

ENMU Ruidoso Branch Community College

Syllabus

Course Number:	ACCT 200	Course Title:	Basic Bookkeeping & Accounting
Credits:	3	Semester:	Fall, 2008
CRN:	12635		Tuesday 4:00pm-6:30pm

Instructor information:

John McCullough

Phone (575)808-4900.

E-mail: John.McCullough@enmu.edu.

Office hours: Monday & Wednesday 11:15am-12:15pm and 1:45pm-2:45pm; Tuesday 10:00am-4:00pm, Thursday by appointment.

Rationale for student taking this course:

For the student planning a career in business this class provides the critical foundation for an understanding of the discipline considered the “language” of business. For the student working in accounting , or planning to, the skills acquired in this class will enhance your employability in a high demand field. For the non-business major this class offers an understanding of the terminology and concepts which the student will consistently need to interact with the business world.

Course description:

Composition and implementation of a basic system. Areas of concentration include preparing the balance sheet, journalizing an open entry from the source document, journalizing and posting other daily transactions, preparing a trial balance on a worksheet, preparing adjusting entries, and preparing a post-closing trial balance to complete the bookkeeping cycle.

Text(s)/Study Guides(s), Manuals - Required:

College Accounting (9th Edition). Douglas McQuaig & Patricia Bille.

College Accounting (9th Edition) Working Papers with Study Guide. Chapters 1-13

Expected student outcomes or competencies:

The student, will, upon successful completion of this course, gain and demonstrate an understanding of the following tools and concepts.

- Accounting system structure applying principles and concepts of business entities.
- The ability to analyze and characterize transactions in terms of debits and credits.
- Financial statement structure, preparation, and usefulness based upon content and relationship of all individual components.
- The internal control process with systematic safeguards and use of cash accounts.
- Payroll records, payroll taxes, and related entries
- Bookkeeping systems using journals and ledgers.

Requisites for the course:

None

Integration of critical skills:

The five critical skills selected for emphasis by ENMU Ruidoso are critical thinking, writing, computer use, public speaking and group work. The student will exercise critical thinking as exercises and discussion questions are analyzed and alternative are considered. This analysis and discussion will also take place in group settings. Communication skills will be enhanced by expressing thoughts and analysis in written exercise, and oral explanations to the class. Computer use will consist of using spreadsheet software, discussion of accounting software, and use of the internet for relevant accounting websites.

Helpful Websites:

Text Support Web Site - http://college.cengage.com/accounting/mcquaig/college_acc/9e/student_home.html

Career in Accounting – <http://careers-in-accounting.com>

The American Institute of Professional Bookkeepers – <http://aipb.com>

Accounting Terminology Guide – http://nysscpa.org/prof_library/guide.html

Requirements for course:

Course Grading Policy

Grading will be determined by the following possible points:

4 exams, each worth 100 points.

30 assignments, each worth 5 points.

Comprehensive problems, each worth 50 points.

Attendance and participation 50 points

Total possible points:

Exams	400
Exercises	150
Comprehensive problems	100
Attendance	<u>50</u>
Total points	700

Grading will be on total accumulated points, as follows

630 - 700 = A

560 - 629 = B

490 - 559 = C

420 - 479 = D

0 - 419 = F

Exams: Exams will consist of 50 multiple choice questions, each of which is worth 2 points. Graded exams will be returned to students at the class meeting immediately following the exam. If an emergency keeps you from taking an exam at the scheduled time, contact the instructor to make arrangements for a make-up exam. Graded exams will not be returned to students until all make-up exams have been taken.

Assignments: Exercises and problems from the end of each chapter will be assigned. Many will be completed in class as a group. Some assignments will be designated to be turned in for grading. Exercises or problems completed in class will earn all participants maximum credit. If a student is absent when an exercise or problem is completed in class, the assignment may be submitted individually for a maximum of 5 points each.

Comprehensive Problems: The Accounting Cycle Review Problem on page 184 of the text will be due October 30 and the Comprehensive Review Problem on page 511 of the text will be due December 4. Each of these comprehensive practice sets will worth 50 points.

Attendance: Participation in solving problems is critical to your understanding of accounting principles. 50 points will be earned by perfect attendance. Points will be deducted for excessive absences.

Smoke Free Campus - A new NM State Statute became law June 15, 2007. The Dee Johnson Clean Indoor Air Act prohibits smoking at all workplaces and public facilities. In order to comply with the new provisions of the law, smoking is banned inside, or within 30 feet of any ENMU property or leased facilities, including Ruidoso High School, Lincoln County Works, the Construction Trades shop, and any other location where classes are held.

Cell Phones - The use of cell phones, whether set to audibly ring or vibrate, is prohibited in all classrooms. Students needing a cell phone for emergency use may seek instructor approval.

Student Code of Conduct - For the complete Student Code of Conduct please refer to the Student Handbook available at <http://www.enmu.edu/studentlife/handbook/conduct.shtml>. Instructors at ENMU-Ruidoso will not tolerate poor student behavior including plagiarism. Plagiarism is:

- Offering the work of another as one's own;
- Offering the work of another without acknowledgment or
- Failing to give credit for quotations or essentially identical expressions of material taken from books, encyclopedias, magazines, other reference works, term papers, reports or sources of any other individual.

Americans with Disabilities Act: If you have physical or learning needs that require accommodation, contact your instructor or the Student Advising Center (257-2120) at the beginning of the semester. All efforts will be made to accommodate these needs or to provide equipment necessary to accomplish the requirements for this course. Discussions and documentation will be kept confidential.

Course cancellation policy: Classes may not be cancelled by the instructor. If the instructor is ill or unable to hold class for reasons beyond their control, a substitute instructor will hold class or students will be given the opportunity to make up missed class time through an alternative meeting time (agreeable to all students) or by completion of an outside assignment.

Semester Schedule and Assignments:

Date	Day	Chapter	Assignment
Aug. 21	Thurs.	Introduction	Introductions
Aug. 26	Tues.	Ch.1 Asset, Liability, Owner's Equity, Revenue, and Expense Accounts	PR 1-1A, PR 1-2A, PR 1-3A
Aug. 28	Thurs.	Ch.1 Asset, Liability, Owner's Equity, Revenue, and Expense Accounts	
Sept. 2	Tues.	Labor Day Holiday	
Sept. 4	Thurs.	Ch. 2 T Accounts, Debits and Credits, Trial Balance, and Financial Statements	PR 2-1A, PR 2-2A, PR 2-3A
Sept. 9	Tues.	Ch. 2 T Accounts, Debits and Credits, Trial Balance, and Financial Statements	
Sept. 11	Thurs.	Ch. 3 The General Journal and the General Ledger	PR 3-1A, PR 3-2A, 3-3A
Sept. 16	Tues.	Ch. 3 The General Journal and the General Ledger	
Sept. 18	Thurs.	EXAM #1	
Sept. 23	Tues.	Ch. 4 Adjusting Entries and the Work Sheet	PR 4-1A, PR 4-2A
Sept. 25	Thurs.	Ch. 4 Adjusting Entries and the Work Sheet	
Sept. 30	Tues.	Ch. 5 Closing Entries and the Post-Closing Trial Balance	PR 5-1A, PR 5-3A
Oct. 2	Thurs.	Ch. 5 Closing Entries and the Post-Closing Trial Balance	
Oct. 7	Tues.	Ch. 7 Bank Accounts and Cash Funds	PR 7-1A, PR 7-2A, PR 7-3A
Oct. 9	Thurs.	Ch. 7 Bank Accounts and Cash Funds	
Oct. 14	Tues.	EXAM #2	
Oct. 16	Thurs.	Ch. 8 Employee Earnings and Deductions	PR 8-1A, PR 8-2A
Oct. 21	Tues.	Ch. 8 Employee Earnings and Deductions	
Oct. 23	Thurs.	Ch. 9 Employer Taxes, Payments and Reports	PR 9-1A, PR 9-2A, PR 9-3A
Oct. 28	Tues.	Ch. 9 Employer Taxes, Payments and Reports	
Oct. 30	Thurs.	Ch. 10 The Sales Journal and the Purchases Journal	PR 10-2A, PR 10-3A
Nov. 4	Tues.	Ch. 10 The Sales Journal and the Purchases Journal	
Nov. 6	Thurs.	EXAM #3	
Nov. 11	Tues.	Ch. 11 The Cash Receipts Journal and the Cash Payments Journal	PR 11-4A (Dbl. Points)
Nov. 13	Thurs.	Ch. 11 The Cash Receipts Journal and the Cash Payments Journal	
Nov. 18	Tues.	Ch. 12 Work Sheet and Adjusting Entries	PR 12-1A, PR 12-2A
Nov. 20	Thurs.	Fall Break	
Nov. 25	Tues.	Fall Break	
Nov. 27	Thurs.	Ch. 12 Work Sheet and Adjusting Entries	
Dec. 2	Tues.	Ch. 13 Financial Statements, Closing Entries, and Reversing Entries	PR 13-1A, PR 13-3A
Dec. 4	Thurs.	Ch. 13 Financial Statements, Closing Entries, and Reversing Entries	
Dec. 9	Tues.	Review	
Dec. 11	Thurs.	FINAL EXAM	

Note on assignments: Those assignments identified as PR 1-1A, for example, refer to Problem Series A at the end of the respective chapters.