

ACCT 1100

Fall 2015 Syllabus/Lesson Plan

****Disclaimer Statements****

*****Instructor reserves the right to change the syllabus and/or lesson plan as necessary.*****

*****The official copy of the syllabus is located inside the student's online course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.*****

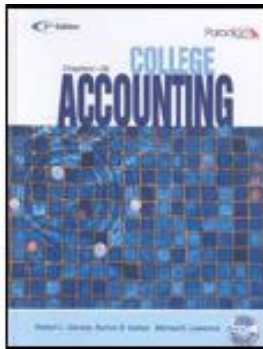


ACCT 1100 Financial Accounting I COURSE SYLLABUS Fall Semester 2015

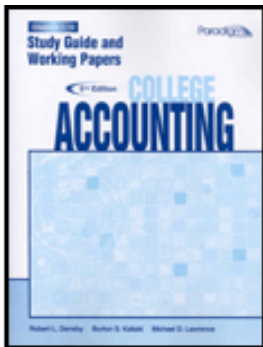
Semester: 201612 Fall Semester 2015
Course Title: Financial Accounting I
Course Number: ACCT 1100
Credit Hours/ Minutes: 4/3750
Class Location: Lab 809 Gillis Medical Building
Class Meets: 5:00-7:15 p.m. T/R
CRN: 20018

Instructor: Tina Jernigan
Office Hours: 2:00-4:30 p.m. Monday-Thursday
Office Location: Office 807 Gillis Medical Building
Email Address: tjernigan@southeasterntech.edu
Phone: (912) 538-3123
Fax Number: (912) 538-3106

REQUIRED TEXT:



College Accounting, Fifth Edition, Dansby, Kaliski, and Lawrence, Paradigm Publishing, 2010. (ISBN 978-0-76383-496-8).



College Accounting Study Guide/Working Papers Chapters 1-12
(ISBN 978-0-76383-491-3).

REQUIRED SUPPLIES & SOFTWARE: Pencils, click eraser, ruler. A pen should NEVER be used in this course. A 3-ring binder is required if the working papers are not purchased in the bookstore.

COURSE DESCRIPTION: Introduces the basic financial accounting concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship.

MAJOR COURSE COMPETENCIES: Topics include: accounting vocabulary and concepts, the accounting cycle for a personal service business, the accounting cycle for a merchandising business, inventory, cash control and receivables. Laboratory work demonstrates theory presented in class.

PREREQUISITE(S): None

COURSE OUTLINE:

1. Accounting and the Role of Accounting in Business
2. Cash and Internal Controls
3. Accounting for a Service Business
4. Accounting for a Merchandising Business
5. Inventory Control
6. Methods of Accounting for Receivables

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

STUDENT REQUIREMENTS: Class attendance is a very important aspect of a student's success in this course. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected. Students are expected to complete all work required by the instructor. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor. Unannounced quizzes/assignments may be given. **Students that miss an unannounced quiz or assignment will receive a grade of 0.**

- **Students are expected to come prepared for each class meeting, focused and ready to learn.** This means that it is necessary to read the chapters and work outside of class in order to succeed in this course. A detailed lesson schedule has been provided at the end of this syllabus.
- **Students MUST wear their STC id; one free lanyard is provided in the student affairs division. Students may NOT enter the classroom without their student id visible.**
- Students should complete all work shown on the attached tentative lesson schedule by the scheduled deadlines, unless otherwise notified.
- Homework will be collected for a grade. There may be graded in class activities planned in which you will not be able to participate if you are not prepared for that day's class.
- Please make every effort to be in class every day. Students are also expected to complete all tests, comprehensive problems, and other assignments on the dates specified on the attached lesson schedule.
- Students are expected to have comprehensive problems and other assignments completed at the beginning of class on the date that it is due.
- No late submissions will be accepted; a zero will be recorded. Instructor reserves the right to modify tentative lesson schedule with notice.
- Students are responsible for policies and procedures included in the STC Catalog and must acknowledge this by signing the acknowledgement provided on the first day of class.

ATTENDANCE GUIDELINES: Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of

absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a

representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid. **Remember** - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): Failure to take tests on the scheduled day will result in a grade of zero for the test not taken. Students are allowed to make up one test at the discretion of the instructor. The makeup test must be taken the next day upon returning to class. The zero assigned for the missed test will be replaced with the grade the student makes on the makeup exam. **Makeups are not allowed for unannounced quizzes/assignments.**

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

Your instructor is more than willing to assist you with any help you might need; it merely requires you to make the extra effort to come by for help during your instructor's office hours. This is your responsibility. Accounting professionals deal with money; in-class behaviors give some insight into a student's professional ethics in the workplace, or lack thereof. Cheating is never an option; dishonesty cannot and will not be tolerated. If you are involved in an academic dishonesty incident, expect a private conference with your instructor and the Dean of Business and Technologies.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the

provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY

Tests	60%
Final Exam	15%
Comprehensive Problem	10%
Homework/Quizzes/	
In-Class Assignments	15%

GRADING SCALE

A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: 0-59

TCSG GUARANTEE/WARRANTY STATEMENT:

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

ACCT 1100
COMPREHENSIVE PROBLEM 1
JIM ARNOLD, PHOTOGRAPHER

Your comprehensive problem is located in your textbook on page 213. The working papers for this problem are included in your workbook, starting on page 251.

The working papers should be completed in pencil, neatly--with clean erasures.

You are **NOT** to work with other students on this comprehensive problem. STC's Academic Dishonesty Policy, detailed on this syllabus, discussed the first day of class AND acknowledged by you, will be strictly enforced.

Ask questions of your instructor **ONLY**. However, please be advised that your instructor cannot help you complete your entire problem.

The following are some check figures to assist you in completing the project.

Cash Balance July 31	22,570
Trial Balance Totals	85,595
Adjusted Trial Balance Totals	86,695
Post Closing Trial Balance Totals	69,225

It is not necessary to include the Income Summary account on the worksheet.

This problem is due TUESDAY, OCTOBER 20.

Late submissions:

Students are expected to have comprehensive problems completed at the beginning of class on the date that it is due. **No late submissions will be accepted; a zero will be recorded.**

Syllabus Addendum

Please note the following classroom courtesies, which are designed to maximize the classroom experience for you and your classmates.

- Class begins promptly at the start time shown on your schedule.
 - Please make arrangements to be here on time.
 - Students will be required to sign in upon arrival and instructor will track attendance in grade book.
- Please do not turn on or use the computers while class is being conducted unless requested by your instructor.
- Please turn your cell phone on silent when in the classroom. In emergencies, please go outside the building to make or receive a call. If your phone interrupts class, you will be asked to leave class.
- Also, no texting is allowed during class; you will be asked to leave class. Texting during an exam, in particular, may result in an academic dishonesty policy violation being noted in your records.
- You may not use your cell phone or the computer as a calculator during an exam. You will need to become familiar with the 10-key calculator provided in the classroom, or you may use your own calculator.
- No food or drinks are allowed in the classroom. Bottled drinks may be kept in your book bag or on the floor. But they should never be open or consumed in the classroom.
- Please dress appropriately for class. You may be asked to leave if dressed inappropriately, and you will be counted absent. No hats, caps, scarves, etc. covering the head are allowed in the classroom. This refers to both ladies and gentlemen.
- On exam/test days, be considerate of others, and observe the following:
 - Enter the room quietly; your fellow students may be studying/preparing for the exam.
 - Always use a pencil; **NEVER** use a pen. Sharpen pencils **BEFORE** the exam, **NOT** during the exam.
 - Use the restroom **BEFORE** the exam, **NOT** during unless there is an emergency. If you have a special need that requires leaving the classroom during an exam, please see the Special Needs section of the syllabus and follow the protocol to receive accommodations.
 - Clear your desk of all books, working papers, notebooks, etc. Working papers and scratch paper will be provided. You only need a pencil, erasers, calculator, and a straight edge.
 - It should be **silent** during testing; any communication between students will be considered an academic dishonesty violation.
 - Raise your hand or come quietly to the instructor if you have a question during an exam.
 - When you finish your exam, you should quietly turn it in, return to your seat and begin reviewing the upcoming material. This is not a time to have conversations with your classmates or to use the computer for other classwork. All students deserve a quiet environment in which to test.

**ACCT 1100-FINANCIAL ACCOUNTING I
FALL SEMESTER 2015 LESSON PLAN**

***Lesson Plan Subject to Change at Instructor's Discretion**

Date	Chap / Less	Content	Assignments & Tests Due	Comp Area
Tues. Aug. 18	Chapter 1	First Day of Class: <ul style="list-style-type: none"> • Introduction to Course • Review Course Syllabus/Lesson Plan • Review Policies/Procedures for Lab Chapter 1: The Nature of Accounting	-Chapter 1 Lecture/Review Pages 13-25. Reinforcement Activities: Exercise 1-1, Problems 1-2A, 1-3A, 1-5A (Part 1 only).	*1 **b,c
Thurs. Aug. 20	Chapter 1	Chapter 1: The Nature of Accounting	-Chapter 1 Lecture/Review Pages 26-29. Reinforcement Activities: Exercise 1-4, 1-5, 1-6, 1-7, 1-8 Problems 1-4A, 1-5A (Parts 2,-4).	*1 **b,c
Tues. Aug. 25	Chapter 1	Chapter 1: The Nature of Accounting	-Chapter 1 Wrap-Up/Review for Test	*1 **b,c
Thurs. Aug. 27	Chapter 2	Chapter 2: Recording Business Transactions	*Chapter 1 Test -Chapter 2 Lecture/Review Pages 55-70. Reinforcement Activities: Exercise 2-1 thru 2-6, Problem 2-1A	*3 **b,c
Tues. Sept. 1	Chapter 2	Chapter 2: Recording Business Transactions	Reinforcement Activities: Problem 2-3A thru 2-5A	*3 **b,c
Thurs. Sept. 3	Chapter 3	Chapter 3: Starting the Accounting Cycle for a Service Business	Chapter 2 Test -Chapter 3 Lecture/Review Pages 89-97. Reinforcement Activities: Exercise 3-1 thru 3-3, Problem 3-2A *Note: Copy exercise 3-4 journal into the journal in the working papers	*3 **b,c
Tues. Sept. 8	Chapter 3	Chapter 3: Starting the Accounting Cycle for a Service Business	-Chapter 3 Lecture/Review Pages 97-108. Reinforcement Activities: Exercise 3-4, 3-5, Problem 3-3A, 3-5A	*3 **b,c
Thurs. Sept. 10	Chapter 4	Chapter 4: The Accounting Cycle Continued: Worksheet, Financial Statements, and Adjusting Entries	Chapter 3 Test -Chapter 4 Lecture/Review Pages 133-147. Reinforcement Activities: Exercise 4-1 thru 4-4	*3 **b,c
Tues. Sept. 15	Chapter 4	Chapter 4: The Accounting Cycle Continued: Worksheet, Financial Statements, and Adjusting Entries	-Chapter 4 Lecture/Review Pages 148-152. Reinforcement Activities: Exercise 4-5, 4-7, Problem 4-1A	*3 **b,c
Thurs. Sept. 17	Chapter 5	Chapter 5: Completing the Accounting Cycle for a Service Business: Closing Entries and the Post Closing Trial Balance	Chapter 4 Test -Chapter 5 Lecture/Review Pages 177-191. Reinforcement Activities: Exercise 5-1 thru 5-5	*3 **b,c
Tues. Sept. 22	Chapter 5	Chapter 5: Completing the Accounting Cycle for a Service Business: Closing Entries and the Post Closing Trial Balance	Reinforcement Activities: Exercise 5-6 thru 5-8, Problem 5-1A	*3 **b,c
Thurs. Sept. 24	Chapter 6	Chapter 6: Internal Control and Accounting for Cash	Chapter 5 Test -Chapter 6 Lecture/Review Pages 219-230. Reinforcement Activities: Exercise 6-1 thru 6-6	*2 **b,c

Tues. Sept. 29	Chapter 6	Chapter 6: Internal Control and Accounting for Cash	-Chapter 6 Lecture/Review Pages 231-242. Reinforcement Activities: Exercise 6-7, 6-9, 6-10, Problem 6-4A	*2 **b,c
Thurs. Oct. 1	Chapter 7	Chapter 7: Accounting for a Merchandising Business: Purchases and Cash Payments	Chapter 6 Test -Chapter 7 Lecture/Review Pages 281-297. Reinforcement Activities: Exercise 7-1 thru 7-5.	*4 **b,c
Tues. Oct. 6	Chapter 7	Chapter 7: Accounting for a Merchandising Business: Purchases and Cash Payments	-Chapter 7 Lecture/Review Pages 297-307. Reinforcement Activities: Exercise 7-6 thru 7-8.	*4 **b,c
Thurs. Oct. 8	Chapter 8	Chapter 8: Accounting for a Merchandising Business: Sales and Cash Receipts	Chapter 7 Test -Chapter 8 Lecture/Review Pages 333-350. Reinforcement Activities: Exercise 8-1 thru 8-6	*4 **b,c
Tues. Oct. 13	Chapter 8	Chapter 8: Accounting for a Merchandising Business: Sales and Cash Receipts	-Chapter 8 Lecture/Review Pages 350-359. Reinforcement Activities: Exercise 8-7 thru 8-10	*4 **b,c
Thurs. Oct. 15	Chapter 9	Chapter 9: Work Sheet and Adjustments for a Merchandising Business (Review)	Chapter 8 Test -Chapter 9 Lecture/Review Pages 407-424. Reinforcement Activities: Exercise 9-1 thru 9-3 are optional; only necessary if a refresher of Chapter 4 adjustments are needed. Exercise 9-4, 9-5, Problem 9-2A	*4 **b,c
Tues. Oct. 20	Chapter 10	Chapter 10: Financial Statements and Closing Entries for a Merchandising Business (Review)	Comprehensive Problem Due Reinforcement Activities: Exercise 10-1 thru 10-3	*4 **b,c
Thurs. Oct. 22	Chapter 9/10		Chapter 9 and 10 Test	*4 **b,c
Tues. Oct. 27	Chapter 13	Chapter 13: Accounting for Notes and Interest	-Chapter 13 Lecture/Review Pages 583-588 and Pages 592-595. Reinforcement Activities: Exercise 13-1, 13-2, 13-4, Problem 13-2A, 13-2B	*6 **b,c
Thurs. Oct. 29	Chapter 13	Chapter 13: Accounting for Notes and Interest	-Chapter 13 Lecture/Review Pages 595-601. Reinforcement Activities: 13-5, 13-6, Problem 13-3A, 13-3B	*6 **b,c
Tues. Nov. 3	Chapter 14	Chapter 14: Accounting for Bad Debts: Direct Write Off Method	Chapter 13 Test -Chapter 14 Lecture/Review Pages 621-625. Reinforcement Activities: Exercise 14-1, 14-2, Problem 14-1A	*6 **b,c
Thurs. Nov. 5	Chapter 14	Chapter 14: Accounting for Bad Debts: Income Statement Approach	-Chapter 14 Lecture/Review Pages 625-630. Reinforcement Activities: Exercise 14-3, Problem 14-2A	*6 **b,c
Tues. Nov. 10	Chapter 14	Chapter 14: Accounting for Bad Debts: Income Statement Approach	-Chapter 14 Lecture/Review Pages 630-635. Reinforcement Activities: Exercise 14-4 thru 14-7, Problem 14-3A	*6 **b,c
Thurs. Nov. 12	Chapter 15	Chapter 15: Accounting for Merchandise Inventory	Chapter 14 Test -Chapter 15 Lecture/Review Pages 655-661. Reinforcement Activities: Exercise 15-1	*5 **b,c
Tues. Nov. 17	Chapter 15	Chapter 15: Accounting for Merchandise Inventory	-Chapter 15 Lecture/Review Pages 661-666. Reinforcement Activities: Exercise 15-3, 15-4, Problem 15-1A, 15-1B	*5 **b,c

Thurs. Nov. 19	Chapter 15	Chapter 15: Accounting for Merchandise Inventory	-Chapter 15 Lecture/Review Pages 667-679. Reinforcement Activities: Exercise 15-5 thru 15-9, Problem 15-3A, 15-4A	*5 **b,c
Tues. Nov. 24	Chapter 15		Chapter 15 Test	
Thurs. Nov. 26		HOLIDAY-NO CLASS		
Tues. Dec. 1			Review for Final Exam	
Thurs. Dec. 3		LAST DAY OF FALL SEMESTER	Final Exam	

*** ACCT 1100 Competency Areas:**

1. Accounting and the Role of Accounting in Business
2. Cash and Internal Controls
3. Accounting for a Service Business
4. Accounting for a Merchandising Business
5. Inventory Control
6. Methods of Accounting for Receivables

****General Core Educational Competencies**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.