

BUSINESS 52B GENERAL ACCOUNTING (3 UNITS) DISTANCE LEARNING

COURSE DESCRIPTION:

A continuation of the introduction to accounting. Balance sheet issues, accounting for different legal forms of business, cash flows, and cost accounting issues are studied.

Prerequisite	Bus.52A
Instructor:	Joe Thompson
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Office Hours:	M-Th 12-1, T 2-3 & by appointment

REQUIRED MATERIALS:

Rental: College Accounting: 9th ed. by McQuaig

Purchase: Working Papers 14-26

GRADING POLICY:

The semester letter grade will be based on the total number of points earned during the semester.

Points will be earned as follows:

1. Unit Exams	80%
2. Homework	10%
3. Quizzes	10%

THE GRADING SCALE WILL BE: A- 85%, B-75%, C-65%, D-50%

ATTENDANCE POLICY:

The format of the class allows complete student control of their work schedule within the confines of deadlines established by the course calendar.

. All work must be completed and turned in by the due dates set up in the calendar.

Students should drop the class if they are not making “Continuing Progress” in the class (See counseling center for drop dates). “Continuing Progress” is defined as turning in work as scheduled. Work on the class every week. Continuous work is necessary for success. Estimate at least 10 hours/week of study time for this class!!

CALENDAR:

The calendar is intended as a suggested pace for covering the material which parallels the traditional classroom course. Students are only bound by the deadlines set by the class calendar. All quizzes, assignments, and unit exams **must** be turned in by the due dates **but** may be turned in early. The exams will include multiple choice questions and/or problems. You must use a scantron for the exams, and they must be proctored. The quizzes are take-home, open book. The quizzes are available at the LRC, TCI Lab and from the instructor. . **NO work will be accepted after May 20th.**

CHAPTER ASSIGNMENTS:

<u>UNIT 1</u>	<u>UNIT 2</u>	<u>UNIT 3</u>	<u>UNIT 4</u>
14, 15, 16	17, 18, 19	20, 21, 22	23, 24

CHAPTER HOMEWORK ASSIGNMENTS:

Homework assignments are from the study guide. To get maximum benefit from the homework assignments you should do the following:

1. Answer the questions.
2. Check your answers with the answer keys in the back of the study guide.
3. Correct any errors.
4. Turn in HW on time.

For each chapter assigned, do all study guide questions and the demonstration problem. For the demonstration problem be sure to use appropriate forms from the working papers. Use the supplied answer sheet for study guide parts 1 & 2 and original papers for the other parts.

HOMEWORK AND EXAM DUE DATES:**UNIT 1**

2-1	QUIZ 14, CH 14 HW
2-8	QUIZ 15, CH 15 HW
2-14	QUIZ 16, CH 16 HW
2-22	UNIT EXAM

UNIT 2

2-29	QUIZ 17, CH 17 HW
3-7	QUIZ 18, CH 18 HW
3-14	QUIZ 19, CH 19 HW
3-28	UNIT EXAM

UNIT 3

4-11	QUIZ 20, CH 20 HW
4-18	QUIZ 21, CH 21 HW
4-25	QUIZ 22, CH 22 HW
5-2	UNIT EXAM

UNIT 4

5-9	QUIZ 23, CH 23 HW
5-16	QUIZ 24, CH 24 HW
5-20	UNIT EXAM