

# ACCOUNTING 101: PRACTICAL ACCOUNTING

## Syllabus—Fall 2016

Larry Krupinski

Welcome to Accounting 101! This course is the basis of all accounting and the “language of business.” No matter what your future goals in life may be, maintaining an understanding of basic accounting will help you to be more effective in your career. Success in this class is predicated on attending class, completing assignments and class participation. I intend this class to be meaningful, insightful and fun. Let’s learn together: with each other and from each other!

## Course Description

Directed towards students preparing for ACCT 201 and the bookkeeping and accounting certificates, this course is designed to introduce students to the field of accounting. The following topics will be discussed over the course: Business transactions, adjusting and closing journal entries, payroll, cash reconciliation and preparation of financial statements for sole proprietorships in service and merchandising business. Practical problems are stressed, and students will be required to complete an accounting practice during the semester.

## Course Details

**SEMESTER:** Fall 2016

**PREREQUISITES:** None

**SECTION:** 1004

**MEETINGS:** Tuesday/Thursday 3:30pm-5:20pm

**ROOM:** OC 4801

**UNITS:** 4

**BLACKBOARD SITE:** <https://blackboard.miracosta.edu>

**My Accounting Lab (MAL):** [www.pearsonmylab.com](http://www.pearsonmylab.com). Follow student registration instructions at the end of the syllabus.

Transfer Credit: CSU and UC

## Course Objectives & Student Learning Outcomes

**COURSE OBJECTIVES:** In this first accounting course, the following objectives will apply:

1. Complete an accounting cycle for a sole proprietorship according to generally accepted accounting principles (GAAP).
2. Generate and record payroll and payroll-related liabilities in accordance with state and federal laws and regulations.
3. Explain and apply the principle objectives and practices of proper internal control and/or evaluate ethical standards in a given business situation.
4. Complete a manual accounting simulation

## Instructor Information

**Instructor:** Larry Krupinski

**Phone:** 760-805-5123

**Email:** [lkrupinski@miracosta.edu](mailto:lkrupinski@miracosta.edu)

**Website:** <http://www.miracosta.edu/home/lkrupinski/>

Email is the best way to communicate with me. I will respond within 48 hours. Please use your name and course title in the subject line.

**Office Hours:** To be determined/by appointment.

**Professor Bio:** I earned both my Bachelors in Accounting and Masters in Business Management from Indiana University of Pennsylvania. I have been teaching Accounting at local colleges for the past 26 years. I feel that education is one of the most important things in our lives, but that learning also needs to be fun.

## Course Materials & Required Web Access

### TEXT AND RELATED MATERIALS:

- College Accounting: A Practical Approach, 13<sup>th</sup> edition with [My Accounting Lab \(MAL\)](#) Pearson, ISBN: 978-0-13-391713-0. A copy of the textbook is on reserve at the MCC Library and is available for purchase or rent at the MCC Bookstore.
- You may purchase the textbook or, at minimum, the access to My Accounting Lab that includes the e-text. Please be aware that the text will be used in class for problem solving each week.
- **Course Blackboard Web Site:** <https://blackboard.miracosta.edu>. Use Firefox web browser for best results.
- **My Accounting Lab (MAL):** [www.pearsonmylab.com](http://www.pearsonmylab.com). Follow student registration instructions attached to this syllabus. Use Firefox web browser for best results.
- **MAL is where you will complete all weekly online requirements including homework and quizzes.**
- A simple calculator (**cell phones will not be permitted**).

## Course Content

**MODE OF INSTRUCTION:** This course will be conducted on a lecture, discussion, group tasks and problem-solving basis. I will include other types of presentations relevant to the material being covered. Your active participation is a **vital** element of the learning process. In order to encourage class discussion, group assignments and/or oral presentations may be part of the curriculum.

**CHAPTER LECTURES:** Please read the assigned chapter in the book prior to the start of the discussion of each chapter.

**HOMEWORK:** In accounting, new concepts build upon those that have come before. It is very important for you to stay current in this course. Failure to complete homework may result in lowering your overall grade. Homework assignments and due dates are on the [MAL](#) site. **Late homework and quizzes will not be accepted unless arrangements are made in advance.** Homework may be reviewed in class. **Please note there may be assignment changes announced in class (or through email and/or online announcements in Blackboard) that you will be responsible for knowing about.**

**QUIZZES/EXAMS:** There is a quiz assigned at the end of each chapter on [MAL](#) listing the date it is available to take and the due date. Additionally, there will be 4 in class exams. The quizzes consist of problem solving concepts related to the chapters' content and the homework.

**EXTRA CREDIT:** Throughout the semester there may be opportunities, at the professor's discretion, for earning extra credit. Information about extra credit will be made available later in the course.

**PRACTICE SET:** One project is assigned and details will be made available later in the semester.

## Course Grading Requirements

Subject to adjustment (lowering) by the sole discretion of the Professor at the end of the semester, the letter grading will be:

### POINTS POSSIBLE:

Homework:	380 points
Quizzes:	180 points
Semester Project:	100 points
Attendance:	30 points (beginning 09/06/16)
Miscellaneous TBA	10 points
Exams (4 at 50 each):	<u>200 points</u>
<u>Total</u>	900 points

- A = 810 – 900 points
- B = 720 – 809 points
- C = 630 – 719 points
- F = Below 630 points

## Course Rules and Expectations

### **ATTENDANCE AND CLASS BEHAVIOR: Attendance is required.**

Attendance is critical to teaching and learning. You will fall behind in acquiring course content and skills if you do not attend every class. Situations can occur, however, that are beyond your control and require you to miss a class (es). If you miss a class, make arrangements with a classmate to keep you informed on lecture topics, handouts and assignments. All material for this course is not necessarily found in the text or on Blackboard. **No make-ups of assignments, quizzes or tests will be allowed.** Contact me immediately if extenuating circumstances will prevent you from attending class or missing an assignment or test. The Instructor holds the right to withdraw students for lack of attendance or lack of progress.

Class starts at 3:30. Please be seated and ready to start on time. Please turn all cell phones off.

Completing **ALL** assignments is critical to your success in this course. Completing and understanding all assignments will enhance success on all exams and future assignments. Please contact me via email or before or after class if you have questions on the assignments.

**ACADEMIC HONESTY:** All assignments, quizzes and tests are to be the work of the student. Any items turned in for a grad that is deemed not the original work of that student will be considered unacceptable and the student will receive zero points for that work.

**A sign in sheet will be available at the end of each class.** It is the students' responsibility to sign it. Any student caught falsifying information will be subject to disciplinary measures

## College Policies and Services

**VERIFIED DISABILITY:** A student with a verified disability may be entitled to appropriate academic accommodations. Please contact the instructor and/or the Disabled Student Program and Services Office at (760) 795-6658 or the office of the ADA Coordinator at (760) 795-6866 by the end of the first week of class.

**TUTORING AND ACADEMIC SUPPORT SERVICES (TASC):** TASC OFFERS FREE TUTORING FOR THIS AND OTHER COURSES AT THE LIBRARY AND INFORMATION HUB. MORE INFORMATION IS AVAILABLE AT THE HUB OR CALL (760)944-7748 EXTENSION 7748.

**LIBRARY RESOURCES:** FOR LIBRARY SERVICES AND RESOURCES INFORMATION VISIT [WWW.MIRACOSTA.EDU/LIBRARY](http://WWW.MIRACOSTA.EDU/LIBRARY)

## WEEKLY SCHEDULE

### CLASS SCHEDULE AND HOMEWORK ASSIGNMENTS FALL 2014

WEEK	WEEK OF	CHAPTER	TOPIC
1	08-23-16		INTRODUCTION/GETTING STARTED
2	08-30-16	1	ACCOUNTING CONCEPTS AND PROCEDURES
3	09-06-16	2	DEBITS & CREDITS: ANALYZING AND RECORDING BUSINESS TRANSACTIONS
4	09-13-16	3	BEGINNING THE ACCOUNTING CYCLE
5	09-20-16		<b>REVIEW &amp; TEST # 1</b>
6	09-27-16	4	THE ACCOUNTING CYCLE CONTINUED
7	10-04-16	5	THE ACCOUNTING CYCLE COMPLETED
8	10-11-16		<b>REVIEW &amp; TEST 2</b>
9	10-18-16	6	BANKING PROCEDURE AND CONTROL OF CASH
10	10-25-16	7	CALCULATING PAY AND PAYROLL TAXES: THE BEGINNING OF THE PAYROLL PROCESS
11	11-01-16	8	PAYING, RECORDING, AND REPORTING PAYROLL AND PAYROLL TAXES: THE CONCLUSION OF THE PAYROLL PROCESS
12	11-08-16		<b>REVIEW &amp; TEST 3</b>
13	11-15-16	9	SALES AND CASH RECEIPTS
14	11-22-16	10	PURCHASES AND CASH PAYMENTS
15	11-29-16	11	PREPARING A WORKSHEET FOR A MERCHANDISE COMPANY
16	12-06-16	12	COMPLETION OF THE ACCOUNTING CYCLE FOR A MERCHANDISE COMPANY
17	12-13-16		<b>REVIEW &amp; TEST 4</b>

ALL DATES ARE TENTATIVE AND MAY BE CHANGED AT THE DISCRETION OF THE INSTRUCTOR.

## Pearson's MyLab & Mastering Student Registration Instructions

### To register for **ACCT 101 Practical Accounting Section 1004 Fall 2016**:

1. Go to [www.pearsonmylabandmastering.com](http://www.pearsonmylabandmastering.com).
2. Under Register, select **Student**.
3. Confirm you have the information needed, then select **OK! Register now**.
4. Enter your instructor's course ID: [krupinski80934](#), and **Continue**.
5. Enter your existing Pearson account **username** and **password** to **Sign In**.  
You have an account if you have used a Pearson product, for example: MyMathLab, MyITLab, MyPsychLab, MySpanishLab or Mastering, such as MasteringBiology.  
- If you don't have an account, select **Create** and complete the required fields.
6. Select an access option.  
- Use the access code that came with your textbook or that you purchased separately from the bookstore.  
- Buy access using a credit card or PayPal account.  
- If available, get 14 days temporary access. (The link is near the bottom of the screen.)
7. From the confirmation page, select **Go To My Courses**.
8. On the My Courses page, select the course tile **ACCT 101 Practical Accounting Section 1004 Fall 2016** to start your work.

### To sign in later:

1. Go to [www.pearsonmylabandmastering.com](http://www.pearsonmylabandmastering.com).
2. Select **Sign In**.
3. Enter your Pearson account **username** and **password**, and **Sign In**.
4. Select the course tile **ACCT 101 Practical Accounting Section 1004 Fall 2016** to start your work.

### To upgrade temporary access to full access:

1. Go to [www.pearsonmylabandmastering.com](http://www.pearsonmylabandmastering.com).
2. Select **Sign In**.
3. Enter your Pearson account **username** and **password**, and **Sign In**.
4. Select **Upgrade access** from the course tile **ACCT 101 Practical Accounting Section 1004 Fall 2016**.
5. Enter an access code or purchase access with a credit card or PayPal account.