lowest score. Six in-class open-book assignments will be given that are worth 20 points each. Your lowest in-class score will be dropped, for a net total of 100 points. If you are absent for an in-class assignment, it will be counted as your lowest score.

IX. Homework

Five unit homework assignment packets will be assigned. The homework packet for a unit is due on the date that the quiz for the unit is given. Each homework packet is worth 25 points. Your lowest homework score will be dropped, for a net total of 100 points. Five points will be deducted for each day a homework packet is turned in late.

X. Students with Special Needs

If you are a student with special needs and you need accommodations, please make an appointment with me to discuss your needs within the first two weeks of class. The Supportive Services and Instruction Program provides special instructional classes and support services to students with disabilities. Special support services are available to students with disabilities, along with the regular services provided to all students. These services enable students to participate in regular activities, programs, and classes offered by the college. If you think a disability may impact your performance in this class, meet with SS professional staff in College Service Building - CS 104. Telephone/TTY: (831) 646-4070; Fax: (831) 646-4171; Office Hours: Daily 8:00 a.m. - 5:00 p.m.

For those with severe depression and/or suicidal thoughts--24 hour, multilingual, free, confidential, anonymous help is available!--649-8008 or Toll Free 1-877-663-5433.

XI. Academic Support

The Academic Support Center, located in Room 124 (downstairs) of the Library Technology Center, offers course-content tutorial support to any MPC student in General Education courses at all levels. Tutoring may be limited to the availability of tutors. The English Center, located in the Library building, provides tutoring for reading and writing skills. Tutoring services are available at no charge

For more detailed information about the program, go to www.mpcfacy.net/academic_support/default.htm.

The Academic Support Center Office is open between 8 a.m. and 3 p.m., Monday through Friday. Students wishing to apply for tutoring or who have questions about the program should visit the Academic Support Center or telephone Marilyn Wilcox at 831-646-4176. If you do well in this class, you may consider becoming a tutor for the Academic Support Center in future semesters, where you could earn \$9.00 an hour to help other students in this subject area.

XII. Cheating

Cheating of any kind is wrong. Academic honesty is the cornerstone of the educational community. Cheating on exams, quizzes, or homework is taken very seriously and will have harsh punishments (see below). In other courses you are taking that involve research and writing, it is also critical that you acknowledge sources that are used for your assignments. Plagiarism is a serious form of academic cheating that involves passing someone else's ideas off as your own. Examples of plagiarism include, but are not limited to: verbatim copying without reference, paraphrasing, or the use of information or ideas. When so much is at our fingertips online and in books, plagiarism can be very easy to do, but incredibly costly. Pursuant to the guidelines published in the most current MPC Course Catalog (pages 21 and 22), the consequences are as follows: a grade of "F" will be given for the given assignment and, depending on the severity of the cheating, as determined by the instructor, additional work may be assigned, the class may be failed, and/or the student referred to the Vice President for Student Services for disciplinary action. If a student is unsure about what is OK and what is not, please talk to your instructor for clarification. **Don't risk unintended plagiarism!** Plagiarism and cheating are dealt with in accordance with MPC's policies on students' rights and responsibilities:

<http://www.mpc.edu/student-services/Pages/StudentRightsandResponsibilities.aspx>

XIII. Policies

- Be on time and respect your fellow students. If you are habitually late, I will deduct points, or if your lateness proves disruptive, I will drop you.
- Don't interrupt, please raise your hand, and please listen to others. If you are not attentive and seriously engaged in this class, you will not succeed.
- No cell phones, beepers, buzzers, video games or other electronic devices in class. Laptops must be closed and cell phones either turned off or set on "vibrate." Cell phones may not be used as calculators in this class. Purchase an inexpensive calculator and bring it with you each day.
- Disruptive or distracting behavior creates grounds for dismissal from the class. Everyone must treat all others in the class with respect and consideration. Any and all improper behavior will be dealt with immediately and harshly.
- Do not bring children to class.
- Because I am answering someone else's question doesn't mean that the class has stopped or been sidetracked--I always try to cast my answers in material beneficial to the entire class.
- Because you SENT me an email or text file doesn't mean that I RECEIVED your email or text file; 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.

XIV. Strategies for Success

- Take careful notes and use the posted PowerPoint files to help you with the material.
- Organize, reread, and revise your notes shortly after the lecture. Fill in the missing parts of your understanding when the material is still fresh in your mind.
- Read and use the book! Stay up on the weekly reading and do it over time; it is impossible to cram at the very end, there is just too much information!

- Form study groups with your fellow students. Try to meet every week and before quizzes and exams.
- Don't fall behind! Try to spend an 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 how 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 ever undertake, but I can't do it for you, I need your help!

XV. Extra Credit Assignment

A comprehensive review problem will be assigned as an extra credit project the last month of the course. This is an optional assignment in which students can earn up to **50 points** that will be added their semester total. The last two class sessions will be spent working on the project. This project is the equivalent of completing a term paper in your other courses and it provides an excellent opportunity to review the entire course in preparation for your comprehensive final exam.

XVI. Contract

This syllabus constitutes a contract; continuance in the class following receipt of this syllabus demonstrates your agreement to abide by its provisions under the "intent of the parties" principle. You are responsible for knowing the syllabus's contents and abiding by its policies.