

Accounting 1210-202
Fundamentals of Accounting
Class Syllabus – Fall 2024
(Instructor Reserves the Right to Make Changes)

Instructor: Amber Fox
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Office Hours: MWF 9-9:30am; MW 1-2pm; F 1-1:30pm; T Zoom & on campus by appointment 11am-12pm

Prerequisites

None

Required Materials

REQUIRED: College Accounting – A Contemporary Approach, Haddock, Price, Farina, 6th 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 to 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	Monopoly Project	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.

Class will be taught face-to-face in the classroom during regularly scheduled class times. Zoom will also be used as an alternative method of attendance. Zoom meeting links will be provided in Brightspace. Students who have been approved to attend class via Zoom (see Zoom rules below) will be required to have a webcam and microphone available.

Class will be divided between lecture, both by demonstrating the concepts covered at the board as well as other visual aids. We will try to work through examples in class utilizing the problems supplied by the author at the end of the chapter. You should be prepared to work through problems during most lectures. You will be provided with a lecture outline in which you will use to take notes. This outline highlights some of the more important topics we will cover in class along with some practice problems. Every attempt will be made to complete a demonstration problem together as a class and then time will be allotted for you to attempt a problem on your own.

I encourage you to ask questions as we go along. Your participation will be of benefit not only to you but also to your fellow students as it is an aid in the overall learning process.

Attendance Policy

You are expected to attend class regularly. It is imperative that you attend class as much as possible to improve your chances of success in this course.

This class will have 44 total class meetings with 33 prior to the withdrawal date and another 11 beyond that. **You may not have more than 2 unexcused absences for any reason during the semester. An unexcused absence occurs when the student does not communicate with the instructor about the absence.** If at 10th day and/or mid-term the student has excessive unexcused absences, is delinquent on assignments and has not communicated with the instructor about a plan to get caught up, the student will be considered as not actively pursuing completion of the course and will be dropped.

If at any time during the semester you have excessive unexcused absences, the instructor reserves the right to withdraw you from class without prior notification up to the last date of withdrawal. Any borderline grades will be negatively affected by excessive absences.

Classroom Rules

A few rules for the classroom:

- 1) ALL cell phones are to be OFF (not vibrate) and PUT AWAY during class. You may check messages during our break.
- 2) Professionalism & Ethics– Are an important part of the business world and is demanded of those who choose accounting and business as their career. Part of the learning process involves understanding what is expected of you in class including your behavior and attitudes towards your instructor and fellow students. As part of this class, you will be required to be respectful of others, to show courtesy, and to conduct yourself in a professional manner.
- 3) Promptness – You are expected to be in class ON TIME. If you arrive late, it is a distraction to others in the class. I reserve the right not to let you in if you continue to arrive late.

Zoom Rules

A few rules for using Zoom:

Zoom is being incorporated into the classroom to minimize any potential absences from class. Including: Quarantine, illness, doctor appointments, gaps in childcare, weather, and work conflicts. This is not a comprehensive list. You must have approval from the instructor to attend class via Zoom. Exams should be taken on campus during the regularly scheduled class time unless prior arrangements have been made with the instructor. (See Exams below)

- 1) Please approach Zoom the same as you would if you were in a face-to-face setting.
- 2) Enter the meeting a few minutes early with your notes open on your computer and ready to participate
- 3) Place your microphones on mute unless you are actively participating in discussion
- 4) Enter class with your webcam on
- 5) Be dressed appropriately, including clothing on the bottom half
- 6) Be in a setting that is free from distractions and appropriate for class. Be aware of your setting and background. Avoid displaying items or backgrounds that may identify your address (or anything else you don't want your classmates to see).
- 7) Treat your classmates with respect. No smoking/vaping, drinking alcohol, or other such inappropriate behavior should happen on camera. Do not use the Zoom environment to inappropriately contact or proposition classmates. If it is [prohibited on campus](#), it is also prohibited on Zoom. Conversations and activities should focus on learning objectives.
- 8) Students who disrupt the learning environment in any way or by infraction of the above guidelines will be subject to withdrawal/discipline procedures as described in the [IVCC student handbook](#).

Please be aware that Zoom sessions may be recorded and shared with the class for reference or review. Recordings will be available upon request for 30 days. Should the instructor wish to publish the video outside of the password protected classroom, the instructor will obtain consent from all students before the recording is made available. During recorded sessions, students should follow the instructor's guidelines regarding audio and/or video feeds during the class session and recording.

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) Begin homework early and 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) Use your resources to the fullest, textbook, Connect, tutoring, instructor etc.
- 7) 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 33-chapter assignments with only the highest 31 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 Brightspace, 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 12-quiz assignments with only the 10 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 Brightspace, 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 13 Smartbook module assignments with only the 11 highest counting, meaning I will drop the 2 lowest module scores. The Smartbook modules are to be completed after you have read the chapter according to your assignment schedule (see course calendar), located in Brightspace, 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.

Monopoly

After the completion of chapter 6 we will spend some in class time playing Monopoly. We will be utilizing this game to complete the steps of the accounting cycle. This project will be completed as a partnership, and I expect you to work with your partner on this project. It will be very important that everyone attends class, cooperates, pays attention, and communicates with their partner(s) during game play. After completion of the project, you will be scoring yourself and your partner on participation.

I will provide the rules and forms that you will use to complete the project when the specific day gets closer. You will find this on your assignment schedule along with the due date of the project.

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 during class time according to your assignment schedule (see course calendar). You will be required to be on campus, in a proctored environment, to take your exam.

Your instructor will provide you with a basic calculator to use while taking your exams. The exams are closed book and closed note, meaning resources cannot be used while testing. As such cell phones and smartwatches WILL NOT be allowed! A cell phone or smartwatch out during an exam will be grounds for a 0 on that exam! Your instructor will be monitoring your computer screen during your exam. Any usage of unauthorized websites or any other unauthorized materials will be grounds for a 0 on that 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 during office hours or by making an appointment with me (face-to-face or Zoom). 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.

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.

If you will miss a scheduled exam, you must have preapproval (must contact me prior to class time on the date of the exam) and make arrangements for the exam to be made-up. It must be made up within 3 school days of the original exam date. I reserve the right to change the original exam prior to a make-up being given. If the student fails to contact the instructor prior to class time on the date of the exam or does not make arrangements to take a make-up exam within the allotted time frame a score of 0 will be given!

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. Waiting until the night before the exam is not acceptable unless in the case of an emergency. The student will be required to take the exam in advance of the due date.

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 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.

Center for Accessibility and Neurodiversity (CAN)

This course is designed to support a diversity of learners. My hope is to create an inclusive and accessible 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, ADHD, a learning disability, Autism Spectrum Disorder, mobility impairment, chronic medical condition, sensory deficit like low vision/blindness or hearing loss/deafness, or psychiatric disability (anxiety, depression, bipolar disorder, post-traumatic stress, and others) that limits your ability to fully access and/or participate in this course, please contact the Center for Accessibility and Neurodiversity in C-211. Tina Hardy

tina_hardy@ivcc.edu (224-0284) can help determine what type of services and support are offered.

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 by accessing IVCC Self-Service at <https://ssprod.ivcc.edu/Student/Student/Courses>, 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 student. For more information about drops and withdrawals, <https://www.ivcc.edu/admissions/withdraw.php>.

If the student has stopped participating, it is the student's responsibility to ensure that a withdrawal has been submitted by the final withdrawal date. **The last day to withdraw for this class is November 4, 2024. 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

Brightspace

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

Please be sure to check Brightspace 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 Brightspace 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.brightspace.com/d2l/home>
- 2) Follow the instructions

Connect

All chapter assignments, quizzes, 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 Brightspace.

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 Brightspace or accessing your student email, please refer to the student help desk. This page is located at <https://www.ivcc.edu/studenthelpdesk/>.

Please call 815-224-0318 as soon as you detect a problem during regular campus hours.

Course Calendar

Please refer to the Course Calendar located in Brightspace.