

Accounting 1210-100

Fundamentals of Accounting

Class Syllabus – Fall 2020

(Instructor Reserves the Right to Make Changes)

Instructor: Amber Fox
Email: Amber_Fox@ivcc.edu
Office: A 325
Office Phone: 815-224-0348
Cell Phone: 815-876-6111
Office Hours: MWF 8:30-9am <https://zoom.us/j/95499184650>; MW 11am-12pm; F 11-11:30am
<https://zoom.us/j/91490920785>; TTH 10-10:30am <https://zoom.us/j/99350930334>;

Prerequisites

None

Required Materials

REQUIRED: *College Accounting – A Contemporary Approach*, Haddock, Price, Farina, 5th Edition
& Inclusive Access for Connect

Course Description

Emphasis is placed on the procedural aspects of financial accounting for sole proprietorship and merchandising companies. The accrual basis is used, debit and credit is studied as it relates the accounting equation. The entire accounting cycle is covered on both service and merchandising businesses including adjustments, preparation of financial reports, and closing procedures. Also included are bank statement reconciliations, petty cash, and payroll accounting. The course is intended for students who plan to take one semester of accounting or for those who need preparation before enrolling in ACT 1010.

Expected Learning Outcomes

Upon successful completion of the course, the student will be able to;

- 1) Understand and be able to perform the steps in the accounting cycle for both a sole proprietorship and merchandising company.
- 2) Prepare journal entries in proper format and be able to record these entries in the General Journal.
- 3) Be able to properly post all entries to the General Ledger and Subsidiary Ledgers.
- 4) Be able to prepare a worksheet for a sole proprietorship and merchandising company.
- 5) Be able to prepare a Pre and Post Closing Trial Balance
- 6) Be able to prepare a bank reconciliation in proper form.
- 7) Be able to prepare a payroll register and journalize payroll and payroll tax entries.
- 8) Understand various payroll reports such as 940, 941, W-2's, W-3's, and 8109.
- 9) Be able to prepare a Cost of Goods Sold section for a merchandising company.
- 10) Be able to prepare a classified Income Statement, Statement of Owner's Equity, and classified

Balance Sheet.

Grading and Assessment of Student Learning

GRADING		BREAKDOWN	
A	90-100	Exams (5)	65%
B	80-89	Comprehensive Problem	15%
C	70-79	Chapter Assignments	10%
D	60-69	Quizzes	5%
F	0-59	Smartbook Modules	5%

Structure of the Class

We have a limited amount of time in which to cover a great deal of information; therefore, we will try to stick to our schedule and cover the material in an organized fashion.

This class is administered in an online format. As such, you will be required to use a greater amount of self-discipline and independent effort than you might otherwise use in a face-to-face format. It will be important to keep up with the material and to make sure that you complete all homework assignments in a timely manner per the assignment schedule.

I encourage you to contact me with any questions you might have or difficulties you encounter.

Attendance Policy

Since this is an online format, your “attendance” will be monitored by your on-time submissions of assignments and your timely posting to the discussion board. **You are expected to keep up with the course including its assignments and deadlines. I expect you to submit your work on an ongoing basis throughout the semester; failure to follow this rule can cause you to be withdrawn from the class at the discretion of the instructor!**

Classroom Rules

Since this is an online class, the classroom rules are essentially to follow the instructions as given to you in this Class Syllabus along with the following rules for Netiquette as outlined below.

Instructor Expectations

The material found in this course is intended for the student who has limited or no prior exposure to accounting. The author takes great pains to walk the student through the material step-by-step building on each prior topic. The book is generously populated with various visual aids to help the student follow the material.

Accounting is a discipline that must be mastered through repetition and the working of problems. **You should expect to spend 7-9 hours per week studying the textbook and working on your**

assignments. Individual time requirements will vary.

Although the material is basic in nature, do not take this lightly! It is one of the **utmost importance that the student work as many problems as possible to get a thorough understanding of the material.**

To be successful you should:

- 1) Read the chapter quickly to get a “feel” of the material
- 2) Re-read the chapter a second time much more slowly highlighting specific areas that the author is covering
- 3) Make a note card or other study aid to help commit certain concepts to memory
- 4) Work the problems as assigned. Working and reworking problems will help develop the skill sets necessary to apply the concepts
- 5) Review the solutions to the material assigned. The solutions will be available in Connect as soon as the due date has passed. Rework any problems you struggled with.
- 6) IF YOU ARE HAVING PROBLEMS, MAKE AN APPOINTMENT TO SEE ME, I CANNOT HELP YOU IF YOU DO NOT ASK FOR HELP

Assessment Guidelines

Chapter Assignments

You will have 26-chapter assignments with only the highest 24 counting, meaning I will drop the 2 lowest homework scores. The chapter assignments are to be completed according to your assignment schedule (see course calendar), located in Blackboard, using Connect. There is no time limit, other than the due date, to complete your assignment. Each assignment will vary in length and may take 3-4 hours to complete. Each chapter assignment will vary in points with more difficult assignments being worth more points. I reserve the right to change homework assignments/due dates.

Each homework assignment will be in the form of exercises and/or problems. The questions are the same as those that appear at the end of the chapters in your textbook and are listed under Assignments and Due Dates. Connect will automatically grade your assignments. It is set to allow up to 3 attempts in doing the problems and 3 “check my works”. Your best score will be taken from your attempts. The program will indicate if you have the correct solution.

Solutions to the chapter assignments will be available in Connect immediately after the due date of the assignment. To locate your feedback, open the assignment after the due date and review. Please be sure to carefully review the solutions making sure you understand the concept tested and how the author arrived at the answer. If you have questions regarding your homework please contact me.

Quizzes

You will have 13 quiz assignments (including the Syllabus Quiz taken in Blackboard) with only the 11 highest counting, meaning I will drop the lowest 2 quiz scores. The quizzes are to be completed according to your assignment schedule (see course calendar), located in Blackboard, using the Connect system. You will have 30 minutes to complete each quiz. Each quiz is worth 10 points and will have 10 questions, it will be due according to your assignment schedule.

Solutions to the quizzes will be available in Connect immediately following the due date. To locate your feedback, open the quiz after the due date and review. Please be sure to carefully review the solutions making sure you understand the concept tested and how the author arrived at the answer. If you have questions regarding the quiz, please contact me.

Smartbook Modules

You will have 12 Smartbook module assignments with only the 10 highest counting, meaning I will drop the 2 lowest module scores. The Smartbook modules are to be completed after you have read the chapter and according to your assignment schedule (see course calendar), located in Blackboard, using the Connect system. There is no time limit other than the due date to complete each module. Each module will vary in length but should take no more than an hour to complete. These modules will be due prior to the start of a new chapter and will help you become familiar with the chapter material prior to class discussion.

Comprehensive Problem

You will be required to complete a Comprehensive Problem upon the completion of chapter 6. The assignment is the same as the Mini-Set 1 that appears at the end of the chapter 6 in your textbook. The comprehensive problem will be completed according to your assignment schedule (see course calendar), located in Blackboard, using Connect. There is no time limit, other than the due date, to complete this assignment. Unlike your homework this assignment can only be submitted once and does not allow for “check my work”. Connect will automatically grade your assignment. This project will require much more work than the normal chapter problems; therefore, I suggest that you begin work on it as soon as you can.

The Comprehensive Problem will be worth 100 points and will be graded on a detailed basis.

Solutions to the assignment will be available in Connect immediately after the due date of the assignment. To locate your feedback, open the assignment after the due date and review. Please be sure to carefully review the solutions making sure you understand the concept tested and how the author arrived at the answer. If you have questions regarding the Comprehensive Problem, please contact me.

Exams

There will be five exams totaling 500 points. Exam number 5 will be our final exam covering the last 2 chapters meaning that there will not be a comprehensive final for this class.

Exams will be administered through Connect. You will be required to take the exams according to your assignment schedule (see course calendar), located in Blackboard, using Connect. **Please note the dates and plan accordingly!**

You will be able to use a calculator ONLY for the exams, no other notes or materials. Acceptable calculators are those that do not have communication, camera, or memory capabilities. As such cell phones WILL NOT be allowed! A cell phone out during an exam will be grounds for a 0 on that exam!

You will be required to have a webcam available. Webcams can be borrowed from IVCC. Contact me should you need help reserving one for your test. Connect uses a program called Proctorio to monitor and record you while taking your exam.

After completion of the exam you will receive your score. If after the due date you would like to review your exam you may do so by making a Zoom appointment with me. I can then share your exam with you and review any questions you might have missed.

I will inform the class of the exam make-up prior to the exam. For instance, if the exam contains multiple choice, matching, fill-in-the-blank, essay, or problems. Each exam will have a time limit of 1 hour 30 minutes, no exceptions.

Late Submission Policy

All assignments are due according to the assignment schedule, unless otherwise specified by the instructor. Late work will not be accepted and will be given a 0.

Work may be submitted early.

I realize that emergencies happen and are out of the control of the student which might make it impossible to meet a due date for a given assignment; therefore, I will drop the 2 lowest Smartbook modules, chapter assignments and quizzes. This will allow for most any unforeseen circumstances that might arise.

Exams are due during the week as specified in the Course Schedule. Exams can be taken any time during the exam window. There will not be any makeup tests **unless the student contacts the instructor before the final dates for the exam. If the student does not contact the instructor before this date they will receive a zero!** If the student should contact the instructor with a legitimate reason as determined by the instructor as to why they could not take the test during the allotted week, an alternative time will be arranged. This will be done only under extreme circumstances. Should the student know in advance that they will not be able to take an exam during the allotted week; the student should contact the instructor right away so that the exam can be taken in advance.

Extra Credit Policy

Extra credit is not guaranteed; however, I reserve the right to add additional assignments or course work as extra credit should I deem it beneficial to the class.

Plagiarism and Cheating Policy

Plagiarism involves using another person's exact words or thoughts without citing the source in your work. Plagiarism is therefore an illegal act that constitutes a type of theft from another individual. Such actions are not tolerated in the business world and will not be tolerated in class. Whenever exact quotes are used, citing the source of the original material is required. Illinois Valley Community College prohibits plagiarism in any form. Students found plagiarizing or cheating in any way will result in a 0 for that particular assignment. Should there be a repeat offense the student will be brought to the attention of the Department Dean and subject to disciplinary actions as determined by the college.

Special Needs

This course is designed to support a diversity of learners. My hope is to create a safe environment for all students. If you want to discuss your learning experience, please talk to me as early in the term as possible. If you know you have, or suspect you have a disability (learning disability, physical disability, or psychiatric disability such as anxiety, depression, bipolar disorder, AD/HD, post-traumatic stress, or others) for which you may need accommodations, please contact the Disability Services Office in B-204. Tina Hardy tina_hardy@ivcc.edu, 224-0284 can help determine if you are eligible for support.

Withdrawal Policy and Financial Aid

You may be withdrawn from the class in one of two ways:

Instructor Initiated – Based on the attendance requirement outlined above, I reserve the right to withdraw a student from class without prior notification.

Student Initiated – Effective Summer 2011, students will have the ability to initiate a withdrawal from classes. By completing the form in the Records Office or at www.ivcc.edu/withdraw, the student is authorizing IVCC to remove him/her from the course. Entering the student ID number serves as the student's electronic signature. **IVCC has the right to rescind a withdrawal in cases of academic dishonesty or at the instructor's discretion.**

Students should be aware of the impact of a withdrawal on full-time status for insurance purposes and for financial aid. It is highly recommended that students meet with their instructor or with a counselor before withdrawing from a class to discuss if a withdrawal is the best course of action for that particular student. **The last day to withdraw for this class is November 4, 2020. Any student who has not withdrawn from the class after this date will receive a letter grade!**

Communicating with the Instructor

The instructor's contact information is listed above. You may contact me by phone, in person or email. I only respond to emails, calls, texts between the hours of 8AM and 8PM. Any communication received within this time period will be answered as soon as possible or within 24 hours. When contacting the instructor using email, be sure to place your full name in the subject line along with your class number and section.

Student Email

Should I need to communicate with the class I will send an email to your IVCC account. You are responsible for checking your IVCC email frequently. For information on accessing this account, go to <https://www.ivcc.edu/studenthelpdesk/>

Online Requirements

Blackboard

All materials, communication, grades, course documents, and so on will be provided for you through Blackboard. Your instructor will enroll you in your Blackboard class based on the class roster.

Please be sure to check Blackboard each day for announcements from your instructor concerning all important information for this class. Also, be sure to verify that your student email account is working. Important announcements may also be emailed to you through Blackboard by your instructor. It is the student's responsibility to ensure that their student email is correct and working properly.

To log in the First Time:

- 1) Go to <https://ivcc.blackboard.com/>
- 2) Follow the instructions

Connect

All chapter assignments, quizzes, comprehensive problem, Smartbook modules, and exams will be

completed using Connect. It is your responsibility to register and monitor your use of this online system. You will access Connect through Blackboard.

For any technical issues regarding Connect, please contact Connect technical support. Your instructor cannot troubleshoot technical problems with this system.

GENERAL TECHNICAL ASSISTANCE

The center provides individualized academic assistance to all students utilizing computer technology. The Help Desk Support Staff provides assistance to students in person, on the phone, and via e-mail.

Phone: 815-224-0318
Location: D201
Email: heather_crawley@ivcc.edu
Web Page: <https://www.ivcc.edu/studenthelpdesk/>
Contact Person: Heather Crawley – heather_crawley@ivcc.edu

If you need assistance with communication tools or software issues, contact our staff. If you are having trouble with your computer, you will need to contact the manufacturer or the store where you bought it. If you are having trouble with your Internet connection, you should contact your Internet Service Provider (ISP).

In case you are having difficulty logging into Blackboard or accessing your student email, please refer to the student help desk. This page is located at <https://www.ivcc.edu/studenthelpdesk/>.

Please call 815-224-0555 as soon as you detect a problem during regular campus hours.

NETIQUETTE

In the virtual classroom, you communicate with your classmates and Instructor primarily in writing through the public course bulletin board, email, and sometimes chat sessions. “Online Manners” are generally known as “netiquette”. As a general rule, you should adhere to the same classroom conduct that you would “off-line” in a face-to-face course. Some examples of proper netiquette are:

- Avoid writing messages in all capital letters. This is generally understood as SHOUTING.
- Be careful what you put in writing. Even if you are writing an e-mail message to one person, assume that anyone could read it. Though you may send an e-mail to a single person, it is very easy to forward your message to hundreds or more people.
- Students use of grammar and spelling matter in all classrooms whether face-to-face or online.
- Never use profanity!!
- When responding to messages, only use “Reply to All” when you really intend to do so.
- Avoid unkindly public criticism of others. Publicly criticizing other in an inappropriate way is known as “flaming”.
- Use sarcasm cautiously, in the absence of nonverbal cues such as facial expressions and voice inflections, the context for your sarcasm may be lost, and your message may be misinterpreted.
- Please do not use slang or common Internet and text based abbreviations. Not everyone may understand.

Course Calendar

Please see the Course Calendar located in Blackboard under Course Information for all assignment due dates.