



Your University of Choice

SYLLABUS FOR PRINCIPLES OF ACCOUNTING I

Term: Fall 2015 (2015-1)

Course #: ACCT 210A

Instructor: George F. Grzesiowski MBA/ABD/CPA

Professor and Program Director for Accounting

Office Room #: 516

Phone #: 219-473-4283 (Office)

E-mail: ggrzesiowski@ccsj.edu

Other Phone: Cell: 219-716-5002 (Best)

Office Hours:

| | |
|------------|--|
| Monday | 7:00 AM– 8:30 AM 3:15 PM – 4:15 PM |
| Tuesday | 8:00AM – 12:00 PM |
| Wednesday. | 7:00 AM – 8:30 AM 3:00 PM – 7:00 PM |

Or, by appointment

Course Time/Classroom #

Mondays/Wednesdays 1:45-3:15 PM Room 205

Course Description: This course prepares the accounting student in the theory and techniques of accounting necessary for the advanced courses and provides a basic introduction to accounting for those students pursuing an accounting degree. Students will be introduced to financial statements and the accounting cycle for a service and merchandise business.

Prerequisites: None

Learning Outcomes/ Competencies:

Students in this course will:

1. Describe the purpose and usefulness of a double entry accrual accounting system and explain its role in making business decisions
2. Identify and explain the meaning of standard accounting terms.
3. Explain how accounting transactions affect the accounting equation, income statement, statement of owner's equity, and balance sheet.
4. Apply the rules of debits and credits to prepare general and special journal entries for common business transactions of a service enterprise and a merchandising business.
5. Post transactions from journal to general ledger accounts and subsidiary ledger accounts.
6. Prepare a trial balance and subsidiary ledger reports and explain their interrelationships and role in the accounting system.
7. Calculate accruals and deferrals; identify accounts; and record accrual and deferral entries.

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8. Analyze data and prepare a worksheet for a service enterprise and a merchandising business.
9. Create an income statement, statement of owner's equity and a balance sheet for a service enterprise and a merchandising business and explain their purpose in an accounting system.
10. Construct adjusting, closing and reversing entries for a service enterprise and a merchandising business and explain their purpose in the accounting system.
11. Evaluate the financial condition of a business by completing a set of comprehensive problems.

Textbooks: Accounting Principles, Weygandt, Kieso, Kimmel, 12th edition, Wiley 2015.
ISBN 9781118978740
Pocket Calculator

Learning Strategies: The course is supported by a blackboard site. All PowerPoint presentations, demo problems, and assignment solutions will be posted on blackboard. Grades will be posted and accessed on blackboard. Questions concerning assignments or course requirements can also be posted on this site.

Assessment:

| | <u>Points</u> | <u>Weights</u> |
|----------------------------------|---------------|----------------|
| Exams (3 exams; 100 each) | 300 | 60% |
| Homework problems (10 each) | 90 | 18% |
| Comprehensive problems (55 each) | <u>110</u> | <u>22%</u> |
| Total Points | 500 | 100% |

Grading Scale:

| Grade | Percent | Points |
|-------|--------------|-------------|
| A | 92-100 | 460-500 |
| A- | 90-91 | 450-459 |
| B+ | 88-89 | 440-449 |
| B | 82-87 | 410-439 |
| B- | 80-81 | 400-409 |
| C+ | 78-79 | 390-399 |
| C | 72-77 | 360-389 |
| C- | 70-71 | 350-359 |
| D+ | 68-69 | 340-349 |
| D | 62-67 | 310-339 |
| D- | 60-61 | 300-309 |
| F | 59 and below | 299 & below |

Open Door Policy

Since your learning is my primary concern, it is imperative that anything preventing you from learning be discussed. Please feel free to make an appointment with me or call/text my cell # so that I can help you keep on track.

Policy for Assignments: Students are expected to have read the chapter prior to the lecture. Each chapter will be explained and discussed. Concepts will be illustrated by working selected demonstration problems in class. Selected problems will be assigned as homework. Homework problems will be checked in class. Prior to checking the homework, I will check your working papers for completion. Late homework will be assessed a 50% late penalty.

Comprehensive Problems are to be completed and submitted for grading.

Class Policy on Attendance:

Attendance in class is an important priority. Accounting is a course that continues to build on the knowledge gained. It is not possible to understand and grasp the fundamentals being taught in later chapters unless the earlier chapters have been mastered. Missing classes will impede your progress.

Classroom Behavior

Students are expected to treat the instructor and fellow students with respect and courtesy at all times. This means giving your full attention. No private conversations, no catching up on homework assignments, no naps.

Class Policy on Electronic Devices: (Optional) (Cell phones, Beeper, Pagers...etc.)

Turn-off

| Course Outline | | Topic-Assignment |
|-----------------------|--------------------|---|
| Week | Class Date | |
| 1 | M 8/31 W 9/2 | Introduction to course and Accounting Chapter 1: Accounting in Action |
| 2 | M-9/7 W-9/9 | Labor Day Holiday No Class Chapter 1: Accounting in Action |
| 3 | M-9/14 W-9/16 | Chapter 2: The Recording Process |
| 4 | M-9/21 W-9/23 | Chapter 3: Adjusting the Accounts |
| 5 | M-9/28 W-9/30 | Review - Blackboard No Class – Exam on Blackboard |
| 6 | M-10/5 W-10/7 | Chapter 4, Completion of Accounting Cycle |
| 7 | M-10/12 W-10/14 | Review Chapter 4 Work on first comprehensive |
| 8 | M-10/19 W-10/21 | Chapter 5, Merchandise |
| 9 | M-10/26 W-10/28 | Chapter 6, Inventories |
| 10 | M-11/2 W-11/4 | Review Exam 2 – Chapters 4, 5, 6: Blackboard |
| 11 | M-11/9 W-11/11 | Chapter 7, Accounting Information Systems Assign second comprehensive |
| 12 | M-11/16 W-11/18 | Chapter 8, Fraud, Internal Control and Cash |
| 13 | M-11/23 W-11/25 | Chapter 9 Accounting for Receivables Thanksgiving Break |
| 14 | M-11/30 W-12/2 | Chapter 9 Accounting for Receivables Review |
| 15 | W-12/9 | Exam 3: Chapters 7, 8, 9 (Final Exam) |

Policies and Procedures

Statement of Plagiarism:

If an instructor or other Calumet College of St. Joseph personnel find that a student has plagiarized or been involved in another form of academic dishonesty, the instructor or other personnel may elect to bring the matter up for judicial review. The maximum penalty for any form of academic dishonesty is dismissal from the College. The procedures for judicial review are listed under the section of CCSJ handbook that addresses student grievances.

PLEASE NOTE: All papers can and may be submitted for checks on plagiarism from the Internet/Electronic sources/Databases.

Citation Guidelines:

Calumet College of St. Joseph uses citation guidelines, generally MLA or APA format, to document sources quoted or paraphrased in student papers. Check the syllabus for each course to see what each instructor requires. The Library has reference copies of each manual; the Follett has copies for sale when required by the instructor. In addition, there are brief MLA and APA checklists in your spiral "Student Handbook and Planner" and on the Library website and literature rack. These texts show how to cite references from many sources, including electronic media, as well as how to space and indent the "Works Cited" and "References" pages respectively. EBSCO and ProQuest articles provide both formats for you to copy and paste. Proper documentation avoids plagiarism.

Withdrawal from Classes Policy:

After the last day established for class changes has passed (see College calendar), students may withdraw from a course in which they are registered and wish to discontinue. A written request detailing the reason(s) for the withdrawal must be completed with the Office of Academic Advising and filed with the Registrar. The Office of Academic Advising must receive written request for withdrawal by the last day of classes prior to the final examination dates specified in the catalogue. Written requests should be submitted in person or, when an in-person visit is not possible, may be mailed to the Office of Academic Advising, emailed, or faxed to 219-473-4336. Students are to make note of the refund schedule when withdrawing from courses. If the request requires instructor approval per the College calendar, it must be forwarded to the faculty member, who makes the final determination to accept or deny the request.

If the request is honored by the faculty member, the student will receive notification of official withdrawal from the Registrar after meeting or speaking with a member from Academic Advising, Financial Aid and Athletics (if applicable). These departments will notify the student of academic, financial, and athletic eligibility effects of a possible withdrawal.

If the request is denied by the faculty member, the notification will indicate why the withdrawal is disallowed. Please note that if the request does not require instructor approval, the student must still meet or speak with a member from Academic Advising, Financial Aid and Athletics (if applicable) before the withdrawal will be processed.

An official withdrawal is recorded as a "W" grade on the student's transcript. Discontinuing a course without a written request for withdrawal automatically incurs an "FW" grade for the course (see Refund Schedule). Failure to Withdraw (FW) is indicated when the student does not complete withdrawal paperwork with the Office of Academic Advising nor does the student notify the instructor of their intent

to withdraw due to an illness, accident, grievous personal loss, or other circumstances beyond the student's control. This grade is submitted by the instructor at the end of term.

Resources

Student Success Center:

The Student Success Center supports Calumet College of St. Joseph students through an interactive learning experience. Students work with faculty tutors to develop course competencies and study skills such as time management, test preparation, and note taking. In addition, students are provided with tutoring support to help pass courses, to improve grade point average, and to promote continuing education and career advancement. Tutors have a specific charge: to help students learn how to master specific subject matter and to develop effective learning skills. The Student Success Center is open to all students at Calumet College of St. Joseph at no charge and is available to support academic courses at the introductory and advanced levels. For assistance, please contact the Student Success Center at 219 473-4287 or stop by the Library.

Disability Services:

Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans Disability Act (ADA) guidelines. Students must meet with the Coordinator of Disability Services to complete an intake form in order to request an accommodation and/or an auxiliary *aid* (e.g., *additional time for tests, note taking assistance, special testing arrangements, etc.*). It is the student's responsibility to contact the Academic Support Programs Office to request an accommodation at least one month prior to enrollment for each academic term. Students who are requesting an accommodation and/or an auxiliary aid must submit documentation from a professional health care provider to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990. The cost of obtaining the professional verification is the responsibility of the student.

If a student believes that he or she needs a "reasonable accommodation" of some kind because of a physical, psychological, or mental condition, he or she should contact Disabilities Services. The Coordinator will secure documentation pertinent to the disability and work with faculty and staff, if necessary, to address the matter. All questions and inquiries pertaining to disability services should be directed to the Disability Services Coordinator at 219-473-4349.

CCSJ Alert:

Calumet College of St. Joseph utilizes an emergency communications system that transmits messages via text, email, and voice platforms. In the event of an emergency, of weather related closings, or of other incidents, those students who are registered for the system shall receive incident specific message(s) notifying them of the situation. Please sign-up for this important service at any time on the College's website. Alternatively, you can register at the time you register for classes. This service requires each user to register once per academic year. Therefore, at the beginning of each academic year, please remember to re-register for the system. This can be done at: <http://www.ccsj.edu/alerts/index.html>.

School Closing Information:

Internet:

<http://www.ccsj.edu>

<http://www.EmergencyClosings.com>
Facility: Calumet College of St. Joseph
Phone: 219.473.4770

Radio:

WAKE – 1500 AM
WGN - 720 AM
WIJE – 105.5 FM
WLS – 890 AM
WZVN – 107.1 FM
WBBM NEWS RADIO 78

TV Channels:

2, 5, 7, 9, 32