BUSINESS DEPARTMENT
BASIC ACCOUNTING (ACT 100)
SYLLABUS Spring 2017
Tue. – Thur. 2:30 – 4:00

INSTRUCTOR: Mark Sullivan
Office: FOH 205i
Office Telephone 410-334-2838
Home Telephone 410-943-4617
e-mail – msullivan@worwic.edu

OFFICE HOURS
M 11:00 – 11:30
T12-12:40 & 4:20–6:25
W 6 – 6:25
R 4:05 – 6:25

COURSE DESCRIPTION: This course provides an orientation in the field of accounting and basic accounting fundamentals. Topics include payroll procedures, the accounting cycle of a proprietorship and preparation of basic financial records. This course is designed for students with no bookkeeping experiences who are seeking secretarial or clerical jobs.

REQUIRED MATERIALS:
ISBN139780133791464 Blackboard™ Supplementary Web site: https://blackboard.worwic.edu/. A copy of the syllabus is available on this website.
COURSE OBJECTIVES:
At the end of this course the student will demonstrate the ability to:

COURSE OBJECTIVES, ASSESSMENT GOALS AND
ASSESSMENT STRATEGIES: ACT 100 Basic Accounting

Upon the successful completion of this course the student will demonstrate the ability to:

<table>
<thead>
<tr>
<th>Course Objectives</th>
<th>Assessment Goals</th>
<th>Assessment Strategies</th>
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</table>
| 1 Record and post transactions in the basic accounting equation. (GEO 1,2,3) | A. Record transactions in “T” accounts  
B. Record transactions in the general journal.  
C. Post transactions from the general journal to the general ledger.  
D. Prepare a trial balance.  
E. Journalize and post adjusting entries for ; Prepaid Rent, Supplies, Depreciation, and Accrued Salaries.  
F. Prepare a trial balance. | Test Final Exam |
| 2 Prepare an income statement, balance sheet and statement of owners’ equity for a proprietorship, service business and a merchandiser. (GEO 1,2,3,4) | A. Prepare a worksheet for a proprietorship, service business and merchandiser.  
B. Journalize and post closing entries.  
C. Prepare a post closing trial | Test Final Exam |
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| 3 | Maintain subsidiary ledgers. (GEO 2,3) | **A. Post information to subsidiary ledgers (accounts receivable and accounts payable).**  
**B. Prepare accounts receivable and accounts payable schedules from the subsidiary ledgers.** | Test Final Exam |
| 4 | Explain the basic procedures for the control of cash. (GEO 2,3,5) | **A. Reconcile a bank account.**  
**B. Establish and reimburse a petty cash account.** | Test Final Exam |
| 5 | Prepare and maintain payroll accounting records. (GEO 3,4) | **A. Calculate; gross pay, FICA and income tax deductions.**  
**B. Prepare a payroll register.**  
**C. Journalize and post payroll entries.**  
**D. Record and maintain individual earnings records.**  
**E. Complete Employer Quarterly Federal Tax Return 941.**  
**F. Prepare; W-2’s, W-3’s and Form 940.** | Test Final Exam |
PREPARATION:
All students are to come to classes ready to actively participate in problem solving activities. You should budget your time outside of class in order to complete all homework assignments prior to your arrival in class.

CLASS GUIDELINES:
Good attendance is essential to success in this course. Excessive absences could lower your grade. If you miss a test, make arrangements with the instructor for a makeup test.

GRADING AND EVALUATION:

<table>
<thead>
<tr>
<th>Points</th>
<th>Grading Scale</th>
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<tbody>
<tr>
<td>600</td>
<td>900 – 1000 A</td>
</tr>
<tr>
<td>100</td>
<td>800 – 899 B</td>
</tr>
<tr>
<td>100</td>
<td>700 - 799C</td>
</tr>
<tr>
<td>200</td>
<td>600 – 677D</td>
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<td>Below 600 - F</td>
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Homework Questions and problems will be assigned as the class progresses. (GEO 3,4,6)
ACT 100 – TENTATIVE SCHEDULE OF LECTURES AND HOMEWORK

The assignments are an integral part of this course and are to be completed on time. Please seek help when you are having difficulty from the accounting tutors or your instructor. The schedule of assignments is subject to change by the instructor if a need arises. Quizzes will be given at unscheduled intervals to evaluate the understanding of the material.

ASSIGNMENT DUE

JAN 17  Introduction
        Introduce Chapter 1

19    Review Homework
      Introduce Chapter 2

24    Review Homework
      Review for exam

26    **Exam Chapters 1 and 2**

JAN 31  Introduce Chapter 3

FEB  2  Review Homework
      Introduce Chapter 4

   7  Review Homework
      Introduce Chapter 5

   9  Review for exam
      Prob. 5A – 1, 2, 3

14    **Exam Chapters 3, 4, 5**

16    Introduce Chapter 6
<table>
<thead>
<tr>
<th>Date</th>
<th>Task Description</th>
<th>Comment</th>
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<tbody>
<tr>
<td>21</td>
<td>Review Homework 6A 1, 2, 3</td>
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<tr>
<td>23</td>
<td>Introduce Chapter 7</td>
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<tr>
<td>28</td>
<td>Review Homework 7A 1, 2</td>
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<tr>
<td>MAR 2</td>
<td>Introduce Chapter 8</td>
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<tr>
<td>14</td>
<td>Review Homework 8A – 1, 2</td>
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<tr>
<td>16</td>
<td>Review for exam</td>
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<tr>
<td>21</td>
<td><strong>Exam Chapters 6, 7, 8</strong></td>
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<tr>
<td>23</td>
<td>Introduce Chapter 9</td>
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<tr>
<td>28</td>
<td>Review Homework 9A 1, 2</td>
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<td>Introduce Chapter 10</td>
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<tr>
<td>30</td>
<td>Review Homework 10A - 1</td>
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<td></td>
<td>Review for exam</td>
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<tr>
<td>APR 4</td>
<td><strong>Exam Chapters 9 and 10</strong></td>
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<tr>
<td>6</td>
<td>Introduce Chapter 11</td>
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<td>11</td>
<td>Review homework 11A - 1</td>
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<td>Introduce Chapter 12</td>
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<tr>
<td>13</td>
<td>Review homework 12a 4</td>
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<td></td>
<td>Review for exam</td>
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<td>18</td>
<td><strong>Exam Chapters 11 and 12</strong></td>
<td><strong>Writing Assignment Due</strong></td>
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<td>20</td>
<td>Review for final exam</td>
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<td>APR 27</td>
<td><strong>COMPREHENSIVE FINAL EXAM 2:00- 4:00</strong></td>
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OTHER INFORMATION
Wor-Wic Community College Institutional Policies

ACADEMIC HONESTY POLICY: (GEO 8)
Students are expected to maintain a high level of academic performance. Cheating and plagiarism are defined in Wor-Wic’s Student Conduct Policy (appendix of College Catalog). Infractions of this policy will result in the student’s failure for the assignment or test and possible referral to the Student/Faculty Disciplinary Committee.

EMERGENCY INFORMATION STATEMENT:
In the event of a flu epidemic or other emergency that results in the suspension of classes, faculty will be communicating with students about their courses and course requirements, such as assignments, quiz and exam dates, and class and grading policies, via faculty websites or Blackboard. Students will be responsible for completing all these assignments in accordance with class policies. Information about the resumption of classes will be communicated via the College’s website and email system.

ACADEMIC INTEGRITY and COMPUTER USAGE POLICY:
All students logging into Blackboard affirm that they understand and agree to follow Wor-Wic Community College policies regarding academic integrity and the use of College resources as described in the college catalog. Wor-Wic Community College considers the following as violations of the computer usage policy:
• Using the campus computing network and facilities to violate the privacy of other individuals.
• Sharing of account passwords with friends, family members or any unauthorized individuals

Violators are subject to college disciplinary procedures.

SERVICES for STUDENTS with DISABILITIES
Wor-Wic provides reasonable accommodations for students with disabilities, in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. If you are in need of accommodations, please contact the counseling office at (410) 334-2900. For more information, see Wor-Wic's Services for Students with Disabilities web page.

SEXUAL VIOLENCE
Wor-Wic Community College seeks a campus free of sexual violence which includes sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. Please be aware that if a student discloses a personal experience verbally or in writing as a Wor-Wic student to a faculty or staff member, the employee cannot maintain confidentiality and has the mandatory responsibility to notify one of the college’s Title IX coordinators. However, if you’d like to make a confidential disclosure
of any such violence, you can contact Wor-Wic’s director of counseling (X-2900) or you can contact the Life Crisis Center at 410-749-HELP or