

BUSN 1051 College Accounting (3 UNITS-1 hr lab) DISTANCE LEARNING-OFFLINE

COURSE DESCRIPTION:

An introductory course in accounting that stresses theory and the principles of elementary accounting applicable to single proprietorships. The course includes the entire bookkeeping cycle. The program gives the student practical training for clerical, bookkeeping and managerial positions.

Advisory: Eligibility for English 1000, Reading 1005, and Math 1050 (elementary algebra) strongly recommended.

Prerequisite: None

Instructor: Jane Cuellar

Telephone: (661) 763-7700

Email: jcuellar@taft.org

Office Hours: Mondays 8:30am-9am (via telephone) or by

Class Meets: appointment

August 24 – December 17

REQUIRED MATERIALS:

Rental Textbook: College Accounting, 9th Edition, McQuaig & Bille, ISBN: 0-618-824-170/978-0618-824-175. Houghton Mifflin Co., 2008. Contact the college book store for rental information.

Purchase: Working Papers with Study Guide 1-13 to Accompany College Accounting, 9th Edition, McQuaig & Bille.

ATTENDANCE POLICY:

Because this is a distance-learning course, attendance is not an issue.

Assignments must be turned in (postmarked) by the due dates indicated.

Homework and open book tests are expected to be completed and delivered on time. Late assignments will not be accepted after the midterm and final exams (see calendar). Reduced points will be received on the second and subsequent late assignment.

Students not submitting the first homework assignment on time will be automatically dropped from the course. After that, it is the responsibility of the student to drop the course.

Students should drop the class if they are not making "Continuing Progress" in the class (Contact the counseling center or the distance learning help desk for drop dates and procedures necessary to drop the course). "Continuing

Progress" is defined as turning in work as scheduled. Work on the class every week. Continuous work is necessary for success.

- Students can expect to spend approximately 10 hours per week reading, doing homework assignments, and completing exams (midterm & final are proctored).
- All students are expected to turn in homework on the original working papers pages. Copies will not be accepted. Students can submit their work via U.S. postal mail, the LRC on campus, the TC aides at TCI, or attachment using ETUDES online. Students are expected to work independently. This course is not delivered online through the Etudes program although you are encouraged to submit work and communicate with the instructor through ETUDES. Using ETUDES will provide more timely feedback.

ASSIGNMENTS

Assignments include workbook homework from each chapter, problems, short essay, open book exams, and a proctored midterm and final. Proctored exams include multiple choice questions and problem completion. Work will be returned if a self addressed stamped envelope is provided.

PROCTORS

Proctored Exams: Yes- See the **Proctor Identification Procedures** for directions on how to set up a proctor for approval. **Proctors must be approved prior to use. You must have written approval by the second week of class to use a proctor** (no approval is necessary to use Taft College LRC proctors). Proctored tests are available at the college LRC, TCI Lab, and from **approved** proctors.

GRADING POLICY

The semester letter grade will be based on the following:

Open Book Tests	25%
Problems & essays	20%
Homework	10%
Midterm Exam	20%
Final Exam	25%

The grading scale will be: A- 90%, B-80%, C-70%, D-60%, F<60%

CALENDAR

All assignments and exams must be turned in by the due dates indicated below (may be turned in early). The exams will include multiple choice questions and/or problems. The **midterm and final exams must be**

proctored. NO work will be accepted after December 14 (latest postmark December 12).

Chapter Homework Assignments:

Homework assignments are from the study guide. To get maximum benefit from the homework assignments:

1. Answer the questions.
2. **Check your answers** with the answer keys in the back of the study guide.
3. Do the Demonstration problem. **Check your work** to the answer form.
4. Correct any errors-be sure you understand what you did wrong.
5. Turn in homework on time.

For each chapter assigned, do all study guide questions (Parts 1-4) and the demonstration problem as well as any assigned problem. Turn in homework on the original working papers pages.

Open book test scores should be close to 100% since they are a study tool. Don't hesitate to ask if you need help. The ETUDES discussion area is available to interact with other students online. Open book tests are scored as follows:

90-100% correct	100% of points
85-90% correct	90% of points
80-85% correct	80% of points
70-80% correct	70% of points
60-70% correct	60% of points
<60% correct	Actual-maximum 50%

ASSIGNMENT SCHEDULE AND DUE DATES

Complete by:		Due Date
8/26	Note to instructor*	8/31
8/28	Read Chapter 1	
8/31	Study Guide Parts 1-4, Demonstration problem, Problem 1-1b Open Book Test-Chapter 1	9/2
9/4	Read Chapter 2	
9/9	Study Guide Parts 1-4, Demonstration problem, Problem 2-1b Open Book Test-Chapter 2	9/10
9/14	Read Chapter 3	
9/17	Study Guide Parts 1-4, Demonstration problem, Problem 3-1b Open Book Test-Chapter 3	9/18
9/21	Read Chapter 4	
9/24	Study Guide Parts 1-4, Demonstration problem, Problem 4-1b	

	Open Book Test-Chapter 4	9/25
9/28 10/1	Read Chapter 5 Study Guide Parts 1-4, Demonstration problem, Problem 5-1b Open Book Test-Chapter 5	10/2
10/5 10/8	Read Chapter 7 Study Guide Parts 1-4, Demonstration problem, Problem 7-1b Open Book Test-Chapter 7, Essay 1	10/9
	Midterm Exam (proctored)	10/16
10/19 10/22	Read Chapter 8 Study Guide Parts 1-4, Demonstration problem, Problem 8-1b Open Book Test-Chapter 8	10/23
10/26 10/29	Read Chapter 9 Study Guide Parts 1-4, Demonstration problem, Problem 9-1b Open Book Test-Chapter 9	10/30
11/2 11/5	Read Chapter 10 Study Guide Parts 1-4, Demonstration problem, Problem 10-1b Open Book Test-Chapter 10	11/10
11/12 11/17	Read Chapter 11 Study Guide Parts 1-4, Problem 11-1b Demonstration problem, Open Book Test-Chapter 11	11/20
11/23 11/25	Read Chapter 12 Study Guide Parts 1-4, Demonstration problem, Problem 12-1b Open Book Test-Chapter 12	12/2
12/1 12/4	Read Chapter 13 Study Guide Parts 1-4, Demonstration problem, Problem 13-1b OpenBookTest-Chapter13	12/9
	Final Exam (proctored)	12/11

Must be received by Taft College by 11am, Monday December 14, (postmarked no later than 12/12-no work will be accepted after this deadline) *Indicate that you have read and understand the syllabus, if not using ETUDES online, request open book tests & provide contact information (email address preferred).