



# CHIPOLA COLLEGE

## COURSE SYLLABUS

**COURSE TITLE:****ACCOUNTING****COURSE NUMBER:****ACG 2021****COURSE DESCRIPTION:**

An introductory course in financial accounting. This course addresses the proper way to make journal entries, post the journal entries to the ledger, prepare adjusting entries, prepare financial statements and do end-of-period closing entries. This course also addresses the proper valuation and presentation of assets, liabilities, stockholders' equity, revenue and expense accounts.

**PREREQUISITES:****NAME(S) OF INSTRUCTOR(S):**

Lee Shook  
**Office:** M208 - D  
**Phone** 718-2368  
**Office hours:** Posted on office door.  
Other times by appointment.

**DATE OF LATEST REVISION:****REQUIRED TEXTBOOKS:**

Financial Accounting, 9<sup>th</sup> edition, Needles, Belverd and Powers, Marian, Houghton Mifflin, 2007. ISBN 0-618-62676-x

**GRADING POLICIES:**

The standing of a student in each course is expressed by one of the following letters and corresponding grading system:

- A – 100 – 93
- B – 92 – 83
- C – 82 – 70
- D – 69 – 60
- F – 59 or less

**See your First Day Handout for individual instructor practices.**

The Chipola Catalog provides specific information regarding other outcomes from the grading system. A student's Grade Point Average is derived from the grading system/quality point scale.

**DISCIPLINE-SPECIFIC COMPETENCIES / LEARNING OUTCOMES:**

No specific Learning Outcomes for Accounting Courses.

## **STUDENT LEARNING OUTCOMES/OBJECTIVES FOR ACG 2021:**

See chart, last page.

## **MEANS OF ACCOMPLISHING OUTCOMES:**

Reading assignments from the chapters should be followed. Exercises are assigned and must be worked and handed in. Hourly tests (3) are given and a final exam.

## **LIBRARY AND ON-LINE REFERENCE MATERIALS:**

The library is a comprehensive, learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. In addition to print media, online catalogs and resources can be accessed through [www.linccweb.org](http://www.linccweb.org) and [www.netlibrary.com](http://www.netlibrary.com). Library hours are posted each semester at the building entrance.

Chipola's website is located at [www.chipola.edu](http://www.chipola.edu).

**See your First Day Handout for individual instructor recommendations and resources.**

## **TECHNOLOGY RESOURCES:**

The Information Technology Center, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance.

## **ASSIGNMENT SCHEDULE:**

**See your First Day Handout for individual instructor assignment schedule.**

## **ATTENDANCE AND WITHDRAWAL POLICIES:**

Chipola College expects regular attendance of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor.

Chipola policy allows each instructor to specify in the course handout the attendance policy. It also allows the instructor to decide whether or not an absence is excusable and what effect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction, (2) cannot withdraw, and (3) must receive a grade.**

**See your First Day Handout for individual instructor or department-specific attendance and withdrawal policy.**

### **MAKE-UP POLICY:**

Chipola allows each instructor to specify in the instructor handout the makeup policy. Please see your first day handout for individual instructor policy.

### **ACADEMIC HONOR CODE POLICY:**

Students are expected to uphold the Academic Honor Code. Chipola College's Honor Code is based on the premise that each student has the responsibility to

- 1) uphold the highest standards of academic honesty in his/her own work;
- 2) refuse to tolerate academic dishonesty in the college community; and
- 3) foster a high sense of honor and social responsibility on the part of students.

Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

### **STUDENTS WITH DISABILITIES POLICY:**

Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola's goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment.

Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

**LINKING COURSE, DISCIPLINE, AND GENERAL EDUCATION COMPETENCIES**

<p align="center"><b>STUDENT LEARNING OUTCOMES FOR ACG 2021</b></p> <p align="center"><b>The student will:</b></p>	<p align="center"><b>DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES*</b></p>	<p align="center"><b>GENERAL EDUCATION CORE COMPETENCIES</b></p>
<p>* The accounting equation and the proper rules for debiting and crediting when making general journal entries.</p>		<p>SS5, M1, M5, M2, T5</p>
<p>* The accounting cycle, which includes the preparation of a trial balance, preparing adjusting entries, completing a worksheet and preparation of the financial statements.</p>		<p>SS5, M1, M5, M2, T5</p>
<p>* The proper accounting for a merchandising operation, including the calculation of cost of goods sold and preparation of a multi-step income statement.</p>		<p>SS5, M1, M5, M2, T5</p>
<p>* Proper valuation and presentation of current assets, long-term assets, calculation of depreciation, current and long-term liabilities (including valuation and presentation of bonds payable), and stockholders' equity accounts</p>		<p>SS5, M1, M5, M2, T5</p>
<p>* Determination of ending inventory values under various assumptions (such as LIFO, FIFO, or Average costing) under both the periodic and perpetual inventory systems.</p>		<p>SS5, M1, M5, M2, T5</p>
<p>* Introduction to the use of present values.</p>		<p>SS5, M1, M5, M2, T5</p>
<p>* Proper presentation of a Statement of Cash Flows using the indirect approach.</p>		<p>SS5, M1, M5, M2, T5</p>
<p>* Financial Statement Analysis</p>		<p>SS5, M1, M5, M2, T5</p>

For a list of Chipola's College-Level Competencies, see [www.chipola.edu](http://www.chipola.edu).

## INDIVIDUAL INSTRUCTOR HANDOUT – ACG 2021

Grades: The course grade will be determined from:

3 Hourly exams @ 100 pts each	300 pts.
Homework and pop quizzes	50 pts.
Final exam	<u>150 pts.</u>
Total	500 pts.

Pop quizzes and homework cannot be made up. There will be a total of 60 pts available from homework and pop quizzes, therefore if you happen to miss one or two of the pop quizzes it is still possible to obtain the full 50 pts.(see above) that will be used in determining your grade.

Makeup exam will be given at the end of the semester for any hour test missed for any reason. The final exam will be approximately 100 pts from the chapters covered since Exam III and 50 pts. of comprehensive questions.

Your responsibility: YOU MUST KEEP UP WITH THE WORK ASSIGNED AS EACH CHAPTER IS A PREREQUISITE FOR THE NEXT CHAPTER AND ADDITIONAL ACCOUNTING COURSES. Please bring your book, a pencil and a calculator to class with you. Please do all tests and homework assignments in pencil. Students who do well in this course are the ones who attend class, read the chapters, work the problems (as the material is covered, not the night before the exam) and ask questions in class about those things they don't understand.

NOTE: Certain universities require a B or better in ACG 2021 and ACG 2071 to enroll in the required upper-level accounting courses and grade forgiveness is not allowed.

Read over and try to answer the questions at the end of each chapter. These questions do not have to be handed in, but will help in your understanding of the chapters.

Date	Chapter	To be handed in
Week 1	Introduction Chpt 1	
	Chpt 2	
	Chpt 2	E 1, 2, 3
Week 2	Chpt 2	E 5, 6 Prob. 4
	Chpt 3	
	Chpt 3	E 3, 4, 5, 8
Week 3	Chpt 3	P. 1, p. 4
	Chpt 4	Q 1 - 25
	Chpt 4	E 1, 4, 5
Week 4	Chpt 4	P 1, P2
	Chpt 5	
	Chpt 5	E. 1, 3, 4 P. 3
Week 5	Chpt 5	E. 8, 9, 10
	Review	
	Exam I	September 24
Week 6	Chpt 6	

	Chpt 6	E. 3, 5
	Chpt 6	E. 7, 9, 14, 15
Week 7	Chpt 7	
	Chpt 7	E. 5, 6, 7
	Chpt 7	E. 8, 11, 12
	Chpt 7	E. 16, P. 5
Week 8	Chpt 8	
	Chpt 8	E. 3, 5
	Chpt 8	E. 12, 13 P. 4
Week 9	Exam II	October 13
Week 10	Chpt 9	E. 9, thru 18
	Chpt 9	E. 6, P. 2
	Chpt 9	In class work
Week 11	Chpt 10	E. 3, 4, 5, 6
	Chpt 10	E. 7, 8, 9, 13
	Chpt 10	P. 2, P. 3
Week 12	Exam III	October 29
Week 13	Chpt 11	
	Chpt 11	E. 7, 4, 5
	Chpt 11	P. 2
Week 14	Chpt 12	
	Chpt 12	E. 6, 7, 8, 10
	Chpt 12	E. 11, 12, P. 1
	Chpt 13	
	Chpt 13	E. 2, 9, 10
Week 15	Chpt 14	E. 1, 3
	Chpt 14	E. 9, P.3
	Chpt 14	
	Review	
	FINAL EXAM	December 14 2:00 pm

\* Last day for vertical transfer- October 6

\*\* Last day to withdraw – November 4

\*\*\* Last day to resign from all classes – November 18